



HLTAHW020 Administer Medications

About AHCSA

The Aboriginal Health Council of South Australia (AHCSA) is the peak body for Aboriginal Health representing the Aboriginal Community Controlled Health and Substance Misuse Services throughout South Australia at a State and National level.

AHCSA delivers Nationally Accredited training and has been registered with the Australia Skills Quality Authority (ASQA) as a Registered Training Organisation (RTO) since 2004 (RTO 40142).

AHCSA's RTO and training programs are distinctive in the development and delivery of culturally appropriate training, with learning resources that are contextualised using local Aboriginal community and service examples and scenarios. These aspects enable graduates to leave with knowledge and skills that are relevant to both the health industry and their communities.

AHCSA prides itself on providing a comfortable learning environment reflective of the organisation's cultural values and connections. To ensure the best learning outcomes for students, class sizes are capped at 12 students and all training programs incorporate a balance of theory and hands-on learning activities.

About the Course

This unit covers the required skills and knowledge to administer medication to Aboriginal and/or Torres Strait Islander clients. It involves determining the medication requirements of an individual client, calculating dosage and performing the clinical skills necessary to administer the required medication. It also involves supporting a client to self-administer medication.

This unit applies to Aboriginal and/or Torres Strait Islander health workers with the relevant authority in their state or territory to administer medication. *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

Course Duration and Participation

Nominal Hours 200 | 5 Days face-to-face plus workplace evidence

This unit of competency is delivered over 5 days face-to-face and includes completion of assessment workbooks and skills activities in AHCSA's Simulated Learning Environment (SLE). Completion of significant work place evidence is also required to achieve this unit of competency. Additional face-to-face assessment may be required in AHCSA's SLE or the student's workplace.

Location and Language

All training is delivered at the Aboriginal Health Council of South Australia, 220 Franklin Street, Adelaide SA.

Training delivery and learning materials are all provided in English.



HLTAHW020 Training Program Information	Version 1.0	Date: 14/12/2017
Authorised: © AHCSA RTO 40142	Uncontrolled document when printed	Page 1 of 4

Study Pathways and Employment Opportunities

The unit of competency HLTAHW020 Administer medications is a core unit in the qualification HLT40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice.

Aboriginal and/or Torres Strait Islander Health Practitioners who registered with the Australian Health Practitioner Regulation Agency (AHPRA) using the qualification HLT43907 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) may find that they have a notation on their registration with regards to medication administration. Completion of this unit of competency with AHCSA will enable removal of this notation upon supplying a Statement of Attainment to AHPRA.

Job roles of Aboriginal and/or Torres Strait Islander health workers vary greatly from the roles and responsibilities of other health care professionals in that there is a blurring between the professional and private. Strong links with the community and environment means that often Aboriginal and/or Torres Strait Islander health workers may also find themselves utilising specific skills and knowledge as Aboriginal and/or Torres Strait Islander people. This may include acting as communicators and interpreters on behalf of clients and other health care professionals, providing cultural education to people outside of the community and culture, and providing health education and treatment in terms of tradition healing. It is important for employers to acknowledge these additional roles, which can fall outside the realm of strict primary health care (Community Services and Health Industry Skills Council, *Learning Strategies Guide for Aboriginal and/or Torres Strait Islander Health Worker Qualifications HLT Health Training Package*, Release 1.4, January 2015).

Entry Requirements

Applicants must be 18 years or older at commencement of their training in this unit of competency.

Applicants must be of Aboriginal and/or Torres Strait Islander descent and a South Australian resident.

Applicants must be employed in a health care setting with exposure to necessary skills practice and adequate supervision in order to complete workplace component of this unit of competency.

Applicants must demonstrate an acceptable level of literacy and numeracy skills. Students are required to participate in a language, literacy and numeracy assessment on orientation day to gauge how much support they may require.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to complete this unit of competency:

Numeracy

- in order to reconstitute powdered medicine as a mixture using ratios
- in order to measure specified dosages of tablets and medicines for injection

Reading

- in order to interpret medicine manufacturer's specifications
- in order to access and use written information in approved product information sources relating to medications

HLTAHW020 Training Program Information	Version 1.0	Date: 14/12/2017
Authorised: © AHCSA RTO 40142	Uncontrolled document when printed	Page 2 of 4

Cost

\$1,800 Full-Fee Rate

Fees for this unit of competency are calculated at a nominal-hour rate in-line with AHCSAs Fee Schedule. Details of current fees and charges can be found on AHCSAs [website](#).

USI

All students doing nationally recognised training need to have a Unique Student Identifier (USI). The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

All Student's undertaking study with AHCSA will be required to provide their USI at enrolment. Further details on the USI and how to register can be found on the [webiste](#) (www.usi.gov.au).

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process whereby the skills you have acquired from life, work experience; formal or informal training can be formally acknowledged and recognised. RPL can apply to one or more unit of competencies or even a whole course. What this will mean for you if it is granted is that you do not have to repeat material you already know and you may be able to progress more quickly.

AHCSA is obligated to recognise the AQF Qualifications and Statements of Attainment issued to students by other registered training organisations. This means that if you achieve competency in unit of competencies of a course we are required to accept these as valid and reliable. You will need to provide the original certification obtained for verification from an RTO staff member or alternatively provide a certified copy.

Student's wishing to apply for Credit Transfer or Recognition of Prior Learning for any of their training with AHCSA are encouraged to submit their Recognition Application as early as possible following acceptance into a training program. Successful Applicants will receive a Recognition Application form within their Offer Pack upon acceptance into the course, which details the process for applying for recognition.

HLTAHW020 Training Program Information	Version 1.0	Date: 14/12/2017
Authorised: © AHCSA RTO 40142	Uncontrolled document when printed	Page 3 of 4

How to Apply

Before applying to study at AHCSA, all prospective students should consider the courses available, course content, training delivery methods and schedules and any other information that would be useful in helping to determine whether training at AHCSA is right for them. Application Forms can be obtained from AHCSA's website or by contacting a member of the Education, Training and Workforce Team.

AHCSA encourages anyone interested in undertaking study at AHCSA now or in the future to complete an Expression of Interest Form. An Expression of Interest Form should be submitted outside of the Application Period. An Expression of Interest Form can be downloaded from the AHCSA website or can be obtained by contacting an AHCSA.

During Application Open periods, prospective students can submit a completed Application Form following the instructions on the form. Applicants are reminded to ensure they attach all relevant supporting documentation with their application to inform the selection process, including a Resume, previous qualifications and a Job Description for their current role, if applicable. Once AHCSA receives the Application Form, applicants will receive a notification of receipt via email advising of the expected timeframe for the outcome of their application.

AHCSA will identify if the Applicant meets the relevant selection criteria for this study program, including:

- Age restrictions – 18 years and older;
- Availability of training course and places;
- Target Group requirements of course – must identify as Aboriginal and/or Torres Strait Islander;
- Employment Status.

Further Information

For further information please contact a member of the Education, Training and Workforce Team on the contact details listed below.

Aboriginal Health Council of South Australia Limited



(08) 8273 7200



(08) 8273 7299



student.enquiries@ahcsa.org.au



220 Franklin Street, Adelaide SA 5000



www.ahcsa.org.au



GPO Box 719, Adelaide SA 5001



RTO Number 40142 | ABN 89 287 854 542