



NATIONALLY RECOGNISED
TRAINING

Assist clients with medication

HLTHPS006

This course covers the skills and knowledge required to prepare for and provide medication assistance to a variety of clients and to support a client to self-administer their medication using the relevant mode of administration.

It also involves reading, understanding and accurately completing medication documentation such as care plans and medical charts after administration of medication.

MediLearn™

RTO Provider No. 46190



V1.0 -2024



(02) 9819 0600



MediLearn.com.au



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Application

This unit applies to community services and health workers with authority in their state or territory to assist with the administration of medication.

The skills in this unit are applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Certification

At the end of this program student will be awarded a Statement of Attainment for the nationally recognised unit of Competency.



HLTHPS006

Assist clients with medication

Pathway

After completing this course students can administer medication in the following settings:



Entry Requirement - no prerequisites

We recommend the student is currently employed or entering into a role requiring them to dispense medication. The student must meet the foundation skills when enrolling into this unit of competency.

The target group for this program is typically existing workers within the health care industry who will be expected to administer medication or assist clients with the administration of medication.

- Disability Support Worker
- Aged Care Worker
- Community Care Worker
- Personal Care Worker
- Respite Care Worker

When the course is on



2024/25 Course Schedule

August	Tuesday 13/08/2024 9:00am
September	Tuesday 03/09/2024 9:00am Tuesday 8/09/2024 9:00am Tuesday 17/09/2024 9:00am
October	Tuesday 22/10/2024 9:00am
November	Tuesday 5/11/2024 9:00am Tuesday 19/11/2024 9:00am
December	Tuesday 03/12/2024 9:00am
January	Tuesday 14/01/2025 9:00am Tuesday 28/01/2025 9:00am

Training Location

Face to Face training is held in the MediLearn office.

4/50 Victoria Rd
Drummoyne NSW
2047

Public transport bus stops nearby (the 500 series), or limited street parking available.



How the course runs

The course is run over two consecutive days at MediLearn training facility or if a private group, at your chosen venue.

Face to Face Training
Min 10 - Max 20
Students

**Online support and
resources**

**Nationally recognised
training, taught by
industry trainers and
assessors.**

Structure

2 Day Course	Hours
DAY 1 - THEORY	
<ul style="list-style-type: none">Assist clients with Medication Day 1 of 2	7.5 hours Face to Face or Virtual
DAY 2 - ASSESSMENT	
<ul style="list-style-type: none">Skill Test (Role Play / Scenarios)	7.5 hours Face to Face
OPTIONAL SUPPORT	
Access to assessor and LLN support (not mandatory)	2 hours

Learning options

- Face to Face training delivered over two (2) days.
- Blended delivery
 - 1 Virtual Theory day (7.5 hours) + 1 day Skill Test Face to Face

The theory side of the course may be delivered in a virtual environment dependent on the availability of resources and equipment at the physical training site via MS Teams.

Note: Skill Test and Workplace Observation must be conducted face to face.

Learning outcomes

Upon completing this course, students will learn the skills and knowledge to:

- | |
|--|
| <ul style="list-style-type: none">• Prepare to assist with medication |
| <ul style="list-style-type: none">• Prepare the client for assistance with administration of medication |
| <ul style="list-style-type: none">• Support clients with administration of medication |
| <ul style="list-style-type: none">• Handle medication contingencies |
| <ul style="list-style-type: none">• Complete medication distribution and documentation |

Course Cost

\$345.00 per person

Individual bookings

All fees and charges are to be paid at the time of your enrolment application. All payments are to be made by secured online payment Stripe, the details of which are provided to students.

Group bookings

An invoice will be sent to the organisation for all group bookings. RTO will maintain enough in the protection account so that it can repay all tuition fees already paid for group bookings.

For further information relating to Fees and Refund Policy and Procedure refer to MediLearn website: <https://medilearn.com.au/>

What to bring:

- Acceptable proof of identification – including current passport, current drivers licence, truck or motor bike licence, Proof of Age Card or military identification. MUST contain a photo.
- Wear comfortable clothing
- Your lunch, as lunch is not provided

English may not be your first language, or you may need additional support with language, literacy, and numeracy (LLN).

If this is the case, you may be eligible for our LLN support services.



Language, Literacy, and Numeracy (LLN) and Student Support

You must understand spoken and written English and perform basic mathematics to enrol.

Your LLN needs are informally assessed during the enrolment process by our team.

To enrol in this course you must be

- Currently employed or entering a role requiring medication administration
- Able to calculate and check correct medication dosages, expiry dates, and client information, including basic ratio and volume calculations
- Able to correctly check and interpret client information and dosage instructions

The LLN test is conducted during the pre-enrolment stage unless you have completed another VET or higher education course equivalent to Year 10 or 12. If you require support, MediLearn can assist in identifying appropriate services such as language, literacy, numeracy, or counselling.

Note: these services may incur additional fees payable to the service provider and are the responsibility of the Student.

If you or your trainer/assessor identifies a need for additional support we will work with you to develop an Individual Support Plan to ensure you get the help you need.



Important information

We need to see your Photo ID

Before you can start your training or assessment with us, we need to make sure you are who you say you are. This means we ask for identification (ID) to match the person we train and assess with the right qualification at the end. On the day, you can bring any Australian government-issued photo identification, such as a driver's license, passport, or proof of age card.

Student Support

MediLearn is committed to providing each individual student with a positive and enjoyable learning experience that will serve to enhance their existing skill set. Our caring one-to-one approach offers students the following support services:

- Discussion between student and their trainer/assessor about the students needs
- Arrangements for additional one-to-one advice where possible between student and trainer/assessor
- On-going monitoring of the student's progress by trainer/assessor, to ensure successful learning outcomes through student feedback

For further information relating to how MediLearn provides support to students refer to the Student Handbook found on the MediLearn's website:

Third party delivery

MediLearn does not engage with any third parties for the delivery and assessment of this course.

Should MediLearn decide to engage with a third Party students will be advised of this via Medi Learn's website, and course brochure at the time of the pre-enrolment phase.

MediLearn does not guarantee

MediLearn does not guarantee that a student will successfully complete this course or particular employment outcomes.

MediLearn does support the student with the required skills and knowledge but outcomes of success is based on the students own merit.

Unique Student Identifier (USI)

A USI is required at the time of enrolment. We are unable to accept enrolments without this number or notification of an exemption.

The purpose of the USI is to enable the collection and storage of your records of participation in vocational education and training on a central database.

Allowing you easy access to your records.

If you are unable or unwilling to get a USI please visit the following website for further information on what to do to be able to participate in training.

For more information and to apply for your USI or an exemption go to: apply for your USI go to: <http://usi.gov.au/Training-Organisations/Pages/how-students-create-usis.aspx>

Access and Equity

MediLearn upholds the principle that all applicants seeking to enrol are treated fairly and equitably and ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

MediLearn reserves the right to suspend from their training courses students who are:

- Unable to actively participate in the course activities as a result of injury.
- Disruptive
- Affected by drugs or alcohol.

Should this situation arise, immediate and discreet contact will be made with the client to discuss future training options for the individual(s) concerned.

Student Code of Conduct

All Medi Learn students are required to be responsible for their own behaviour and actions towards others.

Please refer to MediLearn's Student Handbook for further information relating to your responsibilities as a student and plagiarism. The student handbook was provided to you as a link prior to enrolment or maybe found on the MediLearn website: <https://medilearn.com.au/>

Competency based assessment

Competency based assessment is the process of gathering evidence to confirm that Students can perform required skills and knowledge. You will be given feedback on all Assessment Activities. Competency based assessment does not use a marking scale rather you are deemed "competent" or "not yet competent".

Complaints and appeals

MediLearn is dedicated to providing a high standard of service. Should you have a complaint or wish to appeal a decision made by the RTO, you are encouraged to do so.

For further information on complaints and appeals please visit the Medi Learn website: <https://medilearn.com.au/> and follow the links to the Complaints and Appeals Policy and Procedure.

Privacy

RTOs are bound by privacy legislation and adhere to all relevant legislation. All information related to Candidates is to be kept confidential at all times and kept in a secure manner. MediLearn will collect information, manage, use it and disclose it in a way that complies with the Privacy Act 1988 (Commonwealth), as amended in the Privacy Amendment (Private Sector 2000). MediLearn will:

- Where information is provided by another person, ensure that collection has been authorised by the individual concerned, or by someone who is legally authorised to act on their behalf.
- Only collect information by lawful and fair means and not in an unreasonably intrusive way

Protect archived personal information from loss or unauthorised access, use, disclosure, or misuse and from inappropriate modification.

Continuous improvement

Your feedback is vital for our ongoing improvement. Throughout your training, we encourage you to share your thoughts and comments.

At the end of your course, you'll have the opportunity to complete an optional anonymous survey to provide valuable feedback. Your insights help us enhance our services, and we appreciate your participation.

Commitment to you

To ensure that we provide training and assessment services that meet the needs of clients and industry, we employ sufficient suitably qualified and experienced Trainers, secure suitable facilities, and ensure sufficient opportunities for learning in appropriate environments, with suitable resources and assessments that is fair and flexible.

Before commencement

Should MediLearn cancel the training before it commences, you will be offered alternate dates. If the training is not rescheduled or the dates offered do not suit you, all fees paid you will be refunded in full within 10 days of the training being cancelled.

MediLearn are responsible for:

- Providing quality training and assessment
- Complying with The Standards for Registered Training Organisations (RTOs) 2015
- Issuance of AQF certification

Learn with us

- Improve your knowledge of medication management through comprehensive, practical, competency based training.
- Understand best practices to maintain high standards in medication management protocols.
- Boost your career as a certified expert with advanced skills recognised across healthcare settings.

PO BOX 90, Annandale NSW 2038

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