



RTO Provider Number: 46190

Phone 02 9819 0600

PO Box 90 Annandale NSW 2038

Website: [medilearn.com.au](http://medilearn.com.au)



## HLTHPS006 Assist clients with medication

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.



## 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 are able to administer medication in the following settings:

- Healthcare services
- Disability services
- NDIS services
- Community services
- Enrolled or registered nurse
- Personal caregiver

## Entry requirement

Although there are no prerequisites for this unit of competency.

It is recommended that the student is currently employed entering into a role requiring them to dispense medication.

The student will also be required to 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.

Existing workers include:

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

## Course Overview

During this course you will gain the skills and knowledge to:

1. Prepare to assist with medication
2. Prepare the client for assistance with administration of medication
3. Support clients with administration of medication
4. Handle medication contingencies
5. Complete medication distribution and documentation

## Language Literacy Numeracy and Digital Assessment and Student Support

Applicants' LLND needs are informally assessed during the enrolment process by MediLearn. It is a requirement that you can understand spoken and written English and perform basic mathematics.

You are required to be:

- currently employed or entering into a role requiring you to administer medications
- to calculate and check correct dosage of medication, expiry dates and client information. This includes basic calculations of ratios and volume.
- to correctly check and interpret client information and dosage instructions

LLND Assessment is conducted at the pre enrolment stage of the student's enrolment.

Where a student has completed another VET or Higher Education course or equivalent to year 10 or 12 at school, they will not be required to complete this test.

Should you require support, MediLearn can assist in identifying the appropriate support service as well as organising access to such services. Services referred to may include but are not limited to language, literacy, numeracy and digital or counselling support. It should be noted that such services may attract an additional fee to be paid to the service provider. Such fees are the responsibility of the student.

Should you or your trainer/assessor identify that you require any additional support, to be provided by MediLearn we will work with you to develop an Individual Support plan to ensure that we can provide the required support required.

## Course structure:

This course is delivered as a standalone unit of competency.

Sample Timetable:

Unit/s of competency	Hours	Delivery mode
<b>THEORY DAY</b> HLTHPS006 Assist clients with Medication Day 1 of 2	7.5	1 x full day workshop (Face to Face or Virtual)

<b>Skill Test - ASSESSMENT DAY</b> HLTHPS006 Assist clients with Medication Day 2 of 2	7.5	1 x full day workshop (Face to Face)
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## Minimum Class Numbers:

A minimum of 10 and a maximum of 20 students per course.

## Location:

Various

4/50 Victoria Rd Drummoyne NSW 2047



## Delivery:

MediLearn offers the following delivery options:

1. **Face to Face delivery** - 15 hours face to face training delivered over two (2) days.
2. **Blended delivery** - 1 day (7.5 hours) Theory (Face to Face or Virtual)  
1 day Skill Test Face to Face
3. **Virtual delivery** – The above options may be delivered in a virtual environment dependent of the available of resources and equipment at the physical training site. (Virtual Delivery is delivered by MS Teams) Skill Test must and Workplace Observation must be conducted face to face.

## Payment:

**Course Cost:** \$345.00

### Individual bookings

All fees and charges are to be paid by the date indicated on the invoice.

All payments are to be made by bank transfer into a specified account, the details of which are provided to students.

### Group bookings

A proforma invoice will be send to the organisation for all group bookings.

RTO will maintain enough in the protection account so that it is able to 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.
- You are required to wear comfortable clothing
- You are required to bring your own lunch

## Our commitment

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, ensure sufficient opportunities for learning in appropriate environments, with suitable resource and assessment that is fair and flexible.

Prior to commencement—should MediLearn cancel the training before it commences, you will be offered alternate dates (if the training is being rescheduled). 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

## 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 student's 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 as outlined below

For further information relating to how MediLearn provides support to students refer to the Student Handbook found on the MediLearn's website: <https://medilearn.com.au/>

## 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 student will be advised of this via MediLearn's website, course brochure at the time 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 student's 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.

In the event that 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.

## Students Code of Conduct

All MediLearn 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 Training and 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 MediLearn website: <https://medilearn.com.au/> and follow the links to the Complaints and Appeals Policy and Procedure.

## Privacy and confidentiality

MediLearn is bound by privacy legislation and are to adhere to all relevant legislation. All information related to Candidates is to be always kept confidential 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 particularly important to our commitment to ongoing improvement.

Throughout your training you will be asked to provide your thoughts and comments on the training received. MediLearn encourages all Students to make contact should they wish to provide feedback or comments on any aspect of the service received.

At the end of your course, you will be asked to complete a short survey. Although this is not compulsory your feedback is appreciated. You will not be required to disclose your name or any personal details when completing this survey.