

Medication Administration Program 2010

CHCCS305A Assist clients with medication

This is the new unit from the new Community Services Training Package CHC08 endorsed by the Commonwealth, State & Territory Ministers in December 2008. The unit replaces the old 303A & 304A medication units from the previous Community Service Package CHC02.

Prerequisite

The medication unit CHCCS305A must be assessed after the achievement of the following related unit:

HLTAP301A – Recognise healthy body systems in a health care context.

Program Summary

PART A:

2 day workshop program

Objective: To deliver & assess essential knowledge & essential skills

PART B:

i. Structured 4 week on-the-job under the guidance of a nominated workplace supervisor.

Objective of this on-the-job training is for the participant to develop essential knowledge & practice essential skills under the guide of an experienced staff person.

ii. Final 2 hour assessment session with the assessor

Objective: To demonstrate essential skills & knowledge to the assessor.

Program outline in detail

PART A: 2 day workshop program

- Classroom based delivery – maximum of 15 participants
- Each day 9.00am to 4.00pm with breaks (2 day program)
- Each day 10.00am to 3.00pm with breaks (3 day program)

Delivery strategy	Assessment strategy
<ul style="list-style-type: none"> • Learner resources (folder)- Participants are provided with program resources which they retain for future reference • Essential knowledge will be introduced on power point slides and discussed as a group. This includes: <ul style="list-style-type: none"> • Cross infection & prevention strategies • Understanding of potential hazards • Basic knowledge of commonly used medicines • The effect of medications being administered • Basic knowledge of healthy body systems & how illness affects people in the context of their life stage & support needs • Appropriate storage of medications • How & when equipment is used • Administrative procedures for medicines • Organisation procedures for documentation of medication and use of medication charts • Essential skills will be introduced and demonstrated by the program facilitator. This includes: <ul style="list-style-type: none"> • Demonstrate ability to provide administration of medications, including assisting clients with self administration of medications according to their defined job role & always in compliance with legal & organisational policies & procedures • Demonstrate use of dose administration aids • Negotiate the physical assistance that can be provided • Demonstrate how to observe, report & record discrepancies in medicines • Demonstrate use of appropriate equipment 	<ol style="list-style-type: none"> 1. Written assessment of functional English language, literacy and numeracy skills appropriate to the level of responsibility of the support worker when administering medication. Please refer to page 17 for further details. 2. Essential knowledge & skills assessment activities will be completed throughout the workshop days. <p>These include:</p> <ul style="list-style-type: none"> • Case studies & scenarios • Short answer questions • Problem solving in groups • Small group presentations • Skill demonstrations • Questioning

PART B: Structured 4 week on-the-job training and Final assessment session

It is a national compliance criterion to achieve accreditation, there must be observation of work performance & supporting statements (report) from a supervisor. Each training participant will be allocated a nominated supervisor from their workplace to mentor, observe and report over the 4 week period.

The supervisor will be provided relevant resources & coaching from State Enterprise Training to ensure they can complete their role effectively.

The key objective of this on-the-job training is for the participant to develop essential knowledge & practice essential skills under the guide of an experienced staff person.

Three assessment activities must be completed in this period to be submitted for assessment on the final assessment day.

- The participant will complete their 'Structured training Journal' and
- The workplace supervisor will complete their 'Nominated Supervisor Report' and
- A written unit assessment activity for the unit HLTAP301A Recognise Healthy body systems in a health care context

Delivery strategy	Assessment strategy
<p>Nominated workplace supervisor criteria is detailed on page 18</p> <p>On-the-job training should provide the participant opportunities to apply their knowledge & practice their skills with different clients in a range of settings.</p> <p>As a learning guide the State Enterprise Training 4 week on-the-job training has been developed so the participant can advance their practice over the 4 week period:</p> <p>Week one: Observations & locating relevant workplace information</p> <p>Week two: Practice under supervision</p> <p>Week Three: Practice under supervision in a range of workplace contexts & review of your own performance</p> <p>Week four: Practice under supervision in a range of workplace contexts & making decisions independently</p>	<p>Structured training journal to be completed over the 4 week period and submitted for assessment on the final assessment day.</p> <p>Nominated Supervisor report to be completed by the workplace supervisor over the 4 week period and given to the participant and submitted on the final assessment day. The report will include some of the following observations & demonstrations:</p> <p>A written unit assessment activity for the unit HLTAP301A Recognise Healthy body systems in a health care context</p>

<p>Final Assessment session</p> <ul style="list-style-type: none"> • Participants are booked in for a final assessment after they have completed their structured 4 week on-the-job training • Participants will be allocated into groups of no more than 5 for their final assessment session 	<ul style="list-style-type: none"> • Assessment will include demonstration of essential skills in front of the assessor and a written test to assess essential knowledge. • Structured training journal and nominated workplace supervisor report must be submitted for final assessment • Unit assessment activity for HLTAP301A Recognise Healthy body systems in a health care context must be submitted for final assessment
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Learning & assessment resources

All resources to complete the program will be provided. Each program participant will receive a black resource folder with their learning & assessment resources. This folder will be used throughout the program duration and the learning resources can be kept by the program participant for future reference.

State Enterprise Training Literacy and Numeracy (L&N) assessment

It is a national unit assessment requirement for all participants undertaking the medication unit that they must be deemed competent in functional English language, literary and numeracy skills that are relevant to their roles in medication administration. This would normally include tasks such as reading client ID, medication charts, notes, relevant reports, drug fact sheets, product label instructions and basic applicable numeracy skills. This is an ideal opportunity for all staff & their service organisations to ensure these essential skills for effective medication administration are adequate. The written L&N assessment will be completed by all participants in the first session on day one of the program.

What happens if someone is deemed not yet competent after they have completed their written literacy & numeracy assessment?

It is important to note program participants will be able to continue on with the rest of the medication accreditation program. If someone is deemed not yet competent in their assessment they will be contacted by phone and advised of the result. Their employer if applicable will be notified after this so a relevant support program can be arranged. The participant will have the opportunity to be re-assessed at their final assessment session.

Nominated workplace supervisor

The national assessment criteria for the medication unit requires assessment of competence to include both

- Observation of work performance and
- Statements from supervisor

Under the guidelines of the State Enterprise Training medication administration program this role is to be performed by an experienced staff member to be provided by the employer organisation. The criteria for a

- Supervisor must be an experienced staff person in a senior role to the training participant.
- Supervisor has achieved the minimum required accreditation standards in medication administration and has been currently practicing those competencies for a minimum of 2 years.
- Supervisor is able to mentor the participant throughout the duration of the program and able to assist the participant in the completion of assessment activities if required.
- Supervisor is able to maintain monitoring contact with the SET program facilitator when required.

Missed sessions & training/assessment events

We understand that unforeseen circumstances can arise that could interrupt participation in this program. Participants are required to contact their program facilitator as soon as they are aware that they may be missing sessions or activities or unable to continue in the program.

Please be aware due to the way the program is set out that if the following sessions or events are missed then the following action will apply:

- If either days of the 2 day workshop are missed. You will not be able to continue in the current program & therefore required to re-enrol in the next program and pay the enrolment fee of \$450
- If the final assessment session is missed you will need to make arrangements to attend a final assessment session in the next available program and a fee of \$30 will be charged.
- If the 4 week on-the-job structured training period is interrupted or missed and as a result the required assessment events are not completed. Please can contact your program facilitator & make arrangements for this to be set up at a later date. A final assessment session will also need to be re-booked at the next available session and this will incur a fee of \$30

Assessment outcomes

Assessment judgements in this program will be made holistically. This means the same essential knowledge & skills are assessed across a range of assessment events. Allowing multiple opportunities for demonstration of competence.

If participants are deemed not yet competent in either of the two units due to an identified competency gap they will be advised of this and will be required to be re-assessed in that specific competency or assessment event not the whole program.

Re-assessment

The following re-assessment protocols and costs may apply or a combination of re-assessment protocols dependant on the competency gap.

Competency gap identified	Protocol for re-assessment	\$ cost
1. Literacy & numeracy	Re-assessment	No charge
2. Majority of assessment activities completed in the 2 day workshop program	Repeat the 2 day program <u>in the next available workshop</u>	\$235
3. Majority of assessment activities during on-the-job structured training	Repeat the 4 week journal & submit for re-assessment	\$60
4. Nominated supervisor report	Not yet competent report from nominated supervisor will mean a meeting with the program facilitator and the re-assessment protocol will be decided at that point	Dependant on re-assessment meeting between nominated supervisor & program facilitator
5. Majority of activities in the written unit assessment for HLTAP301A-recognise health body systems in a health care context	Repeat the assessment & submit for re-assessment	\$60
6. Final written or practical assessment	Reschedule of final assessment session	\$30

Medication Administration 2010 Program schedule – State wide

	South			North			North West	
Course Code	Workshop Date 9.00am – 4.00pm Except March & July	Final Assessment Time 9.30am, 11.00am or 2.30pm Except March & July	Course Code	Workshop Date 9.00am – 4.00pm Except March & July	Final Assessment Time 9.30am, 11.00am or 2.30pm Except March & July	Course Code	Workshop Date 9.00am – 4.00pm Except March & July	Final Assessment Time 9.30am, 11.00am or 2.30pm Except March & July
MS1	19 th & 20 th January	23 rd February	MN1	19 th & 20 th January	23 rd February	MNW1	16 th & 17 th February	23 rd March
MS2	9 th & 10 th February	16 th March	MN2	9 th & 10 th February	16 th March	MNW2	20 th 21 st April	25 th May
MS3	9 th 10 th & 11 th March	15 th April	MN3	9 th 10 th & 11 th March	16 th April	MNW3	22 nd & 23 rd June	27 th July
MS4	13 th & 14 th April	18 th May	MN4	13 th & 14 th April	18 th May	MNW4	17 th & 18 th August	28 th September
MS5	11 th & 12 th May	15 th June	MN5	11 th & 12 th May	15 th June	MNW5	19 th & 20 th October	23 rd November
MS6	8 th & 9 th June	13 th July	MN6	8 th & 9 th June	13 th July			
MS7	6 th 7 th & 8 th July	3 rd August	MN7	6 th 7 th & 8 th July	3 rd August			
MS8	10 th & 11 th August	14 th September	MN8	10 th & 11 th August	14 th September			
MS9	7 th & 8 th September	5 th October	MN9	7 th & 8 th September	5 th October			
MS10	12 th & 13 th October	16 th November	MN10	12 th & 13 th October	16 th November			
MS11	9 th & 10 th November	7 th December	MN11	9 th & 10 th November	7 th December			

Venues



SOUTH

Tasmanian Technopark
Innovation Drive,
Dowsing Point

PH: (03) 6233 5588



NORTH

State Enterprise Training
3/ 1 Blyadon Street
Kings Meadows

PH: (03) 6343 6600



NORTHWEST

McKenna Park Regional Complex
Three Mile Line Road
Burnie

PH: (03) 6433 0400

Pricing

The cost per participant in the medication administration program is \$450 (GST free)

This includes:

- Training & accreditation delivered and assessed by Registered Nurses with years of clinical experience in disability services and working with support workers
- Comprehensive resource folder to retain for future reference
- Literacy & numeracy support if required
- 4 week on-the-job structured training program
- Coaching & mentoring for nominated workplace supervisors

Enrolment (Medication)

There is a maximum of 15 participants in each course to ensure effective training outcomes. State Enterprise Training will accept completed enrolments for all courses at any stage throughout the year. Places in all courses are offered on a 'first in' basis.

Please note: A completed enrolment is when State Enterprise Training receive a completed 'Medication enrolment form' for each individual training participant. A confirmation letter is sent to confirm enrolment details.

Payment terms (Medication)

Individuals that are self-funding will be required to pay in full at the time of a submitting their enrolment form to State Enterprise Training.

Service organisations funding their staff will be invoiced for their staff on the first day of the selected course. Please ensure your staff attend as the charge will occur for all enrolments unless we receive prior notice before the first day of the course.

Payment will be required on or before the final assessment day of that selected course.

Approximately 4 weeks later.

Please note accreditation (statement of attainment) will not be issued to training participants until all course fees have been paid.

Cancellation & refund policy (Medication)

If any course fees are prepaid and State Enterprise Training for any reason cancels the course then all monies will be refunded in full.

Cancellation notice for all enrolments will be accepted up until 5.00pm on the Wednesday before the first day of course commencement. A cancellation fee of \$35.00 will be charged.

Once the first day of a course commences then all enrolled participants will be charged.

There are no refunds after the commencement day of each course.

A self-funded participant or service organisation can receive a credit note to attend a future course based on availability of places and any cancellation fees paid will be deducted.