

# CHCSS00070

## ASSIST CLIENTS WITH MEDICATION



NATIONALLY RECOGNISED  
TRAINING

### COURSE OVERVIEW

This nationally accredited skill set reflects the skill requirements to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.

To achieve the **CHCSS00070 Assist clients with medication**, the candidate must complete two (2) units of competency; refer to unit list on page 2.

Acacia Education & Training is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

### COURSE OUTCOME

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

### ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

- **Applicants must be employed within the care sector where medication is administered.**
- Applicants will be required to undertake a Language, Literacy & Numeracy assessment.
- Applicants will be required to complete a Pre-Training Review.
- Applicants must be able to attend all practical assessments on the assigned dates where required.



**ACACIA**  
EDUCATION & TRAINING



### JOB OUTCOMES

This training will develop a range of skills that may be required for roles in the following areas:

- ✓ **Nursing**
- ✓ **Aged Care Worker**
- ✓ **Personal Care Assistant**
- ✓ **In Home Respite Worker**
- ✓ **Support Worker**

### COURSE DELIVERY



*\*See further information under Course Delivery on page 3 & 4 of this guide.*

### COURSE DURATION

Students may have up to six (6) months to complete the course. However, if you are utilising NSW Government funding, these dates may vary.

Students will need to follow the training plan provided to them at commencement of training to ensure they complete the course in the required timeframe. Approximately fifteen (15) hours of study should be allocated for each unit.

P: 02 4751 2300

E: [hello@acaciaeducation.edu.au](mailto:hello@acaciaeducation.edu.au)

W: [www.acaciaeducation.edu.au](http://www.acaciaeducation.edu.au)

# ESSENTIAL SKILLS FOR THE WORKPLACE



## UNITS OF COMPETENCY

Below are the units of competency required for this course.

UNIT CODE	UNIT DESCRIPTION
HLTAAP001	Recognise healthy body systems
HLTHPS006	Assist clients with medication

*This skill set has been approved by industry as suitable for individuals who hold a qualification at Certificate III level or higher in an area involving provision of direct client care.*

## UNIT OVERVIEW

### HLTAAP001 - Recognise healthy body systems

This unit describes the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.

**Knowledge Evidence examples:** *Knowledge of the basic structure and functions of the body systems and associated components; understanding body regulation including body temperature and blood pressure.*

**Performance Evidence examples:** *Students will be required to show evidence of working with information about the human body and its healthy functioning in at least 3 different situations.*

### HLTHPS006 - Assist clients with medication

This unit describes the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.

**Knowledge Evidence examples:** *Knowledge of the legislation, regulation and codes of practice and workplace policies; forms of medication and how they are handled, administered and stored; documentation requirements for the for the administration of medication.*

**Practical Evidence example:** *Students will be required to provide assistance with medication to at least 5 different clients according to their care plans, with at least 3 different types of medication and used at least 3 different modes of administration.*

P: 02 4751 2300

E: [hello@acaciaeducation.edu.au](mailto:hello@acaciaeducation.edu.au)

W: [www.acaciaeducation.edu.au](http://www.acaciaeducation.edu.au)

# ESSENTIAL SKILLS FOR THE WORKPLACE



## COURSE DELIVERY

Course delivery consists of satisfactorily completing three (3) components of blended learning:

1. Theory – Written assessments which are completed by the student as self-paced learning. The assessment book is required to be submitted to our Head Office 2 weeks prior to the workshop date and assessed as “Satisfactory”. Approximately 10 – 14 hours of pre reading and assessment time is required.
2. Workshop - Face to face workshop from 9am to 4.30pm. The workshop includes revision of theory and simulated medication rounds. Times may vary on a case-by-case basis.
3. Workplace practical assessment – medication rounds performed in a workplace arranged by Acacia Education & Training in consultation with the clients organisation if applicable. Typically, shifts may be from 7am – 11am (Morning), 11am – 2pm (Lunchtime) or 3pm – 6pm (Afternoon), however if a student is not deemed satisfactory a further assessment would be required. This pre-scheduled date is non-negotiable and mandatory for the completion of this unit of competency.

## WORKPLACE PRACTICAL ASSESSMENT

The student must be assessed in a workplace environment and demonstrate assistance with medication:

- to at **least 5 different clients** according to their care plans
- with **at least 5 different types** of medications
- used at **least 3 different modes** of administration

That is the requirement of the skill set training package and is non-negotiable.

---

### IMPORTANT NOTE:

The final assessment must be undertaken in a workplace arranged as above. The student will be assessed by a registered nurse or registered enrolled nurse. If a student is late to their allocated medication round shift, they will be deemed as absent and this will result in a reschedule fee (*see T&C's on page 5 for details*). Dates and times are set and cannot be changed. Should a student wish to be assessed in their workplace, suitability of the workplace must be approved by Acacia Education & Training prior to their enrolment and additional fees may apply.

P: 02 4751 2300

E: [hello@acaciaeducation.edu.au](mailto:hello@acaciaeducation.edu.au)

W: [www.acaciaeducation.edu.au](http://www.acaciaeducation.edu.au)

# DISCOVER HOW TO BUILD YOUR FUTURE TODAY.

RTO No 91469



## COURSE DELIVERY

This course can be delivered in a flexible program of **online or classroom\*** based learning + **workplace practicals**.

**Theory:** Students may complete their assessments at their own pace. Support from a designated trainer is available via email, phone, SMS and video call.

**Practical:** All practical assessments may be carried out in the classroom and the workplace with the designated trainer present.

*\*Where necessary, it is a requirement that students attend training on the allocated days. Classroom may be arranged on a case-by-case basis. Minimum numbers may apply. Ask us for more information.*

## CERTIFICATE

On successful completion of all assessments each participant will receive a Nationally Recognised Statement of Attainment in:

### CHCS00070 Assist clients with medication

*The successfully completed units provide credit towards a range of qualifications in the CHC Community Services Training Package or HLT Health Training Package at Certificate IV and Diploma level.*

## COURSE FEES

Contact Acacia for further information and ask us for a free quote.

**Subsidised Training:** Participants may be eligible to receive subsidised training or a fee reduction through the NSW Government Smart & Skilled program where available. Contact Acacia to find out more.

## FUNDING ELIGIBILITY *(where applicable)*

To be eligible to receive Smart and Skilled funding, applicants must meet the following criteria:

- living or working in NSW
- 15 years old or older and no longer at school
- an Australian citizen, Australian permanent resident, humanitarian Visa holder or New Zealand citizen.

## STUDENT SUPPORT

### Academic support

Students have access to trainer support throughout the duration of their course, whether they are learning online or in class. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, phone or video call, students will be provided with these contact details on course commencement.

### Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted using details further below.

## APPLICATION TO ENROL

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in.

For information on the enrolment process and to apply please contact us directly or use the online link on our website.

P: 02 4751 2300

E: [hello@acaciaeducation.edu.au](mailto:hello@acaciaeducation.edu.au)

W: [www.acaciaeducation.edu.au](http://www.acaciaeducation.edu.au)

# DISCOVER HOW TO BUILD YOUR FUTURE TODAY.

RTO No 91469



## Terms and Conditions

- Workshop dates are subject to change and minimum and maximum numbers.
- Workplace assessment dates are non-negotiable and mandatory.
- Full payment of fees is required at time of confirmed application – the booking is not confirmed until payment is made.
- Students are required to wear appropriate clothing for the industry at simulation and practical assessment/s, including pants and closed in shoes for safety purposes.

## Rescheduling, cancellation and non-attendance

- Failure to attend a scheduled workshop will result in fees being forfeited. To continue, a student will be required to recommence the application process again along with the full fee.
- Failure to attend a scheduled workplace assessment will incur a rebooking fee.
- Should the student wish to have their workplace practical assessments conducted at their own workplace, there may be an additional charge. The facility must be approved by Acacia Education & Training in advance of an application and approval is not guaranteed.
- Should Acacia Education & Training cancel a workshop due to insufficient student numbers and the next scheduled date is not suitable to the student, they will be eligible for a full refund.

P: 02 4751 2300

E: [hello@acaciaeducation.edu.au](mailto:hello@acaciaeducation.edu.au)

W: [www.acaciaeducation.edu.au](http://www.acaciaeducation.edu.au)