

## **PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE**

Package / Course Title: Certificate III in Disability Work - CHC30302

Assist with self medication - CHCCS304A  
(Elective Unit)

Target groups Workers in this occupational group work in the community and/or residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of living. These workers report directly to a supervisor and are not responsible for other workers.  
Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

### **TRAINING DELIVERY**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Discussion of roles and responsibilities	Develop understanding of organisational guidelines and responsibilities of relevant staff. Develop ability to identify changes in the client's condition, report to relevant personnel and implement personal hygiene procedures to ensure cross infection is minimized.	Access to learner resource manual
Role-play	Develop skills in assisting with self-administration of medication including the ability to implement <i>necessary checks</i> to ensure that the client and their medications are identified. The ability to supervise and observe administration and confirm ingestion or completion, complete records and observe any changes in client's condition, seek assistance, and discard waste products according to legislation and organisational policies.	Access to learner resource manual
Case study	Develop understanding of organisation's procedures and protocols for handling contingencies which may arise including notification of supervisor and/or health professional of any difficulties such as refusal, <i>incomplete ingestion</i> , or missing doses. Ability to identify, report and record individual's reactions, identify, record and address inconsistencies in the medication administration according to organisational guidelines.	Appropriate case study scenarios

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**ASSESSMENT**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Oral/Written	Demonstrate understanding of and adherence to legal and organisational policies and procedures and their defined job role relating to OHS, Infection control, managing and reporting contingencies and correct documentation of medication administered. All work must be in accordance with supervisor's written and verbal instructions.	Access to learner resource manual
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	Demonstrate skills in complying with necessary checks to identify client and medications, the ability to supervise and observe administration and confirm ingestion or completion, complete records and observe any changes in client's condition. Demonstrate ability to seek appropriate assistance, and discard waste products according to legislation and organisational policies.	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting.

List any special requirements / issues / amendments for any particular target group.