

**Adept Training** (RTO 90991)

## Course information

**HLTHPS007**

# Administer and monitor medications

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take a leap forward

[www.adepttraining.com.au](http://www.adepttraining.com.au)

## **Why choose Adept Training?**

Adept Training has been delivering high quality training in the healthcare space for 20 years and we are passionate and dedicated to providing the healthcare sector with skilled and competent staff. Adept Training is a Registered Training Organisation (RTO) delivering accredited qualifications through the Australian Qualifications Framework (AQF).

Adept Training prides itself on providing hands-on training that engages our students and allowing them the opportunity to develop skills and put their knowledge and learning into practice. We incorporate a range of learning styles to suit individuals and have a pool of experienced trainers and administrative staff to support everyone.

The healthcare environment is the fastest growing sector in Australia and opportunities are available in a wide range of health and community roles. Adept Training supports its learners to achieve their career goals, whether they are already in health care or aspiring to be part of this richly rewarding industry.

## **Course outline**

HLTHPS007 Administer and monitor medications course where you will gain the skills and knowledge to assist clients with their medication regime and safely administer medications. You will be required to responsibly administer and monitor prescribed medications to a person with health conditions. This may be in a range of settings under delegation from a health professional in accordance with legislation and the organisation's medication and delegation policies and practice. Medications will include, oral, topical, nebuliser, sub cutaneous, eye and ear drops, suppositories and sublingual routes.

## **Career opportunities**

When you have successfully completed HLTHPS007 Administer and monitor medications course, you may find employment in a:

- aged care facilities
- disability facilities
- healthcare facilities

## **Delivery mode**

This qualification is delivered via blended mode. You will undertake theory study online, with the full support of our highly skilled and qualified trainers. The practical clinical skills required for safe administration of medication will be supervised by a Registered Nurse, Enrolled Nurse or Aboriginal and Torres Strait Islander Health Practitioner who holds a current TAE. Practical assessment observations must be observed through attendance at a workplace close to Adept Training in Harris Park or via Zoom/Teams with one of our qualified assessors.



## Assessments

HLTHPS007 Administer and monitor medications requires that you are appropriately assessed to determine that you have that gained the skills and knowledge required.

Assessment methods include:

- Online written assessment
- Online numeracy assessment
- Online case study assessment
- Observation of practical skills in the workplace which includes the administration of 10 different types of medication to 10 individuals (Zoom/Teams or face to face)

## Student handbook

Students are required to familiarise themselves with the student handbook before they enrol into a course. A copy will be sent to you prior to enrolment or can be viewed on our website [www.adepttraining.com.au](http://www.adepttraining.com.au)

## Enrolment

Adept Training recommends that students who enrol into this course carefully consider the course requirements and are fully committed to their studies. To enrol into this course, you will need:

- Government issued colour photo ID
- A Unique Student Identifier (USI) go to [www.usi.gov.au](http://www.usi.gov.au)
- A completed, satisfactory Language, Literacy and Numeracy (LLN) assessment
- Completed enrolment forms.
- Proof of residency status

## Fees

Full course fee: \$850 Must be paid prior to commencement of training. Discounts may be available for groups of 6 participants or more.

## Recognition of Prior Learning – RPL

RPL means that skills and knowledge you have achieved through previous training, work or life experience are acknowledged. RPL will be granted only where sufficient evidence is provided of competence for an entire unit of competency.

Please note that RPL will not be granted for partial units of competency. You must lodge your RPL application and have it assessed prior to your course commencing. You may be asked to attend an interview with an RPL assessor.

There is an initial application fee of \$800.00 (non-refundable) plus a fee of \$750.00 per Unit of Competency for which RPL is sought. If sufficient is not supplied there will be a \$200 reassessment of evidence fee. If gaps are identified gap training will be provided and costs quoted on an individual basis.

As RPL can be a lengthy process we do not guarantee a timeframe, assessment of evidence provided is processed on an individual basis.

Please see our website for more information.



## Student support

Adept Training understands that every student journey is different, and students may at times require additional support to achieve their learning outcomes. Support may be offered in the following forms:

- Access to highly qualified and professional trainers before or after class
- One on one time with a trainer if required.
- Phone, zoom and face to face mentoring with a trainer.
- Access to our friendly administrative support staff who can discuss payment options, make flexible study arrangements or assist you with deferring your course.
- Access to our closed Facebook group where there are lots of people just like you that you can chat to and discuss your study.
- Support for English can be found at <https://www.service.nsw.gov.au/transaction/learn-english-through-the-adult-migrant-english-program#eligibility>

## Parking

There is no on-site parking at the college, however there is limited parking in and around the Harris Park area. We recommend that students use public transport when coming to the college.

Parramatta station is approximately 8-minutes' walk and Harris Park station is approximately 2-minutes' walk. Buses are available from Parramatta station regularly.

## Children

Children are **not** permitted to accompany students to classes or work placement for any reason. This is a work health and safety requirement; you are required to make your own arrangements for childcare while studying at Adept Training or attending work placement.

## Timetable

Study	Delivery method	Session times
Theory	Online	Self-paced with guidelines for timely completion.
Practical training	Interactive zoom	When required
Assessment	Online and face to face theory assessments	You will receive an assessment timetable outlining assessment due dates.
	Practical observations assessment – via Zoom/Teams in the workplace or at a workshop in Adept Training's clinic rooms.	When required



## Course Structure

This course is delivered online and structured to guide you in a logical way through the learning content to prepare you for assessment. This ensures the skills and knowledge required are gained in a holistic manner and the unit of competency is completed within a 6-month period.

Extensions may be granted however, fees apply.

Resource	Released	Submission timeframe
<ul style="list-style-type: none"><li>Online learning Commencement</li><li>Online Student Guide</li></ul>	Immediately after payment of fees received and enrolment confirmed.	Within 1 to 2 months of release of resources.
<ul style="list-style-type: none"><li>Online written assessment</li></ul>	After successful completion of online learning commencement and online student guide activities.	Within 2 to 4 weeks of release of assessment.
<ul style="list-style-type: none"><li>Online numeracy assessment</li></ul>	After successful completion of online assessment	Within 1 week of release of assessment.
<ul style="list-style-type: none"><li>Online case study assessment</li></ul>	After successful completion of online numeracy assessment.	Within 2 to 4 weeks of release of assessment.
<ul style="list-style-type: none"><li>Observation assessment</li></ul>	After successful completion of online case study assessment.	Within 6 months of commencement of the course you must arrange a suitable time to be observed by an Adept Training assessor either in your workplace via Zoom/Teams or by attending a workshop.

## Course Duration

On average Adept Training students complete their qualification within 2 to 6 months, however, please note the overall duration of each course depends on the individual student's commitment to study, attendance at classroom sessions, successful completion of all assessments and work placement.



## Contact us

If you would like more information or to speak with our Student Liaison Officer, please call us on 1300 366 044.

We welcome all enquiries and are happy to help you in choosing the right course for your career goals.

You will find more information on our website [www.adepttraining.com.au](http://www.adepttraining.com.au) or email us at [admin@adepttraining.com.au](mailto:admin@adepttraining.com.au)

