INTRODUCTION

It is well known that lack of knowledge or carelessness while administering medication and IV therapy leaves patients at significant risk for injury and death. Errors associated with wrong dosages and/or wrong medication concentrations are unfortunately all too common. All nurses and healthcare practitioners must be provided with currently relevant information to help them to correctly administer medicine dosages, and monitor and manage the inherent risks that come with medication administration. It is imperative that nurses must adopt safe practices so as to optimise patient outcomes and reduce the risk of harm due to wrong administration of medication, or complications that may arise due to inadequate monitoring of the patient.

IHNA nurtures students who are aligned to global trends in healthcare, and are well equipped with theoretical knowledge and practical skills to prepare them to face the challenges ahead. Our students are provided with an environment that is conducive to learning and can reap the benefits of the best instruction and globally relevant courseware. All course content and material presented for clinical practice and theory is up to date with current practices. IHNA’s students can benefit from the strengths and traditions of the institute, as they are guided by experienced instructors who are well versed in current professional competencies in Australia.

At IHNA, we strive to nurture the dreams of our students and turn them into reality, through the provision of high-quality comprehensive learning and practical hands-on training. To date, over 2000 students in over 100 batches have completed courses at IHNA with hugely successful results, and have gone on to achieve exceptional job outcomes in leading institutes in Australia and around the world.
WHY STUDY AT IHNA?

• IHNA's excellence in delivering training for international students has been rewarded with the prestigious Victorian International Education Provider Award 2016. We are also shortlisted as finalists for the 2016 Victorian Small Training Provider of the Year Award.

• Our courses and learning materials are work-focused and designed to meet Australian VET standards in healthcare.

• We offer ample flexibility, you can attend face to face in the classroom or study online

• Our trainers are experienced educators who have work experience in Australia

• Successful candidates will be job-ready and will have the knowledge and skills to practice with confidence and competence

• Students are supported and guided, every step of the way

• Our courses are nationally recognised

• Students get valuable hands-on industry experience during their work placement, which is organised by IHNA
The HLTENN007 Administer and Monitor Medicines and Intravenous Therapy course covers the skills and knowledge required for an enrolled nurse to administer and monitor medications and intravenous therapy to patients, in consultation and collaboration with registered nurses, under supervision. The nurses will be required to be capable of calculating dosage, interpreting written instructions, assessing the patient for the effectiveness of the medicine and to judge for possible side effects, and responding quickly and appropriately to any allergic reactions.

The course modules are structured to provide a balanced program of theory and practice relevant to the career opportunities across a range of healthcare settings in Australia.

### Course Details

<table>
<thead>
<tr>
<th>Qualification</th>
<th>HLTENN007 Administer and Monitor Medicines and Intravenous Therapy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery mode</td>
<td>Blended (Theory online, Medication calculation examination, nursing simulation on campus and Professional Experience Placement.</td>
</tr>
</tbody>
</table>

This course is offered to Domestic students.

<table>
<thead>
<tr>
<th>Course duration</th>
<th>250 Hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td>The assessments include:</td>
</tr>
<tr>
<td></td>
<td>• Seminar presentation</td>
</tr>
<tr>
<td></td>
<td>• Written assessment</td>
</tr>
<tr>
<td></td>
<td>• Practical placement assessment book</td>
</tr>
<tr>
<td></td>
<td>• Project work</td>
</tr>
<tr>
<td></td>
<td>• Examination or testing</td>
</tr>
<tr>
<td></td>
<td>• Professional experience placement assessment</td>
</tr>
</tbody>
</table>

### Possible Job Outcomes

After successful completion of the course the graduates may gain employment in nursing positions where medication administration is required. The occupational title is Enrolled Nurse (EN).
WHAT DO YOU NEED TO KNOW ABOUT THIS COURSE?

What is the aim of this course?
This unit describes the skills and knowledge required to administer and monitor medications and intravenous (IV) therapy including calculating dosage requirements, interpreting written instructions from an authorized prescriber, assessing the person for medication effectiveness and side effects, and responding to an allergic pharmacological reaction.

This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

What is the course duration and how is it delivered?
This course will be delivered and assessed over 250 hours. The mode of delivery intended for this course is:

- Blended mode: Theory online, Medication calculation examination, nursing simulation on campus (10 days) and PEP. Candidates must complete 64 hours of clinical placement in different health care facilities and PEP with written assessments and a verbal assessment or third party report.

How do I know the course enrolment details?
Call us to enquire about the next enrolment date.

What learning materials are included with this course?
Your learning materials include:

- Learner workbooks
- Discussion forums
- Video resources
- Links to key online resources
- eBooks

What are the Admission Criteria for this course?
Applicants seeking entry into this course should meet the following criteria:

- Basic computer skills.
- Must hold current registration as an Enrolled nurse with Nursing and Midwifery Board of Australia and AHPRA.
- Current Police Check
- Working with Children Check

Evidence of vaccination supplied prior to clinical placement.
What are the Fees and Costs?
For details please refer to our website www.ihna.edu.au

How is the course assessed?
Assessment strategies are implemented for collecting evidence and making judgements about whether competency has been achieved by the learner.

The assessments confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Students will be assessed in both a formative and summative way.

These assessment methods and strategies are consistent with the Training Package Assessment Guidelines.

Assessment tools used include:

- Written assessment
- Practical placement assessment book
- Examination or testing
- Professional experience placement assessment
- Classroom/ Online presentation

Course Commencement dates
For details of course start dates please refer to our website.

What further studies could I pursue?
Candidates may progress to higher level qualifications within health care and/or across the community sector.

Potential pathways within the nursing sector are identified below:

- Advanced Diploma of Nursing
- Bachelor’s Degree in Nursing or other Degree Program

What other course may I be interested in?

- HLT33115 Certificate III in Health Services Assistance
- CHC33015 Certificate III in Individual Support (Ageing, Disability)
- CHC30113 Certificate III in Early Childhood Education and Care
- HLT47315 Certificate IV in Health Administration
- CHC43115 Certificate IV Disability
Students may enrol at any time of the year. The commencement of all courses is subject to enrolment quotas.

- CHC43015 Certificate IV in Ageing Support
- HLT57715 Diploma of Practice Management
- HLT37315 Certificate III in Health Administration
- CHC50113 Diploma of Early Childhood Education and Care

What is IHNA’s Access and Equity Policy?

Our Code of Practice includes an Access and Equity Policy. This document is available on request.

It is the responsibility of all our staff to ensure that students’ requirements of the Access and Equity Policy are met at all times.

Further Information

Students may enrol at any time of the year. The commencement of all courses is subject to enrolment quotas.

Disclaimer

All information contained in this publication including the availability of courses and fees is correct as of December 2016. For the latest course information, please refer to the relevant course section in IHNA website.

However, the Institute reserves the right to alter any course, procedure or fee.

Students should check with IHNA for any amendments prior to enrolment.

Is there any legislation that I should know about?

A range of legislations are applicable to all IHNA staff and students.

Information on relevant legislation is provided at www.ihna.edu.au/law_and_legislation
### COURSE COMPETENCY DETAILS

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Nominal hours</th>
<th>Theory</th>
<th>SBA</th>
<th>SDL</th>
<th>PEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTENN007</td>
<td>Administer and Monitor Medicines and Intravenous Therapy</td>
<td>250</td>
<td>108</td>
<td>56</td>
<td>22</td>
<td>64</td>
</tr>
</tbody>
</table>

**Unit Outline and Breakdown of Hours**

SBA – Simulation Based Assessment

SDL – Self Directed Learning

PEP – Professional Experience Placement
HOW TO ENROL?

Online

You can enrol online
www.ihna.edu.au

Email

Send an email to enquiry@ihna.edu.au

Face to face

Apply in person at any IHNA campus. Our contact details are on the last page.

Toll free

You can speak to a career counsellor or a guide, if you are unsure about the way forward. Please feel free to call.
Toll free: 1800 22 52 83
IHNA is focused on developing your career in healthcare. If you wish to take your career a step forward, an accredited higher level qualification is the way to go. Based on your current qualification, please see below the pathways that are available to you.

Learn advanced skills and stay up to date with current best practice in your sector!

Note: Information in this diagram is of a general nature and entry criteria applicable to specific courses may vary. Please refer to specific course information to determine the exact criteria for entry or contact our admissions consultants for more details.
Melbourne (Administrative Office)
Level 1, 76-80 Turnham Avenue, Rosanna, Victoria 3084, Australia
Ph: +61 3 9455 4400 Fax: +61 3 9455 4433

Perth Campus
Level 3, Carillon City Arcade, 680-692 Hay Street Mall, Perth WA 6000
Ph: +61 8 6212 8200

Sydney Campus
Level 7, 33 Argyle Street, Parramatta, NSW 2150, Australia.
Ph: +61 2 8228 6400

Melbourne Campus
597-599 Upper Heidelberg Road, Heidelberg Heights, Victoria 3081, Australia
Ph: +61 3 9450 5100

Melbourne City Campus
Opening Soon

Legal Name: Health Careers International Pty Ltd I ABN 59 106 800 944 I CRICOS Code: 03386G I RTO ID: 21985