

SFHCHS147 - SQA Code HC98 04

Administer oral nutritional products to individuals



Overview

This standard is intended to be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individuals own home and GP surgeries.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 apply standard precautions for infection prevention and control any other relevant health and safety measures
 - P2 check that all administration records or protocols are available, up to date and legible
 - P3 report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate
 - P4 read the administration record or information leaflet accurately, referring any illegible directions to the appropriate member of staff before administering any nutritional products
 - P5 check and confirm the identity of the individual who is to receive the nutritional products with the individual themselves, and your assistant (if applicable), using a variety of methods, before administering nutritional products
 - P6 check whether individual has taken any nutritional products recently and be aware of the appropriate timing of nutritional products
 - P7 obtain the individual's valid consent and offer information, support and reassurance throughout, in a manner which encourages their co-operation and which is appropriate to their needs and concerns
 - P8 select, check and prepare correctly the nutritional products according to the administration record or information leaflet
 - P9 safely administer the nutritional products
 - P9.1 following the written instructions and in line with legislation and local policies
 - P9.2 in a way which minimises pain, discomfort and trauma to the individual
 - P10 report any immediate problems with the administration
 - P11 check and confirm that the individual actually takes the nutritional products and does not pass nutritional products to others
 - P12 monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without delay
 - P13 clearly and accurately enter relevant information in the correct records
 - P14 maintain the security of nutritional products throughout the process and return it to the correct place for storage
 - P15 monitor and rotate stocks of nutritional products, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
 - P16 dispose of out of date and part-used nutritional products in accordance with legal and organisational requirements
 - P17 return nutritional products administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times

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Knowledge and understanding

You need to know and understand:

- K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to administering oral nutritional products to individuals
- K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
- K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
- K4 the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
- K5 the importance of applying standard precautions to the administering nutrition and the potential consequences of poor practice
- K6 the hazards and complications which may arise during the administration of nutritional products and how you can minimise such risks
- K7 the importance of offering effective verbal and non-verbal support and reassurance to individuals, and appropriate ways of doing so, according to their needs
- K8 the importance of communicating effectively and how communication barriers/difficulties may be overcome
- K9 the factors which may compromise the comfort and dignity of individuals during the administration of nutritional products - and how the effects can be minimised
- K10 the common types of nutritional products and rules for their storage
- K11 the effects of common nutritional products relevant to the individuals condition
- K12 nutritional products which demand for the measurement of specific physiological measurements and why these are vital to monitor the effects of the nutritional products
- K13 the common adverse reactions to nutritional products, how each can be recognised and the appropriate action(s) required
- K14 the common side effects of the nutritional product being used
- K15 the information which needs to be on the label of nutritional products, both prescribed and non-prescribed, and the significance of the information
- K16 the various aids to help individuals take their nutritional products
- K17 the types, purpose and function of materials and equipment needed for the oral administration of nutritional products
- K18 the factors which affect the choice of materials and equipment for the administration of nutritional products to individuals

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- K19 how to read prescriptions/medication administration charts to identify:
 - K19.1 the nutritional product required
 - K19.2 the amount required
 - K19.3 the time and frequency for administration
- K20 how to prepare the nutritional product for administration using a non-touch technique
- K21 how you would check that the individual had taken their nutritional product
- K22 how you dispose of different nutritional products
- K23 the importance of correctly recording your activities as required
- K24 the importance of keeping accurate and up to date records
- K25 the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB7 Interventions and treatments

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	