

About this Unit

This standard is about assisting in the administration of medication either to an individual, or as part of a larger process where a “drug round” may be undertaken.

You will always work with other staff within this context whose role is to lead the process and need to work within your own role and area of responsibility.

This activity may be undertaken in a variety of settings, including hospitals, residential and nursing homes, hospices, including the individual’s own home.

The administration may include medication(s) from various drug categories such as:

- ◆ general sales list
- ◆ pharmacy only
- ◆ prescription only medication

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

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit. ◆ The following forms of evidence ARE mandatory: ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, how you assisted to ensure that the correct medication is administered to the correct individual, how you dealt with any issues and how and why you record your actions. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, what techniques you used with different individuals and why, your role in relation to other relevant staff such as pharmacists and nurses and how medication is kept secure.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 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 assisting in the administration of medication.	
2 Your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and clinical/corporate governance.	
3 The duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer.	
4 The importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence.	
5 The importance of applying standard precautions when assisting with the administration of medication and the potential consequences of poor practice.	
6 Why medication should only be administered against the individual's medication administration record and consistent with the prescriber's advice.	
7 Who is responsible within your work setting for checking and confirming that the details and instructions on the medication label are correct for the client and with the medication administration record sheet/protocol.	
8 The actions you should take if you disagree with the person leading the administration of medication.	
9 The instructions for the use of medication on patient information leaflets and manufacturers' instructions.	
10 The different routes for the administration of medication.	
11 The information which needs to be on the label of a medication and its significance.	
12 The various aids, which can be used to help individuals take their medication.	
13 The importance of communication and different ways in which you can communicate.	

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14	The importance of identifying the individual for whom the medications are prescribed.	
15	Why it is vital that you confirm the medication against the prescription/protocol with the person leading the administration before administering it.	
16	The importance of correctly recording your activities as required.	
17	The importance of keeping accurate and up to date records.	
18	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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Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Apply standard precautions for infection prevention and control any other relevant health and safety measures.							
2	Check that all medication administration records or protocols are available, up to date and legible with the member of staff leading the process.							
3	Report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate.							
4	Read the medication administration record with the person leading the administration, checking and confirming the medication required, the dose and the route of administration against the record/protocol, and confirming the expiry date of the medication.							
5	Refer confusing or incomplete instructions back to the relevant member of staff or the pharmacist.							
6	Check and confirm the identity of the individual who is to receive the medication with the person leading the activity and with the individual themselves, using a variety of methods, before the medication is administered.							
7	Contribute to administering the medication to the individual in the appropriate manner, using the correct technique and at the prescribed time according to the care plan.							
8	Assist the individual to be as self managing as possible and refer any problems or queries to the relevant staff or pharmacist.							
9	Seek help and advice from a relevant member of staff if the individual will not or cannot take the medication.							
10	Check and confirm that the individual actually takes the medication and does not pass medication to others.							
11	Contribute to completing the necessary records relating to the administration of medications legibly, accurately and completely.							

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Performance Criteria	DO	RA	EW	Q	P	WT	PD
12 Return medication administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times.							
13 Ensure the security of medications throughout the process and ensure all medication is stored in the correct safe place when administration is complete.							
14 Check the stock level of medications and assist in the reordering if necessary and applicable.							

DO = Direct Observation
EW = Expert Witness
PD = Professional Discussion

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date:

