

Name:



Competency Assessment for Medicines Handling

CA19004



Guidance for using this Competency Assessment

Competency should be assessed after initial training, this should be undertaken a minimum of three times, and thereafter a minimum of once annually. It can be assessed by direct observation or questioning or both.

- *Additionally, competency can be assessed at any time when necessary e.g. after a medicines incident.*
- *The medicines policy of the organisation should be read and be available to all staff at all times.*

NOTE: *You should only assess staff on the tasks that they are actually undertaking e.g. if they only administer tablets, then only this checklist should be completed. Sheets may be photocopied*

Performance criteria	Interpretation of criteria	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign
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Section 1 - Support with Medicines

Support with Medicines	Reads support plan and associated paperwork to establish level of support required with medicines			
	Records date and time of prompt if giving an occasional verbal prompt			
	Understands if a verbal prompt is required more than 2-3 times per week that a review must be requested			
	Document clearly on the MAR sheet if giving regular verbal prompts			
	Records the detail of the general support given			
	Understands action to take if a medicines error is suspected			

Performance criteria	Interpretation of criteria	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign
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Section 2 - Administration of Medicines

Administration of Medicines	Support plan checked			
	Hands washed and resources prepared prior to administration			
	MAR sheet/s and associated paperwork checked to ensure person has not already taken the medicines			
	Medicine found (For blister packs - care worker selects the correct week's pack)			
	Expiry date of medicine checked if appropriate			
	Allergy/drug sensitivity checked on MAR			
	Label checked against MAR sheet			
	6-point check carried out (RIGHT person, medicine, dose, time, route and right to refuse) plus cautionary warnings checked			

Performance criteria	Interpretation of criteria	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign
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Section 2 - Administration of Medicines

Administration of Medicines	Medicine taken to the person			
	Identity of person checked			
	Dose prepared and MAR sheet dotted if necessary			
	Person informed their medicine is ready			
	Ensures person is in an upright position (if oral administration)			
	Medicines given according to best practice checklists* (and drink offered for oral medicines)			
	Observes person taking their medicines			
	Records and signs immediately for what has been given or enters correct code if declined			
	Demonstrates or knows correct procedure for refused medicines			
	Knows correct procedure for administering Controlled Drugs (if applicable)			

Performance criteria	Interpretation of criteria	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign	Standard met Yes/No Date & sign
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Section 2 - Administration of Medicines

Administration of Medicines	Demonstrates or understands correct procedure for administering “when required” medication and using the “when required” protocol			
	Understands correct procedure for dealing with a medicines error			

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Section 2 - Administration of Medicines

Administration of Liquid Medicines	*Best Practice Checklists – Liquids			
	Check expiry date			
	Mark new bottles with date of opening and the new expiry date (if applicable)			
	Shakes the bottle			
	Uses an appropriate measuring device			
	If using a measuring cup, checks the amount poured at eye level on a flat surface			
	Pour the bottle with the pharmacy label facing up to minimise spillage onto the label and making it difficult to read			
	If using an oral syringe, removes air gap and directs the syringe to the side of the mouth, squirting a little liquid in at a time			
	Wipe around the neck of the bottle after measuring to keep the container clean and keep it easy to open for next use			

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Section 2 - Administration of Medicines

Administration of Creams	*Best Practice Checklists – Skin Creams and Ointments			
	Check expiry date			
	Mark new tubes with date of opening and the new expiry date (if applicable)			
	Puts on clean pair of gloves			
	If applying moisturiser , applies to dry skin, applies cream down the limb in the direction of hair growth using sweeping motion. For fragile skin, uses a cupping action with both hands			
	If applying a steroid cream , administers a small amount using fingertip units (using Patient Information Leaflet)			
	If applying a steroid cream , applies cream thinly			
	If using both a steroid and an emollient, it is important to leave sufficient time (approximately 30 minutes) between the two treatments			
	If applying a barrier cream , applies as per directions			
	Monitors for any signs of skin irritation or reaction and follows correct procedure if this occurs			
	Shows awareness of fire risk with all emollients			

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Section 2 - Administration of Medicines

Administration of Eye Drops	*Best Practice Checklists – Eye Drops and Eye Ointments			
	Check expiry date			
	Mark new bottles with date of opening and the new expiry date (if applicable)			
	Inspect the eye drops even if still in date			
	Hands washed and gloves worn if appropriate			
	Ensures the person is upright			
	Confirm which eye the drop(s) are for			
	Takes the top off the bottle and puts it down somewhere clean			
	Tilts person's head backwards and gently rolls down lower lid			
	Holds dropper above the eye and squeezes a drop inside lower eyelid			
	Wipes away any liquid from the person's cheek with a clean tissue			
	Repeats in the other eye if drops prescribed for both eyes			

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Section 2 - Administration of Medicines

Administration of Eye Drops	If using more than one drop, waits a couple of minutes before instilling second drop			
	If using gel or ointment, squeezes about 1cm of ointment into eye pouch unless otherwise directed			
	Replaces the top on the bottle			

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Section 2 - Administration of Medicines

Administration of Ear Drops	*Best Practice Checklists – Ear Drops			
	Check expiry date			
	Mark new drops with date of opening and the new expiry date (if applicable)			
	Hands washed and gloves worn if appropriate			
	Ensures the person is upright			
	Confirm which ear the drops are for			
	Tilts person's head to one side			
	For adults or children <u>over three</u> , gently pull the top of the ear upward and backward. This will straighten the ear canal.			
	For children <u>under three</u> , gently pull the bottom of the ear back and down. This will straighten the ear canal.			
	Instils the correct number of drop(s) into the ear squeezing the bottle gently if necessary			
Keeps the head tilted for a couple of minutes to let the drops penetrate				

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Section 2 - Administration of Medicines

Administration of Ear Drops	Straightens the head and wipes away excess liquid with a clean tissue			
	Repeats for the other ear if required			
	If you are instilling drops into both ears, wait 5-10 minutes between ears to allow the ear drops to run into the ear canal			

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Section 2 - Administration of Medicines

Administration of Nose Drops	*Best Practice Checklists – Nose Drops			
	Check expiry date			
	Mark new bottles with date of opening and the new expiry date (if applicable)			
	Hands washed and gloves worn if appropriate			
	Shake the bottle prior to use			
	Ensures the person is upright			
	Asks person to blow their nose gently			
	Gently tilts person's head back			
	Instils required number of drops into each nostril			
	Asks person to stay like this for 2 minutes			
	Replaces top on the bottle			

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Section 2 - Administration of Medicines

Assisting with Administration of Metered Dose Inhalers	*Best Practice Checklists –Inhalers			
	Person is in an upright position			
	Removes cap and shakes inhaler			
	If inhaler is new or has not been used for a week or more, spray it into the air first to check it works			
	Asks person to breathe out as much as possible then clasp mouthpiece in the mouth ensuring lips are sealed around it			
	Asks person to breathe in and at the same time press the top of inhaler downwards to release a puff of medicine			
	Asks person to hold their breath for 10 seconds			
	If a second puff is required, waits 30 seconds before starting again			
	If administering a preventer, asks person to rinse their mouth with water after using inhaler			

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Section 2 - Administration of Medicines

Administering Metered Dose Inhalers	If using a spacer:			
	Person is in an upright position			
	Removes cap and shakes inhaler			
	If inhaler is new or has not been used for a week or more, spray it into the air first to check it works			
	Fits inhaler into spacer so that inhaler is pointing straight up			
	Ensures mouthpiece is clasped in the mouth			
	Presses one puff into the spacer			
	Asks person to breathe gently through the spacer for 10 breaths			
	If a second puff is required, waits 30 seconds before pressing another puff into the spacer. Repeat as with first puff.			
	Knows to wash and rinse spacer and leave to dry naturally			
	If administering a preventer, asks person to rinse their mouth with water after using inhaler			

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Section 3 - Knowledge Check

Knowledge Check	Understands procedure for signing medicines in on admission (care home / day care)			
	Understands procedure for signing medicines in when received from the pharmacy (care home / day care)			
	Understands paperwork to be completed when new medicines are received			
	Understands procedure for ordering medicines, regular orders and ad hoc items e.g. antibiotics			
	Understands importance of safe storage and key security			
	Knows to check fridge temperature if medicines are stored in the fridge and action to take if not within correct range (care home / day care)			
	Knows the correct storage arrangement for Controlled Drugs (if applicable)			
	Understands organisation's policy on doses left out to be taken later (homecare)			

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Section 3 - Knowledge Check

Knowledge Check	Knows appropriate action to take if a medicines error is suspected			
	Has an awareness of and monitors for potential side effects of medicines and knows what action to take if a side effect is suspected			
	Understands medicines must be in the original pharmacy-labelled container if staff are to administer it			
	Understands the correct use of codes on the MAR sheet			
	Knows the correct procedure if dose changes are made to medicines			
	Knows the importance of recording any medicines not prescribed by the GP			
	Knows the correct procedure for recording Controlled Drugs on both the MAR sheet and the Controlled Drug register (care home)			

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Section 3 - Knowledge Check

Knowledge Check	Understands all unwanted / discontinued medicines to be returned to the pharmacy as soon as possible (residential care home) or via waste contractor (nursing home) Understands procedure for returning medicines to person or family (homecare / day care)			
	Knows correct storage arrangements for medicines to be disposed of and understands medicines must be kept for sufficient time following death of a person			
	Understands action to take if there is a build up of medicines in the person's home (homecare)			
	Knows records must be kept of all medicines that have been disposed of to complete audit trail			
	Understands how discharge medicines are managed			
	Understands the need for risk assessment and monitoring for discharge medicines			
	Understands the need for security of medicines for people who self-administer			

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Section 3 - Knowledge Check

Knowledge Check	Understands a homely remedy policy should be signed by the GP (care homes)			
	Knows medicines should not be given for more than 2 days from homely remedy policy without informing GP (care homes)			
	Knows the recording procedures for homely remedies (care homes)			
	Knows the storage requirements for homely remedies (care homes)			
	Understands the policy relating to non-prescribed medicines i.e. whether the policy allows purchase or administration of non-prescribed medicines (home/day care)			
	Understands what administration by a specialised technique involves			
	Understands the above is a delegated task and training must be received by a healthcare professional for a nominated staff member			
	Understands an assessment of competence must be undertaken and passed before the delegated task can be undertaken			