



Information Sheet

It is important when administering medicines that you have the right skill mix within your team.

Issue:

What could cause medicines errors

Often errors occur where:

- A team has inexperienced staff;
- Staff are unfamiliar with the task they've been asked to do; or
- They aren't supported in their role by upskilled senior staff.

Examples:

Situations where the issue might occur

1 Where a staff member is asked to either:

- check a handwritten entry on a MAR sheet
- transcribe onto the MAR sheet
- witness a controlled drug administration

but do not have appropriate training or understanding of the task.

2 A Manager or senior staff member is not certain of the procedure to be followed, so the wrong procedure is taught.

Prevention:

How to prevent the issue arising

Every team should have sufficient members of staff trained to undertake tasks that may arise within their role.

Staff should have a solid understanding of the fundamentals of medicines administration, along with training specific to the conditions the people being supported have, the medicines the staff are administering and the specific tasks they may be undertaking.

Managers and senior staff should have training to enable them to support and guide their staff, with strong and complete knowledge of current best practice and guidance.

We have put together a training overview checklist for you to download and complete to ensure your care staff have the breadth of knowledge required to undertake all aspects of their role surrounding medicines, and Managers can provide the support required.



Opus Training Overview

Checklist: Care/Support Staff

🖱️ Click on any course below to find out more.

Essential Training

- [*Safe Handling of Medicines \(Foundation\) Course](#) ☐
- [Online Foundation Competency Assessment](#) ☐
- [*Safe Handling of Medicines \(Refresher\) Course](#) ☐

Medication-Specific Training

- [Buccal Midazolam & Epilepsy](#) ☐
- [Administration of Warfarin](#) ☐
- [EpiPen and the Use of Adrenaline Autoinjectors](#) ☐

Condition-Specific Training

- [Understanding Medicines in Diabetes](#) ☐
- [Understanding Medicines in Parkinson's Disease](#) ☐
- [Supporting Pupils with Asthma](#) ☐

Task-Specific Training

- [Transcribing Course](#) ☐
- [Prompting Medicines Course](#) ☐

*Also available for other care settings and schools



**Trained &
Competent
Care/
Support Staff**



Opus Training Overview

Checklist: Managers



**Competent
and Confident
Managers**

🖱️ Click on any course below to find out more.

Knowledge Update Training

- [*Safe Handling of Medicines \(Refresher\) Course](#) ☐
- [Online Advanced Competency Assessment](#) ☐

Assessor Training

- [Assessors Workshop](#); or ☐
- [Assessors Refresher Course](#) ☐

Auditing Training

- [*Medication Management & Audit](#) ☐

Task-Specific Training

- [Transcribing Course](#) ☐

***Also available for other care settings and schools**