

Name:



Competency Assessment for Prompting Medicines



Guidance for using this Competency Assessment

Competency should be assessed after initial training, until the assessor is satisfied that competency has been achieved, and thereafter a minimum of once annually. Assessment should be through direct observation.

- *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.*

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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Prompting Medicines

Support with Medicines	(1) Reads support plan and associated paperwork to establish person's capabilities and support needs			
	(2) Understands when medicines are due to be taken (to enable the correct medicines to be prompted)			
	(3) Provides a verbal reminder by <ul style="list-style-type: none"> ○ reminding the person of the time ○ asking if they have or are going to take their medicine 			
	(4) Records date and time of prompt if giving an occasional verbal prompt			
	(5) Understands if a verbal prompt is required more than 2-3 times per week that a review must be requested			
	(6) Documents clearly on the MAR sheet if giving regular verbal prompts			
	(7) Understands action to take if a medicines error is suspected			
	(8) Knows when and how to raise concerns			
	(9) Has an in date Prompting Medicines or Safe Handling of Medicines certificate			