

Medicines Training and Competency Assessment from OPUS

A Handy Guide



Background

We are often asked what the differences are between competency assessments, foundation and refresher training and when these programmes should be undertaken.

To help you plan ahead and to ensure you stay compliant, we have developed a handy guide below:


Which programme?	Who should complete it?	When should it be done?	Why?	Training Programme
OPUS Safe Handling of Medicines Foundation → E-learning → Virtual Learning → Distance Learning → Face to Face	New staff	On induction	To make sure the staff member is equipped with the knowledge and skills to safely handle medicines in line with current procedures and guidelines	YEAR 1
	Staff who have made a medicines error	Immediately after you have identified the cause(s) of the error and identified the individual's training needs	To ensure they fully understand the requirements for the safe handling of medicines and to prevent future errors	
	Staff who lack knowledge	Immediately	To ensure these staff members do not make mistakes when they handle medicines and they know what they can do and what they are not allowed to do where medicines administration is concerned	
	Staff who have received other medicines training programmes	After you have assessed their competence and identified any gaps in their knowledge and skills	To ensure all staff receive a consistent approach to training with an accredited programme covering all aspects of medicines handling . OPUS courses are tailored to your care setting and in line with current procedures and guidelines	


Which programme?	Who should complete it?	When should it be done?	Why?	Training Programme
OPUS online Foundation Competency Assessment	All care staff	1 month after initial training then yearly and/or if competence is in doubt	To make sure the staff member is putting their training into practice on a day-to-day basis	YEAR 2
OPUS Safe Handling of Medicines Refresher Training → E-Learning → Virtual Learning → Face to Face	Staff who have previously been trained using the foundation programme and who are due for renewal	On expiry of the foundation certificate The foundation and refresher certificates have a 2 year expiry	To ensure staff are updated with any new procedures and guidelines and to refresh them on best practice recommendations	YEAR 3
OPUS online Advanced Competency Assessment	Staff who have previously undertaken the foundation competency assessment	1 year after refresher training	To ensure no shortcuts or poor practice has developed over time To keep medicines issues in focus as a top priority	YEAR 4
	Seniors, managers, nurses and experienced staff	1 year after refresher training	To ensure no shortcuts or poor practice have developed over time To ensure senior staff are still competent and able to act as mentors and role models for staff	




THEN REPEAT THE CYCLE

If you would like any further information or would like us to prepare a Medicines Training Pathway for your organisation to follow, please get in touch:

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