

Competencies for the Administration of Medicines

The competencies are to be used in conjunction with;

- Nursing and Midwifery Council (NMC)(2008), The Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives.
- NMC (2007) Standards for Medicines Management
- NMC (2007) Standards to support learning and assessment in practice. NMC standards for mentors, practice teachers and teachers.
- Royal Marsden (2008) Royal Marsden Manual of Nursing Procedures (7th ed)
- Gloucestershire Care Services Clinical Record Keeping Policy
- Gloucestershire Care Services Policy on Prescribing, Ordering and Administration of Medicines (POPAM)
- Gloucestershire Care Services Patient Group Directions Policy.
- Gloucestershire Care Services Syringe Driver Policy
- Gloucestershire Care Services Consent Policy
- Gloucestershire Care Services Infection Control Policies; Management of Sharps, Hand Decontamination, Standard Precautions.
- Gloucestershire Care Services Medication Error Management Policy.
- Gloucestershire Care Services Medicines Administration Workbook for Nurses.

The purpose of these competencies is to clarify the knowledge and skills expected of nurses, to ensure safe practice in administering medications.

Once the practitioner has reached a satisfactory level of competence following a period of supervised practice, ensure they are formally competency assessed within 1 month of completing initial training or workbook.

The self rating scale is to be used by the practitioner to be assessed, for self assessment of their present performance, and to help identify learning needs. Their line manager, or other experienced practitioner, must then assess these skills and sign to confirm competency.

In line with all clinical competency assessment those acting as trainers / assessors in clinical practice must hold an assessors qualification, or be senior, experienced staff who have undertaken training and / or are certified as competent in the procedure themselves and be undertaking the procedure regularly.

Knowledge and Skills for Administration of Medicines		Self Assessment			Formal Assessment	
		Score	Tick	Date and Comments	Signature	Date and Comments
1.	Have a knowledge of each drug prescribed, it's indications for use, effects, dose range, route, frequency, side effects and contraindications	1				
		2				
		3				
		4				
		5				
2.	Read the prescription accurately and question any part which may cause concern.	1				
		2				
		3				
		4				
		5				
3.	Checking prescribed medications e.g. right drug, expiry date	1				
		2				
		3				
		4				
		5				
4.	Accurate calculation of drug doses where appropriate to the prescription	1				
		2				
		3				
		4				
		5				
5.	State and demonstrate the correct method of patient / client identification	1				
		2				
		3				
		4				
		5				

Key for Self-Assessment

1 = No Knowledge

4 = Competent with some experience

2 = Some Knowledge / experience

5 = Competent, experienced and able to teach others

3 = Competent

Knowledge and Skills for Administration of Medicines		Self Assessment			Formal Assessment	
		Score	Tick	Date and Comments	Signature	Date and Comments
6.	Correct administration of medication	1				
		2				
		3				
		4				
		5				
7.	Ensuring that the patient has taken the drug, and demonstrating action to take if patient unable	1				
		2				
		3				
		4				
		5				
8.	Handling the situation when the drug or the patient are absent	1				
		2				
		3				
		4				
		5				
9.	Recording the administration or non administration of drugs.	1				
		2				
		3				
		4				
		5				
10.	Maintaining safe and secure handling and storage of drugs at all times	1				
		2				
		3				
		4				
		5				
11.	Familiarity with equipment used in administration of medication by routes other than oral and awareness of hazards	1				
		2				
		3				
		4				
		5				

Knowledge and Skills for Administration of Medicines		Self Assessment			Formal Assessment	
		Score	Tick	Date and Comments	Signature	Date and Comments
12.	Awareness of the Consent Policy and the covert administration of medications	1				
		2				
		3				
		4				
		5				
13.	The implications of “crushing” medications, administering unlicensed and out of licence use of medications	1				
		2				
		3				
		4				
		5				
14.	Understanding the roles of other healthcare staff when delegating, administering and checking medications including controlled drugs and other medications	1				
		2				
		3				
		4				
		5				
15.	Describe the actions to be taken in the event of an error associated with medicine administration.	1				
		2				
		3				
		4				
		5				
16.	Describe the actions to be taken in the event of an adverse incident associated with medicine administration	1				
		2				
		3				
		4				
		5				
17.	Demonstrate an understanding of who to ask and / or where to look for medicines related queries and associated policies and procedures.	1				
		2				
		3				
		4				
		5				

Assessment of Competence for the Administration of Medicines

Practitioner

I confirm that I have self assessed as competent to administer medicines as detailed above:

Practitioner Name:

Practitioner Qualification:

Practitioner Signature:

Date:

Assessor

I confirm that I have assessed the named practitioner above as competent to perform Administration of Medicines

Name and Title:

Signature

Date:

OR

I confirm that following assessment the above named practitioner is not yet competent to undertake administration of medication for the following reason(s)

Name and Title:

Signature

Date:

Date of reassessment:

One copy of the competency to be filed in Personal File,

One copy to practitioner for portfolio.