

Unit Title: Assist in the Administration of Medication	
Level:	Three
Credit Value:	4
GLH:	25
OCNLR Unit Code:	PD1/3/LQ/001
Ofqual Unit Reference Number:	T/508/4708

*This unit has 7 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand current legislation, guidelines and policies relevant to the administration of medication.	1.1. Identify the current national legislation and guidelines relevant to the administration of medication. 1.2. Explain the organisational policies for the management and administration of medication.
2. Understand own role in assisting in the administration of medication.	2.1. Describe own responsibilities and accountability in relation to assisting with the administration of medication. 2.2. Analyse the importance of working under the direction of a qualified health professional when assisting with the administration of medication. 2.3. Explain the importance of working within own area of competence and seeking advice when faced with situations outside own area of competence.

<p>3. Understand the requirements and procedures for assisting in the administration of medication.</p>	<p>3.1. Explain the purpose and significance of the information which should be provided on the label of a medication.</p> <p>3.2. Explain the different routes for the administration of medication.</p> <p>3.3. Explain the types, purposes and function of materials and equipment needed for the administration of medication within own area of responsibility.</p> <p>3.4. Explain the various aids which can be used to help individuals take their medication.</p> <p>3.5. Explain the importance of applying standard precautions for infection control and the potential consequences of poor practice.</p> <p>3.6. Explain why medication should only be administered against the individual's patient record form and consistent with the lead clinician's advice.</p>
<p>4. Understand the requirements and procedures for ensuring patient safety.</p>	<p>4.1. Explain the importance of identifying the individuals for whom the medications are prescribed.</p> <p>4.2. Explain the importance of confirming the medication against the prescription/ protocol with the person leading the administration before administering it.</p>
<p>5. Be able to prepare for the administration of medication.</p>	<p>5.1. Obtain or confirm valid consent for the administration of medication within own scope of practice.</p> <p>5.2. Apply standard precautions for infection control.</p> <p>5.3. Select, check and prepare the medication according to the medication patient record form.</p> <p>5.4. Explain the importance of referring confusing or incomplete instructions back to person leading the administration or the pharmacist.</p> <p>5.5. Check and confirm the identity of the individual who is to receive the medication with the person leading the administration and with the individual themselves before the medication is administered.</p>

<p>6. Be able to assist in the administration of medication.</p>	<p>6.1. Contribute to administering the medication to the individual using the correct technique and at the prescribed time according to the care plan within own scope of practice.</p> <p>6.2. Assist the individual to be as self-managing as possible.</p> <p>6.3. Explain the importance of seeking help and advice from a relevant member of staff if the individual will not or cannot take the medication.</p> <p>6.4. Support the monitoring of the individual's condition throughout the administration process within own scope of practice.</p> <p>6.5. Explain the kinds of adverse effects that may occur and the appropriate action to take.</p> <p>6.6. Check and confirm that the individual actually takes the medication and does not pass medication to others.</p>
<p>7. Be able to contribute to the management of medications and administration records.</p>	<p>7.1. Explain the importance of keeping accurate and up-to-date patient record form of the administration of medication within own scope of practice.</p> <p>7.2. Contribute to completing the necessary patient record form relating to the administration of medications legibly, accurately and completely within own scope of practice.</p> <p>7.3. Maintain the security of medication and related patient record form throughout the administration process and return them to the correct place for storage within own scope of practice.</p> <p>7.4. Maintain the confidentiality of information relating to the individual at all times.</p> <p>7.5. Check stock level of medications and take appropriate action to obtain new stocks when required.</p>

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay	O	Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	