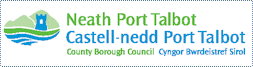


A close up of a sign



**Medicines Management for Community Support Workers**

**Observational Competency Assessment: LEVEL 2**

**Practice Unit 350: Supporting the use of medication in Social Care settings.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | | |  | |
| Support Worker’s Name |  | | | | DOB: | |
| Company/Organisation name |  | | | | | |
| Date |  | | | | | |
| Location (home-setting or simulated?) |  | | | | | |
| Assessed by |  | | | | | |
| **Has Support Worker met the following standards?** | | **Yes** | **No** | **Remarks**  **(i.e. how this was achieved)** | | **Practice**  **Unit**  **350** |
| Introduced/ greeted the individual/others and maintained an appropriate manner respecting dignity and confidentiality throughout the visit. | |  |  |  | | 3.7b |
| Confirmed level of support. | |  |  |  | | 3.2  3.4 |
| Obtained verbal consent to administer medicines from the individual and encourages the individual‘s active participation through the procedure | |  |  |  | | 3.5  3.7a |
| Cleared area to work, located equipment/ medicines/MAR chart, and reduced any distractions. | |  |  |  | | 3.6  3.7c |
| Verified that all received medicines have been checked in, and able to correctly check in any new ones received.  *(Oral questioning may be appropriate here - can you talk me through…..)* | |  |  |  | | 2.1 |
| Washed and dried hands, put on gloves and any other appropriate personal protection. | |  |  |  | | 3.7c |
| Referred to MAR chart to check:   * it’s for the correct person * it’s in date * medication has NOT already been given for the time of the call * Additional information sheet for any relevant updates. | |  |  |  | | 2.4  3.2 |

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| --- | --- | --- | --- | --- |
| **Has Support Worker met the following standards?** | **Yes** | **No** | **Remarks** | **Practice Unit**  **350** |
| Starting at top of MAR chart, selected the correct medication for the call.  Checked all instruction on MAR chart and labels match.  Ensured old medication packets are used first. |  |  |  | 2.4  3.2  3.7c  3.8 |
| Prepared each medicine correctly.  Checking instructions and ensuring   * 5 RIGHTS are observed:   + Right person   + Right dose   + Right time   + Right route   + Right medication * Any special instructions are followed i.e. before/after food or specific time. * Expiry date is checked. * Name on foil strip matches the packet label. * MAR is signed (or appropriate code entered) after preparing each medicine * Appropriate utensils / equipment/aids to support are used whilst administering medicines |  |  |  | 2.4  3.2  3.6  3.8  1.5  1.3 |
| Offered the individual a fresh glass of water to take with their oral medicines. |  |  |  | 3.7b |
| Encouraged and observed that the individual has actually taken their medicines. |  |  |  | 3.1 |
| Used the Additional Information sheet to document administration. |  |  |  | 2.4  3.10 |
| Recorded non administration appropriately.  *(Oral questioning may be appropriate here - can you talk me through…..)* |  |  |  | 2.4  3.10 |
| Returned MAR chart, medicines and equipment safely for storage i.e. locked/lidded box, fridge or cool dark cupboard |  |  |  | 2.4  2.2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has Support Worker met the following standards?** | **Yes** | **No** | **Remarks** | **Practice**  **Unit**  **350** |
| Safely disposed of any waste medication in an appropriate manner and completed the relevant paperwork.  (Oral questioning may be appropriate here |  |  |  | 2.3  2.4  3.3 |
| Used liquid medicines appropriately, including:  • Shaking bottle before pouring  • Measured correctly  *(Oral questioning may be appropriate here - can you talk me through…..)* |  |  |  | 1.4 |
| Applied Transdermal Patch correctly:   * Patch location and skin assessment * Safe Disposal * Careful handling   *(Oral questioning may be appropriate here - can you talk me through…)* |  |  |  | 1.4 |
| Applied creams correctly, including:  • Used ‘fingertip’ measurement for creams labelled “Apply thinly/sparingly”  • Not returned any cream/ointment to the tub  *(Oral questioning may be appropriate here-can you talk me through………….)* |  |  |  | 1.4 |
| Used eye preparation correctly:   * write or check date of opening on eye drop bottle or tube * ensure hygiene is maintained i.e. when expired or if touched/dropped * positioning /comfort of the individual   *(Oral questioning may be appropriate here- can you talk me through…………)* |  |  |  | 1.4 |
| Dealt with practical problems in an appropriate, timely manner, and updated line manager where appropriate.  *(Oral questioning may be appropriate here- can you talk me through…………)* |  |  |  | 3.9 |
| Observed and reported any relevant change to the individuals’ condition.  *(Oral questioning may be appropriate here- can you talk me through…………)* |  |  |  | 3.8  1.7  1.6 |
| When needed, Support Worker seeks further information or support from an appropriate person such as   * Community Pharmacy * GP/Out of hours service * District Nurse   *(Oral questioning may be appropriate here- can you talk me through…………)* |  |  |  | 3.9 |

|  |  |
| --- | --- |
| **Medicines Management Competency Assessor Statement of Competency Assessment** | |
| Print Name of Support Worker: | |
| Initial Assessment\* Annual Assessment\* Other – please specify\* (*\*delete as appropriate)* | |
| ***MMCA to ask Support Worker “How do you feel that went?”***  Please document feedback discussion with Support Worker. | |
| If Support Worker has not met the required standards, what arrangements have been made to achieve competency? | |
| Support Worker comments following feedback: | |
| Name of Support Worker:  Signature:  Date: | Name of MMCA:  Signature:  Date: |
| **Initial observational assessment to be sent to relevant TrainingTeam/Medicines Management Team as below. Yearly observational assessments to be retained by care provider.** | |
| Neath Port Talbot Locality:  CFPD@npt.gov.uk | Swansea Locality:  SBU.CRTMedsManagementTeam@wales.nhs.uk |