

Medicines Management Competencies for First Level Registered Nurses and Nursing Associates

Medicine Management Competencies for Registered Nurse and Nursing Associates Overview – V02-Iss4

Ratified MOC – July 2019

Review – Mar 2020 in line with MM Comp documentation



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Associated Documents:

MMComp1	Management and Administration of Medication
MMComp2	Safe and Secure Medicines Handling and Supply
MMComp3	Management and Administration of Depot and Injectable Medication
MMComp4	Management and Administration of Anti-Coagulation Medication
MMComp5	Administration of Oxygen
MMComp6	Management and Administration of Medication and Enteral Feeds via PEG Tubes
MMComp7	Checking the Administration of Controlled Drugs
MMComp8	Support Workers Training Plan
MM Guide	Assessors Guidance for the Management and Administration of Medication

To be read in Conjunction with CNTW(C)17 - Medicines Optimisation Policy, Practice Guidance Notes and Appendices

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1. Introduction

- 1.1 The administration of medicines is an important aspect of the professional practice of persons whose names are on the Nursing and Midwifery Councils (NMC) Register.
- 1.2 It is not solely a mechanistic task to be performed in strict compliance with the written prescription of a medical practitioner, independent or supplementary prescriber; it requires thought and the exercise of professional judgment. (National Midwifery Council – Standards for Medicine Management April 2010).
- 1.3 The NMC guidelines remind nurses that they are accountable for their actions and omissions and in administering medication or assisting or overseeing any self-administration of medication, must exercise professional judgement, applying knowledge and skills in the best interests of patient safety.
- 1.4. Cumbria Northumberland, Tyne and Wear NHS Foundation Trust (the Trust/CNTW) policy, CNTW(C)17 – Medicine Optimisation embraces the principles of the NMC guidelines and also requires that those in charge of wards and departments are responsible for ensuring that their staff, including new starters and locum staff, follow the medicines policy.
- 1.5. The medicines policy reiterates the principle of NMC Code of Conduct that registered nurses and nursing associates are personally accountable for their practice and may be required to demonstrate their knowledge and competence to administer medication.
- 1.6. Nursing Associates are required to understand the principles of Safe and effective administration and optimisation of medicines in accordance with local and national policies. They are required to demonstrate the ability to recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions, and able to recognize the different ways in which medicines are prescribed.

The procedural competencies required for administering medication safely are:

- 1.6.1 To continually assess people receiving care and their ongoing ability to self-administer their own medications, knowing when and how to escalate concerns.
- 1.6.2 To undertake accurate drug calculations for a range of medications.
- 1.6.3 To exercise professional accountability in ensuring the safe administration of medications.
- 1.6.4 To administer medication via oral, topical and inhalation routes.
- 1.6.5 To administer injections using sub-cutaneous and intramuscular routes and manage injection equipment.
- 1.6.6 To administer and monitor medications using enteral techniques.
- 1.6.7 To administer enemas and suppositories.

- 1.6.8 To manage and monitor effectiveness of symptom relief medication.
- 1.6.9 To manage and monitor effectiveness of symptom relief medication and when and how to escalate concerns.
- 1.6.10 Undertake safe storage, transportation and disposal of medicinal products.

(NMC Standards of Proficiency for Nursing Associates October 2018)

2. Purpose

- 2.1. These Medicines Management Competency Assessments (in conjunction with the CNTW(C)17 – Medicine Optimisation Policy and Practice Guidance Notes (PGNs) are designed to ensure that Registered Nursing Associates and Non-Registered Nurses demonstrate adherence to the above principles, are compliant with the standards and can demonstrate competence in safe medicines management.
- 2.2 By achieving competence registered nurses and Nursing Associates will be able to demonstrate that they have the skills and knowledge required to
- Order and store medicines
 - Safely administer medicines (orally and injectable) including controlled drugs
 - Deal with medication errors
 - Recognise adverse effects

3. Scope

- 3.1 **Medicines Management Competencies (MMComp) 1-3** are relevant to all Registered Nurses of Band 5 and above and Nursing Associates working in a clinical setting.
- 3.2 **MMComp 4-6** are relevant to all Registered Nurses of Band 5 and above and Nursing Associates working in a clinical setting where these procedures are used.
- 3.3 **MMComp 7-8** are relevant to non-registered nurses and Nursing Associates that are required to witness the administration of controlled drugs.
- 3.4 **MM Guide** - the Assessors Guide is relevant to Registered Nurses that assess Medicines Management Competencies.

4. Medicines Management Competency Assessment Documents

- MMComp1 Management and Administration of Medication
- MMComp2 Safe and Secure Medicines Handling and Supply

- MMComp3 Management and Administration of Depot and Injectable Medication
- MMComp4 Management and Administration of Anti-Coagulation Medication
- MMComp5 Administration of oxygen
- MMComp6 Management and Administration of medication and Enteral Feeds via PEG Tubes
- MMComp7 Checking the Administration of Controlled Drugs
- MMComp8 Support Workers Training Plan
- MMCompGuide Assessors Guidance for the Management and Administration of Medication

5. Roles and Responsibilities

5.1 Group Nurse Directors

5.1.1 It is the responsibility of the Group Nurse Directors to ensure that:

- Systems are in place to ensure compliance of these competencies
- To ensure that the Competency Assessments are updated and in place in line with NMC guidance, Trust policy and where appropriate Patient Safety guidance

5.2 Clinical Managers

5.2.1 It is the responsibility of the Clinical Managers to

- Support Ward/Team Managers to ensure Registered Nurses and Nursing Associates achieve the competencies
- Support Ward Managers in the assessment process and assist as required to establish any performance/development plans with individuals who fail to achieve competency
- Support Ward Managers post incident to review medication errors as required; action plan to prevent reoccurrence
- Review medication competencies and PGN's in line with changes to Medicine policy and national guidance/Patient Safety alerts, and to cascade any amendments
- Monitor web-based incident reporting statistics and work in conjunction with Ward Managers to ensure compliance and development to minimize re-occurrence
- Feedback to the Pharmacy Patient Safety Team any medicines management practice issues/themes/trends arising that may contribute to risk of harm to patients. This can be done via web-based incident reporting or directly by emailing 'MedIncidents@CNTW.nhs.uk'

5.3 **Ward Managers**

5.3.1 It is the responsibility of the Ward Manager to ensure that:

- All Registered Nurses and Nursing Associates within their team achieve the competencies in the area of practice
- All Registered Nurses and Nursing Associates complete competency assessments within the required time frame
- Systems are in place to maintain up-to-date provision/access to Trust CNTW(C)17 - Medicine policy and PGN's
- Medication incidents are monitored, that practice is safe and all remedial actions are taken to minimise reoccurrence
- Staff performance is monitored and action planned as required

5.4 **Registered Nurses including Bank Nurses and Nursing Associates**

5.4.1 It is the responsibility of the Registered Nurses and Nursing Associates to ensure that they practice in accordance with the standards for administration of medication as set out by the NMC and Trust policy, CNTW(C)17 - Medicine Optimisation and additional PGN's. Each Registered Nurse and Nursing Associate is accountable for their actions when administering medication.

5.4.2 Registered Nurses and Nursing Associates should:

- Complete the competencies relevant to the area of practice and remain updated within the timescales
- Follow a process for the administration of medicines to ensure the safety and wellbeing of the patient
- Report promptly any concerns or errors in line with Trust policy, CNTW(O)05 - Incidents
- Have a working knowledge of the Trust's CNTW(C)17 - Medicines policy, PGN's and act accordingly to maintain their skills and competency in order to administer medication safely
- Follow NMC guidance in relation to Medication administration
- Work within their scope of practice and ensure they seek guidance prior to administering medication that has specific training requirements

5.5 **Mentors and Assessors and Preceptors**

5.5.1 In addition to the requirements of 5.4 above, mentors and assessors are required to act as role models and support learners in achieving the competencies

5.5.2 Supervise and observe junior staff at all times when administering medication until they have completed the competency assessment

5.6 Non Registered Nurses and Nursing Associates

- 5.6.1 It is the responsibility of Non-Registered Nurses and Nursing Associates to ensure that they complete the Checking the Administration of Controlled Drugs Competency prior to undertaking this activity

6. Assessment Process

- 6.1 Assessment will be undertaken by Ward Manager or Clinical Coordinator (Band 6). In order for the Band 6 nurse to undertake the assessments, the Ward Manager will assess competency using the resource pack and assessment guidelines. A copy of the certificate of completion should be completed and a copy sent to the training department for inclusion on ESR system.
- 6.2 The frequency to undertake the competency assessments is **three yearly** however consideration needs to be given for staff that have:
- had a period of long term sick
 - maternity leave
 - returned to practice
 - moved to a new area of clinical practice
 - been involved in a medication incident
- 6.3 Where a Registered Nurse or Nursing Associate fails to demonstrate competency in any element of a required competency they will be given a further opportunity to demonstrate competency within an agreed timeframe.
- 6.4 If the Registered Nurse or Nursing Associate continues to fail to demonstrate competency, a development plan must be agreed/documentated and implemented in collaboration with the Clinical Manager and Registered Nurse or Nursing Associate and monitored by the Ward Manager. The Registered Nurse or Nursing Associate should be allocated a mentor, to support the individual to achieve the competencies and enable best practice.
- 6.5 Performance issues will be addressed by the line manager in line with Trust's CNTW(HR)04 - Disciplinary Policy and PGNs.

7. References

- CNTW(O)05 - Incident Policy, PGNs and appendices
- CNTW(C)17 - Medicines Management Policy PGNs and Appendices
- CNTW(HR)04 - Disciplinary Policy and PGNs
- The Nursing and Midwifery Council: The Code: Standards of conduct, performance and ethics for nurses and midwives
<http://www.nmc-uk.org/Publications/Standards/The-code/Introduction/> (Accessed on Jun17)
- The Nursing and Midwifery Council 'Standards for Medicines Management'
<https://www.nmc.org.uk/standards/additional-standards/standards-for-medicines-management/>
(Accessed on Jun17)