

**MM Comp 1 – V02 – Issue 4**

**Ratified MOC - July 2019 – Issued Jan 2020**

**Review – Mar 2020**

**Management and Administration of Medication**

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**Competency Assessment**

For First Level Registered Nurses Band 5 and above and Nursing Associates

To be completed 3 yearly

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| Employee Name |  |
| Job Title |  |
| Place of Work |  |
| Assessor Name |  |
| Date of Assessment |  |

**1 Knowledge**

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| **Performance Criteria** | | **Assessment Method** | **Meets Standard**  **(Yes/No)** | **Signature of Nurse Undertaking Assessment** | **Signature of Assessor** | **Date Deemed Competent** |
| 1.1 | The nurse/nursing associate can describe the therapeutic use of a range of medication to be administered | Verbal |  |  |  |  |
| During Interview |
| 1.2 | The nurse/nursing associate can identify High Risk Drugs and critical medicines (UHM-PGN-02. Section 10) and has an awareness of the risks associated with use and timeliness of administration | Verbal  During Interview |  |  |  |  |
| 1.3 | The nurse/nursing associate can state normal dosage of a selected range of medication to be administered | Verbal |  |  |  |  |
| During Interview |
| 1.4 | The nurse/nursing associate can state the most common side effects of a selected range of medication to be administered | Verbal |  |  |  |  |
| During Interview |
| 1.5 | The nurse/nursing associate can demonstrate competency in carrying out a range of physical observations linked to medication side effects | Observation |  |  |  |  |
| Demonstration |
| 1.6 | The nurse/nursing associate has knowledge of poly-pharmacy risks and an awareness of monitoring and reporting systems | Verbal |  |  |  |  |
| During Interview |
| 1.7 | The nurse/nursing associate can state the major cautions and contra-indications of each medicine to be administered | Verbal |  |  |  |  |
| During Interview |
| 1.8 | The nurse/nursing associate can explain the intervention and actions to be taken in the event of a service user experiencing side effects | Verbal |  |  |  |  |
| During Interview |
| 1.9 | The nurse/nursing associate can describe treatment strategies in relation to service user medication care plans  The nurse/nursing associate can explain the legal requirements relating to capacity to consent and the legal authority for treatment  The nurse/nursing associate can describe consent to treatment in relation to service user’s detained in hospital under the Mental Health Act 1983  The nurse/nursing associate can describe the legal position in relation to consent to treatment for CTO patients; including community patients, patients recalled to hospital and patients in hospital not recalled.  The nurse/nursing associate can describe the legal position in relation to emergency treatment provisions where there is no authorising certificate | Verbal  During Interview |  |  |  |  |
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| 1.10 | The nurse/nursing associate can explain the importance of checking the prescription sheet , checking dosage, route/method of administration, validity or prescription, date and Doctor’s signature | Verbal |  |  |  |  |
| During Interview |
| Medication Round |
| 1.11 | The nurse/nursing associate can explain the importance of checking that the patient has no known allergies recorded on Prescription Sheet, UHR/RIO notes and SNOMED CT (PPT-PGN-04) | Verbal |  |  |  |  |
| During Interview |
| Medication Round |
| 1.12 | The nurse/nursing associate can explain the circumstances when telephone prescribing is acceptable and can describe the procedure as per the relevant PGN | Verbal |  |  |  |  |
| During Interview |
| 1.13 | The nurse / nursing associate can explain the circumstances when prescribed medication would need to be omitted and can describe the reporting process for this | Verbal  During interview |  |  |  |  |
| 1.14 | The nurse/nursing associate can identify sources to obtain further information relating to medication – BNF, Pharmacist, Formulary and relevant PGN’s | Verbal |  |  |  |  |
| During Interview |
| 1.15 | The nurse/nursing associate can describe the reporting procedure in the event of a medication incident / error as per UHM-PGN-01 (Section 13) / Web based incident reporting form | Verbal |  |  |  |  |
| During Interview |
| 1.16 | The nurse/nursing associate can explain the process for supporting and observing service users in the event of a medication incident /error | Verbal |  |  |  |  |
| During Interview |
| 1.17 | The nurse/nursing associate can explain the potential reasons and procedure for, and the implications of administering medication covertly as per PGN | Verbal |  |  |  |  |
| During Interview |

**2 Administration**

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| **Performance Criteria** | | **Assessment Method** | | **Meets Standard**  **(Yes/No)** | | **Signature of Nurse Undertaking Assessment** | | **Signature of Assessor** | | **Date Deemed Competent** |
| 2.1 | The nurse/nursing associate confirms the service user’s identity / personal details; then checks for documented allergy status alerts. | Observation during Medication Round | |  | |  | |  | |  |
| 2.2 | The nurse/nursing associate checks the prescription sheet to ensure medications have not already been administered | Observation during Medication Round | |  | |  | |  | |  |
| 2.3 | The nurse/nursing associate checks that the prescription is legible, valid, within BNF limits, signed and dated by Doctor | Observation during Medication Round | |  | |  | |  | |  |
| 2.4 | The nurse/nursing associate checks that authorisation and monitoring is in place for any medications that are prescribed above BNF limits or “off-label”. | Observation during Medication Round | |  | |  | |  | |  |
| 2.5 | If applicable, the nurse/nursing associate checks the validity of Mental Health Act Forms against the prescription when medication is prescribed under the Mental Health Act | Observation during Medication Round | |  | |  | |  | |  |
| 2.6 | The nurse/nursing associate checks the time of administration for each medication | Observation during Medication Round | |  | |  | |  | |  |
| 2.7 | The nurse/nursing associate checks the route of administration of each medication | Observation during Medication Round | |  | |  | |  | |  |
| 2.8. | The nurse/nursing associate ensures the correct administration of oral liquid medications using an appropriate oral/enteral syringe only (UHM-PGN-03 Section 6) | Observation during Medication Round | |  | |  | |  | |  |
| 2.9 | The nurse/nursing associate identifies the name and strength of each medicine and selects the correct medication | Observation during Medication Round | |  | |  | |  | |  |
| 2.10 | The nurse/nursing associate checks the dose of each medication and is able to calculate the correct dosage | Observation during Medication Round | |  | |  | |  | |  |
| 2.11 | The nurse/nursing associate re-checks the dose and form of each medication and selects the correct one prior to dispensing | Observation during Medication Round | |  | |  | |  | |  |
| 2.12 | The nurse/nursing associate measures the dosage correctly when administering all forms of medication including tablets and syrup | Observation during Medication Round | |  | |  | |  | |  |
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| **Performance Criteria** | | | **Assessment Method** | | **Meets Standard**  **(Yes/No)** | | **Signature of Nurse Undertaking Assessment** | | **Signature of Assessor** | **Date Deemed Competent** |
|  | Enteral Routes.  (If required; nurses/nursing associates who administer medication via enteral routes must be trained and competent) | |  | |  | |  | |  |  |
| 2.13 | The nurse/nursing associate will be aware of all routes of administration of medications and will develop competency as required; Buccal, Rectal, Enteral, Transdermal etc, depending upon ward / patient need.  **If required** nurses/nursing associates **who administer medication via external routes must be trained and competent** | | Observation during Medication Round | |  | |  | |  |  |
| 2.14 | The nurse/nursing associate confirms the identity of the service user correctly before administering the medication. | | Observation during Medication Round | |  | |  | |  |  |
| 2.15 | The nurse/nursing associate makes a clear, accurate and immediate record of all medication administered, intentionally withheld or refused by the service user; utilising the codes on the prescription sheet. | | Observation during Medication Round | |  | |  | |  |  |
| 2.16 | The nurse/nursing associate will gain consent as required and support service user rights to decline treatment and take actions as appropriate (reporting and documenting) | | Observation | |  | |  | |  |  |
| Verbal Discussion | |
| 2.17 | The nurse/nursing associate will not administer covert medication or administer medication in a un licensed form (Crushed) without patient consent, MDT approval & plan in place, as per UHM PGN 03 and appendix 8 | | Observation  Verbal Discussion | |  | |  | |  |  |
| 2.18 | The nurse/nursing associate demonstrates an awareness of the importance of completing the medication round with as little disruption as possible | | Observation  Verbal Discussion | |  | |  | |  |  |
| 2.19 | The nurse/nursing associate replenishes and checks stock levels and orders as required; using approved stationary and paper based or electronic systems. e.g. Automatic Drug Cupboards | | Observation  Verbal Discussion | |  | |  | |  |  |
| 2.20 | The nurse/nursing associate disposes of any medication appropriately. | | Observation  Verbal Discussion | |  | |  | |  |  |

**3 Handling of Controlled Drugs (for First Level Registered Nurses) – Applies to paper / electronic systems e.g. Automatic Drug Cupboards. This section does not apply to Nursing Associates)**

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| **Performance Criteria** | | **Assessment Method** | **Meets Standard**  **(Yes/No)** | **Signature of Nurse Undertaking Assessment** | **Signature of Assessor** | **Date Deemed Competent** |
| 3.1 | The nurse can define the schedules of CDs | Verbal |  |  |  |  |
| 3.2 | The nurse can demonstrate/describe the correct procedure for the ordering and transporting of CDs | Verbal |  |  |  |  |
| Observation |
| 3.3 | The nurse can demonstrate/describe the correct procedure for the receipt and storage of a Controlled Drug on a ward/unit | Verbal |  |  |  |  |
| Observation |
| 3.4 | The nurse can demonstrate/describe the correct procedure for the administration of Controlled Drugs | Verbal |  |  |  |  |
| Observation |
| 3.5 | The nurse can demonstrate the correct procedure for CD stock checks and management of discrepancies | Verbal  Observation |  |  |  |  |
| 3.6 | The nurse can explain the correct procedure for handling of CD cupboard keys, where appropriate | Verbal |  |  |  |  |
| 3.7 | The nurse can explain the correct procedure for the disposal of unwanted stock | Verbal |  |  |  |  |
| 3.8 | The nurse can explain the correct procedure for obtaining an emergency supply of CDs | Verbal |  |  |  |  |
| 3.9 | The nurse can explain the legal classification issues in relation to; CDs e.g. temazepam, phenobarbitone, benzodiazepines, tramadol, gabapentin, pregabalin | Verbal |  |  |  |  |

**4 Rapid Tranquillisation (for First Level Registered Nurses) – This section does not apply to Nursing Associates**

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| **Performance Criteria** | | **Assessment Method** | **Meets Standard**  **(Yes/No)** | **Signature of Nurse Undertaking Assessment** | **Signature of Assessor** | **Date Deemed Competent** |
| 4.1 | The nurse can define RT and has an understanding of the Pharmacological management pathway as per Trust policy CNTW C 02. | During Interview |  |  |  |  |
| 4.2 | The nurse can identify the medications used in RT and the routes / sites of administration | During Interview |  |  |  |  |
| 4.3 | The nurse can state the aims of RT and when it would be appropriate to utilise RT | During Interview |  |  |  |  |
| 4.4 | The nurse can describe alternative approaches to RT and can discuss the importance of staged interventions and de-escalation techniques. | During Interview |  |  |  |  |
| 4.5 | The nurse can describe physical monitoring requirements around the use of RT and is competent in carrying out these observations | During Interview |  |  |  |  |
| 4.6 | The nurse can explain the complications that can arise due to RT and describe when medical assistance would be required. | During Interview |  |  |  |  |
| 4.7 | The nurse has an awareness of which service users would be identified as of a high risk with regard to the use of RT | During Interview |  |  |  |  |
| 4.8 | The nurse has an awareness of the need for post incident reviews and documentation after the use of RT | During Interview |  |  |  |  |

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| **Assessors Comments:** |
| **Signature:** |
| **Date:** |

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| Nurses Comments: |
| Signature: |
| Date: |

**Action Plan**

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| **Action** | **Date to be Achieved** | **Date of Re-assessment** | **Outcome** | **Signature** |
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**Certificate of Completion**

**This is to certify that**

**Has successfully completed the**

**Management and Administration of Medication**

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**Including Depot/Injectable Medication**

**Competency Assessment**

**Signature of Assessor Date**