

Evidence Assessment

Medication Management: A Framework

A Guide for Completing Evidence Assessment

The purpose of this assessment is for the staff member to demonstrate competency when administering medication, whilst working within organisational guidelines, policies and procedures.

The assessment combines information that is gained from theoretical and practical training. Resources in addition to the corresponding Altura Learning course may be required to demonstrate this knowledge.

The assessment should be conducted by an assessor who is competent in medication administration.

This skills audit is designed to be utilised when a staff member is being assessed demonstrating safe and competent practice when administering medication. Specific elements of the following skills audit will only be relevant to EN/RNs, as marked below.

Skills Audit

Procedure	Notes	✓ X
Demonstrates awareness of the legal and professional issues when administering medications, including: <ul style="list-style-type: none"> Identifying potential problems which may be encountered, how to prevent them and required interventions Understanding health and safety, risk management and correct disposal of equipment 		
Identifies the following: <ul style="list-style-type: none"> Common medical abbreviations Rights of medication administration Required components of a medication order Required elements of a telephone order <i>(EN/RN only)</i> Correct procedure for ordering, receiving and storing medication 		

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Ensures medication trolley/room remains locked throughout administration		
Ensures all required equipment is cleaned thoroughly		
Calculates correct dosage, if required		
Locates the appropriate medication, checks that packaging is intact, checks expiry date		
Performs hand hygiene, follows any additional infection control precautions as necessary		
Knocks before entering the room and maintains resident's dignity		
Introduces self to resident and explains the procedure to the person, gains consent		
Assesses resident prior to administering medication		
Confirms resident's identity by asking the resident and checking the photograph and identity on the medication chart and packaging, ensuring photograph is current (within 12 months)		
Checks for allergies		
Checks medication chart against medication pack, ensuring: <ul style="list-style-type: none"> • Correct medication, time, route, dose, strength and/or number of tablets • Medication that has been prescribed is signed and dated by the GP • Medication has not been ceased • Medication has not been given 		
Identifies the following <i>(EN/RN only)</i> : <ul style="list-style-type: none"> • Expected therapeutic outcomes of each medication • Common adverse side effects of each medication Required nursing assessment required prior to administering each medication		
Removes the correct medication from the medication pack straight into a clean pill		

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receptacle, ensuring not to touch the tablet		
Follows any specific instructions regarding administration e.g. medication to be crushed		
<p>If administering a liquid medication:</p> <ul style="list-style-type: none"> • Shake, then remove cap • Put medication cup on flat surface at eye level • Pour liquid to correct measurement, with label against the palm of the hand • Wipe the lip of the bottle with damp paper towel before replacing the cap 		
Offer the medication to the resident with water and observe swallowing		
<p>If administering a sublingual medication:</p> <ul style="list-style-type: none"> • Identifies the length of time the medication can be used after opening • Places the medication in the correct part of the mouth • Instructs the resident to leave the medication under their tongue until it dissolves • Instructs the resident not to drink for 5 minutes 		
<p>If administering an inhalation medication:</p> <ul style="list-style-type: none"> • Sets up and uses equipment, such as spacer or nebulizer, appropriately • Asks resident to rinse their mouth out with water following administration 		
<p>If administering an eye medication:</p> <ul style="list-style-type: none"> • Identifies the length of time the medication can be used after opening • Administers medication appropriately, ensuring the resident is in the correct position 		

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<p>If administering an ear medication: Administers medication appropriately, ensuring the resident is in the correct position</p>		
<p>If administering a transdermal medication:</p> <ul style="list-style-type: none"> • Applies patch to the appropriate area, explaining rationale for the site selection • Prevents contact with the medication on the patch 		
<p>If administering a nasal medication:</p> <ul style="list-style-type: none"> • Administers medication appropriately, ensuring the resident is in the correct position 		
<p>If administering a topical cream/ointment:</p> <ul style="list-style-type: none"> • Assesses the resident's skin condition • Applies medication appropriately 		
<p>If administering a rectal medication <i>(EN/RN only)</i>:</p> <ul style="list-style-type: none"> • Ensures the resident is in the correct position • Lubricates the suppository/enema • Inserts medication appropriately • Supports and instructs resident appropriately throughout procedure 		
<p>If administering a vaginal medication <i>(EN/RN only)</i>:</p> <ul style="list-style-type: none"> • Ensures the resident is in the correct position • Inserts medication appropriately 		
<p>If administering an enteral medication <i>(EN/RN only)</i>:</p> <ul style="list-style-type: none"> • Prepares medication appropriately • Prepares appropriate equipment • Administers medication appropriately, as per organisation's policies and procedures 		
<p>If administering an injection <i>(EN/RN only)</i>:</p> <ul style="list-style-type: none"> • Prepares medication appropriately, ensuring correct temperature, if 		

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required <ul style="list-style-type: none"> • Selects and cleans appropriate site • Inserts needle at appropriate angle • Injects correctly, withdrawing needle as appropriate • Disposes of equipment appropriately 		
Signs medication chart		
Performs hand hygiene		
Documents and reports to the RN/Manager if resident has refused or if any concerns are noted		

Skills assessment completed satisfactorily:

Yes

No

Comments/ action required:

Learner Name:

Signature:

Supervisor Name:

Signature:

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DISCLAIMER:

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