

### Unit overview

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#### Elements of competence

424a	Establish and maintain contact with methadone prescribers and individuals
424b	Dispense methadone prescriptions for individuals
424c	Supervise methadone consumption by individuals

#### About this unit

For this unit you need to provide methadone for consumption by individuals. It covers checking the authenticity and validity of methadone prescriptions, preparing and labelling of required doses and supervising consumption by individuals.

#### Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Information:** contact names and telephone numbers for local prescribers; prescribers with handwriting exemption certificates; Area Specialist Drug Misuse telephone number.

**Individual's behaviour:** appears to be ill; appears to be intoxicated verbally or physically abusive; shoplifting (eg in a pharmacy).

**Documentation:** controlled drug register; important information about individuals and record of incidents.

**424**

## **SUPERVISE METHADONE CONSUMPTION**

424a Establish and maintain contact with methadone prescribers and individuals

### **Performance criteria**

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You need to show that:

- 1 You ensure that the individual's confidentiality is maintained at all times
- 2 You check the individual's details on the prescription and confirm that they are clear and correct
- 3 You give the appropriate information to the individual
- 4 You carry out all transactions promptly and correctly
- 5 You ensure that the declaration on the prescription is completed by the individual, when applicable in accordance with government requirements
- 6 You forward the prescription for validation and preparation

**424**

## **SUPERVISE METHADONE CONSUMPTION**

424b

Dispense methadone prescriptions for individuals

### **Performance criteria**

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You need to show that:

- 1 You check the prescription is correctly written in respect of meeting BNF, hospital and local formulary requirements
- 2 You confirm that the prescriptions are appropriate for the individual
- 3 You refer the prescriptions to the appropriate authority if you are unsure about any aspect, you must make the appropriate annotation on the prescription
- 4 You make all referrals in a courteous manner
- 5 You confirm that prescriptions are valid and are not a forgery

**424**

## **SUPERVISE METHADONE CONSUMPTION**

424c

Supervise methadone consumption by individuals

### **Performance criteria**

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You need to show that:

- 1 You ensure that the medicine or product matches the prescription
- 2 You ensure that the medicine or product will remain in date for the course of treatment (as stated on the prescription) or take the appropriate action
- 3 You prepare the medicine or product using the correct equipment and process
- 4 You label the medicine or product correctly, checking it against the prescription
- 5 You ensure that the medicine or product is packed appropriately
- 6 You endorse the prescription appropriately
- 7 You complete all relevant records legibly and accurately
- 8 You follow the health, hygiene and safety procedures
- 9 You forward the prescription for checking

**Knowledge specification for the whole of this unit**

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Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit. When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**Values**

- 1 How to provide information for individuals in a manner and pace suited to their needs and abilities

**Legislation and organisational policy and procedures**

- 2 Legal obligations and organisational policies regarding client confidentiality
- 3 National legislation for the administration of drugs including the Medicines Act of 1968 and the Misuse of Drugs Regulations 1985
- 4 What is regarded as unacceptable behaviour from an individual by your organisation

**Theory and practice****Factors which influence what you do**

- 5 The importance of following the prescribed method, dosage and frequency and the risks if this is not done (such as failure of the medication to work, over-medication, under-medication)
- 6 The information which needs to be on a medicine label and its significance
- 7 The common side effects of the medicines and the common adverse reactions related to the medications being used
- 8 How to respond to the common adverse reactions related to the medications being used
- 9 Why containers of prescribed methadone doses must not be shared by more than one individual
- 10 Why it is important to offer water to an individual after methadone consumption and to converse with them
- 11 Why you must contact the prescriber if the individual does not consume the whole dose under supervision
- 12 Why you should inform the individual in advance of the last dose on the current prescription
- 13 Why containers and stock bottles must be rinsed and their labels removed prior to disposal

**Information handling**

- 14 The importance of keeping full and accurate records, and how to do so

**Services and products**

- 15 Potential benefits of providing general health promotion advice when supervising methadone consumption
- 16 Why the volume of methadone dispensed should be checked by a pharmacist or designated member of staff
- 17 The importance of safe storage for methadone that is supplied for home use
- 18 Why hygiene precautions are necessary

**Knowledge specification for the whole of this unit (continued)**

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**Good practice**

- 19 Why prepared prescriptions must be stored in a controlled drugs cupboard or equivalent
- 20 Why methadone should never be given in advance of receipt of a prescription
- 21 How to check a prescriptions authenticity
- 22 When to accept a prescription that is not hand written
- 23 How to confirm the identity of an individual
- 24 How to develop a contract for methadone administration and what it should contain

**Evidence requirements for this unit**

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- Direct observation by assessor and/or an expert witness is required for some of the performance criteria for every element in this unit.
- Prior to commencing the unit you should agree a plan with your assessor regarding the types of evidence to be used.
- You must provide your assessor with evidence for ALL the performance criteria and ALL the knowledge requirements and the relevant parts of the SCOPE as applicable to your workplace.
- The evidence must, at all times, reflect the policies and procedures of the workplaces as linked to current legislation and valued and principles for best practice within the Health and Social Care Sector. This will include the National Service Standards for your area of work or client group.
- All evidence should relate to real work activities for ALL elements of this unit.
- Simulation is NOT permitted for this unit.

**Competences can be demonstrated using a variety of types of evidence from the following:**

- **Work products:** these can be any record that you would normally use within your normal role eg communication records, reports and records relating to prescription for individuals. Procedures and policies, etc.
- **Assignment/project:** you may have already completed a project or assignment (for example from HNC, NC, VRQ, BTec courses, D32, 33, 34, A1 and V1). You could also use evidence of previous in-house training course/programmes you have completed showing professional development.
- **Reflective accounts:** you describe your actions in a particular situation(s) and reflect on the reason(s) for you practicing in that way, in relation to individuals.
- **Questioning:** you and your assessor may agree on questions to demonstrate your knowledge, to supplement the knowledge demonstrated through observations, products and reflective accounts. These can be oral or written but evidence of this must be recorded.

**NB Confidential records do not require to be included in your portfolio of evidence. These can remain where they are normally stored and checked by your assessor and internal verifier. If they are included, they must be anonymised.**