

Unit Title:	Administer medication to individuals, and monitor the effects
Unit sector reference:	ASM 34
Level:	3
Credit value:	5
Guided learning hours:	30
Unit accreditation number:	Y/501/0598

Unit purpose and aim

This unit is for those who prepare for, administer and monitor the effects of medication on individuals. The unit applies to all medication used for and by individuals, both prescribed and non-prescribed.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1 Understand legislation, policy and procedures relevant to administration of medication	1.1 Identify current legislation, guidelines, policies and protocols relevant to the administration of medication	
2 Know about common types of medication and their Use	2.1 Describe common types of medication including their effects and potential side effects 2.2 Identify medication which demands the measurement of specific physiological measurements 2.3 Describe the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required 2.4 Explain the different routes of medicine Administration	
3 Understand procedures and techniques for the administration of medication	3.1 Explain the types, purpose and function of materials and equipment needed for the administration of medication via the different routes	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
	3.2 Identify the required information from prescriptions/medication administration charts	
4 Prepare for the administration of medication	4.1 Apply standard precautions for infection control 4.2 Explain the appropriate timing of medication eg check that the individual has not taken any medication recently 4.3 Obtain the individual's consent and offer information, support and reassurance throughout in a manner which encourages their co-operation and which is appropriate to their needs and concerns 4.4 Select, check and prepare correctly the medication according to the medication administration record or medication information leaflet	
5 Administer and monitor individuals' medication	5.1 Select the route for the administration of medication, according to the patient's plan of care and the drug to be administered, and prepare the site if necessary 5.2 Safely administer the medication a) in line with legislation and local policies b) in a way which minimises pain, discomfort and trauma to the individual 5.3 Describe how to report any immediate problems with the administration 5.4 Monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
	delay 5.5 Explain why it may be necessary to confirm that the individual actually takes the medication and does not pass the medication to others 5.6 Maintain the security of medication and related records throughout the process and return them to the correct place for storage 5.7 Describe how to dispose of out of date and part-used medications in accordance with legal and organisational requirements	

Assessment

This unit needs to be assessed in line with the Skills for Care and Development QCF Assessment principles.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

Competence based assessment must include direct observation as the main source of evidence.

Evidence requirements

Evidence Requirements for this unit:

You must provide your assessor with evidence for all the learning outcomes and assessment criteria. The evidence must be provided in the following ways taking into account any of the special considerations below.

Special Considerations:

Simulation is not permitted for this unit.

The nature of this unit means that all of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in the sector.

Required sources of performance and knowledge evidence:

Observation and/or Expert Witness Testimony is the required assessment method to be used to evidence some part of this unit.

If your assessor is unable to observe you s/he will identify an expert witness in your workplace who will provide testimony of your work-based performance. Your assessor or expert witness will observe you in real work activities and this is likely to provide most of the evidence for the assessment criteria for this unit.

Other sources of performance and knowledge evidence:

The following assessment criteria may be difficult to evidence by observation and/or expert witness testimony because they refer to contingencies or infrequently occurring activities:

Not applicable to this unit.

Your assessor will identify other sources of evidence to ensure that the most reliable and efficient mix of evidence gathering methods from the list below. This will ensure that all learning outcomes and assessment criteria are met and that the consistency of your performance can be established.

- **Work Products:** These are non-confidential records made, or contributed to, by you eg information leaflets on medication services.
- **Confidential Records:** These may be used as evidence but must not be placed in your portfolio. They must remain in their usual location and be referred to in the assessor records in your portfolio eg Case records and Care plans.
- **Questioning:** Questions may be oral or written. In each case the question and your answer will need to be recorded eg describe the common types of medication including their effects and potential side effects.
- **Professional discussion:** This should be in the form of a structured review of your practice with the outcomes captured by means of audiotape or a written summary. These are particularly useful to provide evidence that you know and understand principles which support practice; policies, procedures and legislation, and that you can critically evaluate their application eg identify the current legislation, guidelines policies and protocols relevant to the administration of medication.
- **Original Certificates:** Certificates of training and records of attendance must be authentic, current and valid. Your assessor will also want to check the content of such training so that this can be matched to the standards and check that you have retained and can apply learning to practice.
- **Case Studies, projects, assignments and candidate/reflective accounts of your work:** These methods are most appropriately used to cover any outstanding areas of your qualification. Occasionally, because an event happens rarely or may be difficult to observe, you may be able to use a candidate/ reflective account to provide some of the evidence for this unit eg describe the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required.
- **Witness Testimony**
Colleagues, allied professionals and individuals with whom you work may be able to provide testimony of your performance. Your assessor will help you to identify the appropriate use of witnesses.

Unit Guidance

The evidence for this unit is likely to come from;

- a) The observation of the candidate working with an individual
- b) Confidential care plans and case records, and
- c) The candidate's explanation of their work with this and other individuals recorded either through professional discussion or a reflective account.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

National Occupational Standards (NOS) mapping/signposting

This unit is directly related to the Skills for Health/DANOS national occupational standard:

AH2 Prepare for, and administer medication to individuals, and monitor the effects

This also appears in Health and Social Care Standards as HSC375.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening		Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications*' (A850).

This unit is a shared unit. It is located within the subject/sector classification system 01.3 Health and Social Care.