

## *course objectives*

On completing this qualification candidates will:

- be able to state the difference between accountability and responsibility.
- be able to discuss the meaning and necessity for confidentiality within the workplace.
- have an awareness of the current legislation that governs the use of medicines within the workplace.
- be able to discuss the methods available for supply, storage and correct disposal of the different types of medications.
- be able to discuss the need for informed consent.
- be able to state ways of gaining information about a medicine.
- be able to recognise the different presentations that medicines are produced in.
- be able to recognise the different routes available for medicines to be prescribed in.
- be aware of the importance and implications of the mathematical measurements of dosage.
- be aware of how to look for possible or common side effects from medication.
- be able to state the purpose and implications of documentation.
- be able to state how they would manage an incorrect administration of a medication.
- have an awareness of the audit process and why it is necessary.

## *who is the course for?*

For all care professionals required to understand the necessity for the correct management of all medicines within the workplace.

## *duration / format / assessment*

One day session (6 hour duration)

Assessment is by a short multiple choice questionnaire

## *instructor / trainee ratio*

**Min** 1: 6

**Max** 1:15

## *awarding body / certification*

Certificate of Achievement

## *course content*

- Principles of care
- Legal framework
- Responsibility, accountability and confidentiality
- Self-medication and assisted medication
- Safe handling
- The seven "RIGHTS"
- Teamwork
- Information sharing
- Issues and problems

## *course requirements / notes*

Delegates will be expected to utilise their current background knowledge and experience in this area - Albeit within their own workplace or the home environment.

## *further information / contact us*

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### ***training timetable***

<b>Time</b>	<b>Activity</b>	<b>Duration</b>
09:00 – 09:10	Domestics, Review timetable for the training session	10 mins
09:10 – 09:15	State SMART Aims and Objectives for the day	5 mins
09:15 – 09:45	Accountability and confidentiality	30 mins
09:45 – 10:45	Classification of medication and the medicines act	60 mins
10:45 – 11:00	<b>Break</b>	15 mins
11:00 – 12:30	Company policy – storage of medication – disposal of medication appropriate paper work (MAR sheets)	90 mins
12:30 – 13:00	<b>Lunch</b>	30 mins
13:00 – 13:30	Understanding branding and generic names	30 mins
13:30 – 14:15	Medication groups and administration routes	15 mins
14:15 – 15:00	Consent and administration of medication	30 mins
15:00 – 15:15	<b>Break</b>	15 mins
15:15 – 15:45	Exam	30 mins
15:45 – 16:00	Review aims and Objectives, questions and feedback	15 mins
	Course close	

Please note that the above is for guidance only. Actual course timings may differ.

### ***pre-course reading***

None.

### ***awarding body contact details***