

EDI

Supporting learning
and performance

Cognet

Level 2 Certificate in Understanding the Safe Handling of Medicines Course Workbook



Centre Details:

Centre Name: COGNET LIMITED

Centre Number: HBRI27

Candidate Details: *(please print)*

Candidate Number:

Name:

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Address:

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Telephone No:

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Email Address:

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Tutor's Name:

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Dates of Course:

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Important Information:

Please read all of the questions carefully. There are 4 sections to this workbook. All sections must be answered:

There should be adequate space for you to complete each question. If you fill the space provided for an answer please continue your answer on the free space provided on page 24 and 25. Please ensure that you clearly mark each answer with the section number and question number of the question you are answering: i.e., **Sect 3 Q2.3**.

Before submitting a hardcopy for assessment please ensure that the declaration is signed on page 23.

If you have any questions please contact the tutor support line **01905 768513** or email: **info@cognet-training.co.uk**

Candidate Name: Candidate No:

Section 1. Understand Medication and Prescriptions

Question 1.1

Give *four* examples of medicine types and give an example of each.

1. *example*
2. *example*
3. *example*
4. *example*

Question 1.2

Give *four* different routes by which medication can be given.

1.
2.
3.
4.

Question 2.1

Explain the difference between General Sales List (GSL), Pharmacy (P), Prescription Only Medicines (POM) and Controlled Drugs.

Candidate Name:

Candidate No:

Question 4.1

Identify who is responsible for the following processes:

Prescribing medication

Dispensing medication

Obtaining and receiving medication

Administering medication

Question 4.2

Identify the limitations of your role in relation to the medication process.

Question 4.3

Identify ways to get support and information in the workplace related to medication.

Question 5.1

Identify the key approved national sources of information about medication.

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Question 5.2

What information which should be supplied with medication and why.

Question 5.3

Describe why it is important to seek information from the individual about their medication and condition.

Continue overleaf to Section 2.

Candidate Name:

Candidate No:

Section 2. Supply, storage and disposal of medication

Question 1.1

Identify the purpose of a prescription.

Question 1.2

List the information that has to be checked and recorded once medication has been received.

Question 1.3

Describe the procedure for:

Transferring medication from one setting to another:

Obtaining medication in an emergency situation:

Obtaining medication 'as and when required (PRN)':

Renewal of prescription:

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Candidate No:

Question 2.1

Describe the requirements of medication storage within the following settings:

Clinical settings:

Residential care:

Day services:

Domiciliary care:

Non care settings:

Question 2.2

Explain how controlled drugs should be stored within the following settings:

Clinical settings:

Residential care:

Day services:

Domiciliary care:

Non care settings:

Candidate Name:

Candidate No:

Question 2.3

Outline how to support individuals to store medication securely for self-administration.

Question 2.4

Give two examples of medicines that have specific storage requirements and how they are stored.

1.

2.

Question 3.1

Give three examples of why drugs might need to be disposed of.

1.

2.

3.

Question 3.2

Outline the procedures for the safe and secure disposal of medication and equipment for:

Nursing care settings:

--

Care settings:

--

Domiciliary care settings:

--

Controlled drugs:

--

Candidate Name:

Candidate No:

Question 3.3

Explain why it is important to dispose of medication and equipment in line with agreed procedures.

Continue overleaf to section 3.

Candidate Name:

Candidate No:

Section 3. Understand the requirements for the safe administration of medication

Question 1.1

Describe the roles and responsibilities of staff involved in:

Supporting individuals to take medication:

Administering medication:

Using specialised techniques to administer medication (for example, buccal medication or injection):

Question 1.2

Explain why it is important to follow instructions on the preparation and use of medication and the method of administration. Such instructions may be given by the individual, the manufacturer, the pharmacist or your organisation.

Question 1.3

What information should be given to an individual to enable them to give valid consent, and why is it important to gain informed consent before administering medication?

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Question 1.4

Explain why it is important to agree with the individual:

The medication to be taken

The support to be provided in relation to their own needs and preferences

Question 1.5

Describe how and why the following should be checked prior to administering medication:

Identity of individual

Medication Administration Record (MAR):

Medication:

Equipment:

Environment:

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Question 1.6

Describe the hygiene precautions that should be taken when preparing to administer medication in relation to:

The individual receiving medication:

Self and others who may be affected:

Question 1.7

Explain why it is important to ensure that the correct dose, of the correct medication, is given to the correct person at the correct time, by the correct route or method.

Question 2.1

Give *three* examples of equipment or aids available for administering medicine.

1.
2.
3.
4.

Question 2.2

Give positive and negative points of using drug administration systems, (e.g. dosette boxes)

Candidate Name:

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Question 2.3

Give *two* examples of special instructions that might need to be followed when giving medication.

1.

2.

Question 2.4

Give two examples which illustrate difficulties which may arise in respect of protecting an individual's privacy, dignity, safety or active participation, and describe how you would deal with this.

Question 2.5

Explain how to record administration of medication.

Question 2.6

Give *two* examples of when it may be necessary to seek additional support and guidance and who should provide it.

1.

2.

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Question 2.7

Identify *two* pieces of legislation and guidance in relation to the administration of medicine and outline their key points.

Question 3.1

Explain why it is important to support an individual to administer their own medication, where possible.

Question 3.2

Identify key legislation and guidelines related to self-administration of medication.

Question 3.3

Explain how to carry out a risk assessment for an individual who prefers to administer their own medication:

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Question 3.4

Outline the conditions that must be in place when a client self-medicates

Question 3.5

Describe the records that must be kept in relation to self-medication

Question 4.1

Describe the actions to be taken in line with agreed ways of working in relation to the following situations:

Errors administering medication:

Individual declines prescribed medication:

Medication is compromised:

Discrepancies in records:

Administering controlled drugs:

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Question 4.2

Outline how to support an individual who has difficulty taking medication in the form it has been prescribed.

Question 4.3

Explain how to support the best interests of individuals who are unable to consent to prescribed medication.

Question 5.1

Describe how to monitor the effects of medication on the individual and the condition it has been prescribed for.

Question 5.2

Give three examples of common side effects of widely used medicines.

1.
2.
3.

Candidate Name:

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Question 5.3

Explain what is meant by an **adverse reaction**.

Question 5.4

Describe the actions to be taken if side effects or an adverse reaction to medication are suspected.

Question 5.5

Outline how medication reviews should be carried out in line with national guidelines.

Question 5.6

Explain how the outcomes of medication reviews should be recorded and reported.

Continue overleaf to section 4

Candidate Name: Candidate No:

Section 4. Record keeping and audit processes for medication administration and storage

Question 1.1

Describe the requirements for medication transactions and stock levels in relation to:

The role of the pharmacist:

Manufacturer's instructions:

Organisational policies:

Inspection and external audit:

Legal requirements:

Question 1.2

Explain how medication is recorded on:

Receipt:

--

Administration:

--

Disposal:

--

Candidate Name:

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Question 2.1

Describe the key aspects of record keeping in an environment where medicine is used in relation to:

Documentation:

--

Correct recording:

--

Signatures:

--

Question 2.2

Outline the requirements of the regulatory authorities in relation to medication record keeping.

Question 2.3

Identify what information needs to be recorded when compiling a medicine profile for a client.

Question 2.4

Explain why all records relating to medicines must be kept up-to-date.

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Question 2.5

Outline the key points of legislation relating to confidentiality include in your answer the following:

- Who records what, where and when.
- Who has access to records.
- Individual rights.
- Maintaining confidentiality.

Question 2.6

Identify your own role in maintaining confidentiality and keeping information secure.

Question 3.1

Define the terms 'accountability' and 'responsibility', and explain the importance of accountability in relation to medication, explain the importance of accountability in relation to medication.

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Candidate No:

Question 3.2

Describe the responsibilities of different people involved with storage or administration of medication.

Question 3.3

Outline the potential consequences of not following agreed ways of working as set out by an employer.

Final Declaration

PLAGIARISM is the presentation by a delegate of a piece of work which has in fact been copied in whole or in part from another delegate’s work, or from any other source (eg published books or periodicals or material from Internet sites), without due acknowledgement in the text.

TEAMWORK: All work must (without specific authorisation to the contrary) be done by the individual delegate. Delegates are neither permitted to copy any part of another delegate’s work nor permitted to allow their own work to be copied by other delegates.

DECLARATION:

I declare that all work completed in this workbook and submitted for assessment is my own work and does not involve plagiarism or teamwork other than that authorised in the general terms above.

Name:

Candidate Number: Signature: Date:

Please check that you have answered all of the questions as fully as you can.

Candidate Name:

Candidate No:

Space for additional answers.

Please ensure you include the section number and question number against each answer.

Candidate Name:

Candidate No:

Space for additional answers.

Please ensure you include the section number and question number against each answer.



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