



Learning and Performance Objectives Medication Assistance For the Unregulated Health Care Worker

Code: MAUR

Skill level: EL2 & 003

CPD: 0.25 per module

Learning Objectives (EL2):

- Prepare to assist with medication
- Prepare the client for assistance with the administration of medication
- Support clients with the administration of medication
- Handle medication contingencies
- Complete medication distribution and documentation

Performance Objectives (003):

Prepare to assist with medication

- Establish scope of own ability to provide assistance with medication according to organisation guidelines and jurisdictional regulatory requirements
- Identify lines of authority to delegate the task, accountability and actions to be taken to handle contingencies
- Confirm that equipment and all forms of medication to be administered are complete, ready for distribution and up to date
- Confirm with supervisor the authority to proceed with assisting in the processes used in delivery of medication to clients
- Follow infection prevention and control procedures

Prepare the client for assistance with administration of medication

- Clarify specific assistance required to address personal needs of each client
- Identify level and type of supervision required by client for assistance with medications within organisation policies and work role responsibilities
- Correctly identify and greet each client, explain administration procedures and prepare them for medication
- Check individual client medications according to organisation procedures
- Prior assisting client with their medication, check for presence of any client physical or behavioural changes and report to supervisor or health professional
- Recognise circumstances in which medication administration should not proceed and seek advice of supervisor or health professional

Support clients with administration of medication

- Prompt client to take medication at correct time
- Prepare medications and support clients with administration of medication according to legislation, organisation policies, medication requirements and individual care plans
- Make checks to ensure the right medication is given at the right time, to the right person, in the right amount, via the right route
- Oversee and observe clients when taking medication and confirm with them their ingestion or completion
- Implement documented procedures for medication not being administered or absorbed
- Complete medication administration records according to organisation procedures and regulatory requirements
- Observe client for changes in condition and report to supervisor or health professional as required by organisation procedures

Handle medication contingencies

- Report any concerns with the administration of medication to supervisor and/or health professional according to organisation procedures and protocols
- Identify, report, record and address individual's reactions to medication according to organisation guidelines and health professional's instructions
- Clearly identify contaminated or out of date medication and implement organisation's procedures for safe and appropriate disposal
- Identify, report and record changes in individual's condition, within essential timeframes where relevant, according to organisation guidelines
- Identify procedures to address/respond to changes in the client's condition or needs according to the organisation's guidelines
- Promptly report any inconsistencies observed with the medication or client to the supervisor or health professional and take action according to their direction
- Document and address all inconsistencies according to organisation guidelines and procedures

Complete medication distribution and documentation

- Discard waste products according to organisation procedures and manufacturer's instructions
- Collect used equipment, discarded medications/applicators and rubbish and place in appropriate/designated receptacle according to instructions
- Clean and store unused and used medication containers and administration aids in accordance with infection control guidelines
- Follow the organisation's arrangements and procedures to replenish dose administration aids and supplies of medications
- Store medication charts, care plans or treatment sheets according to organisation procedures
- Complete medication storage procedures in compliance with legislation and own role responsibility