

Medication Competency Form

Staff Members name:															
Place of work:															
Assessors name:															
1st Assessment date:															
2nd Assessment date:															
3rd Assessment date:															

In order to be deemed competent to deliver medication within the workplace, it is considered good practice for a member of staff to undertake a practical assessment of their capabilities, as well as completing their theory training.

It is considered best practice that, before giving medication unsupervised, the member of staff should observe medication being administered on at least one occasion and be assessed administering medication themselves on two or more occasions.

Date of completion of Safe Handling of Medicines training	Yes	No	Notes
Does the staff member know how to access the medication policies and procedures, if they wish to check any information?			
The staff member has confirmed they have read and understood the medication policy.			
Date this was signed (if applicable)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Has the staff member demonstrated understanding of what they can and cannot administer, in line with policies and procedures?			
Is the staff member aware of how to access advice or further information on medication, including who to seek advice from, and referring to Patient Information Leaflets for each medicine.			

For each competency assessed, tick or cross whether this was met or not met on each observation. After 3 observations have been completed, give the overall achieved or not achieved. Use the notes section give a brief explanation of why, if not achieved.

Preparation and Hygiene

Competency Assessed	1	2	3	Achieved	
				Yes	No
The staff member washed their hands before starting to administer any medication and followed appropriate hygiene measures throughout?					
The staff member ensured that everything was properly prepared before starting the medication round.					

Notes:

Consent

Competency Assessed	1	2	3	Achieved	
				Yes	No
The staff member obtained consent before preparing or administering the medication.					
The staff member demonstrated understanding of the correct procedures to follow, where it is documented, that consent is not obtained, such as covert administration in the best interests of the person?					

Notes:

Selection and Preparation

Please tick the items you have witnessed being administered.

Tablets/capsules	Liquids	Sachets and powders	
Inhaler devices	Eye Drops	Eye ointment	
Ear Drops	Nose Drops	Nasal sprays	
Creams and Ointments	Transdermal patches		

Notes:

Competency Assessed	1	2	3	Achieved	
				Yes	No
The staff member read the MAR accurately, checking whether a dose has already been administered, or if medication to be given has been cancelled.					
If any directions are unclear or illegible on the MAR, the member of staff took appropriate steps to clarify the directions.					
Each medication selected was checked against the chart, including checking the person's name on the label and MAR.					
If the directions on the MAR differed from those on the label, the member of staff took appropriate steps to clarify the correct dose.					
The correct medication and dose were selected at the correct time, accounting for timing in terms of food or other directions on the label.					
Medication was prepared according to the directions and information on the MAR or any accompanying protocol, including using appropriate measures for liquids.					

Competency Assessed Notes:

Administration of Medication and Record Keeping

Competency Assessed	1	2	3	Achieved	
				Yes	No
The member of staff demonstrated knowledge of how the client prefers to take their medication, including where to find this information if unsure.					
The member of staff offered information, support and reassurance to the client throughout.					
The staff member administered the medication correctly, and in a dignified way, according to all information and instructions.					
The staff member ensured security of medicines throughout, following policies and procedures.					
If administering controlled drugs, the staff member followed the appropriate policies and procedures.					
The member of staff completed all relevant documentation after the medication was administered.					
When the member of staff finished the medication round, they made sure the medication and accompanying paperwork was returned to the agreed storage area.					
If the medication was not taken, was the appropriate advice sought and documented including checking information in the care plan, if appropriate, and using the relevant code on the medication documentation?					

Notes:

Stock Control and Storage of Medicines

Competency Assessed	1	2	3	Achieved	
				Yes	No
Did the member of staff check that there was sufficient stock in place to complete future medication rounds and can describe action to take if there is an issue.					
The member of staff followed stock rotation procedures correctly, making sure new stock is behind older stock, so the older stock can be used first.					
The member of staff is aware of the correct storage conditions for medicines and where to find this information.					
If applicable, the member of staff checked the correct temperature range for the medication fridge, showed how to use the thermometer correctly and completed temperature records.					

Notes:

Non-Prescribed Medication and PRN

Competency Assessed	1	2	3	Achieved	
				Yes	No
The member of staff is aware of any relevant procedures to be followed if the client wishes to take, or requires, over the counter medication. For example, they have a minor ailment such as a cold or headache and wish to take paracetamol.					
If a non-prescribed medication was administered, this was from the original container as purchased, the dose offered was within the directions given on the packaging and MAR was completed appropriately.					
The staff member is aware of the procedures for PRN (Pro Re Nata, as and when) medication, including protocol for each client and how to document this on the MAR.					

Notes:

Dealing with errors

Competency Assessed	1	2	3	Achieved	
				Yes	No
Can the member of staff describe the correct process for what to do if they make an error or become aware that an error has been made by another member of staff?					

Notes:



Assessor

I confirm that the staff member has been observed on more than one occasion. They have demonstrated competency in the above areas, and is now able to administer medicines independently.

Signature:

Print name:

<input type="text"/>															
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Review date:

<input type="text"/>					
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Staff Member

I confirm that I have undertaken the above assessments on more than one occasion. I understand the relevant policies and procedures regarding administration of medication and feel confident in administering independently.

Signature:

Print name:

<input type="text"/>															
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Review date:

<input type="text"/>					
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