

# MEDICATION COMPETENCY

ONLY for CERT III PERSONAL CARE ASSISTANCE

2022



# LEARNING OBJECTIVES

- What is Medication Management?
- Why is it important?
- Relevant Documents (Policy, Procedure & Care Plan)
- Dose Administration Aids (DAA) = Webster Pak
- Administration
- Documentation
- Risk Management & Continuous Improvement
- Reporting System

# MEDICATION MANAGEMENT

- Medication management is patient-centred care that optimizes safe, effective, appropriate drug therapy. Care is provided through collaboration with consumer and health care providers.
- Medication management is a key component of ensuring safe medication use.

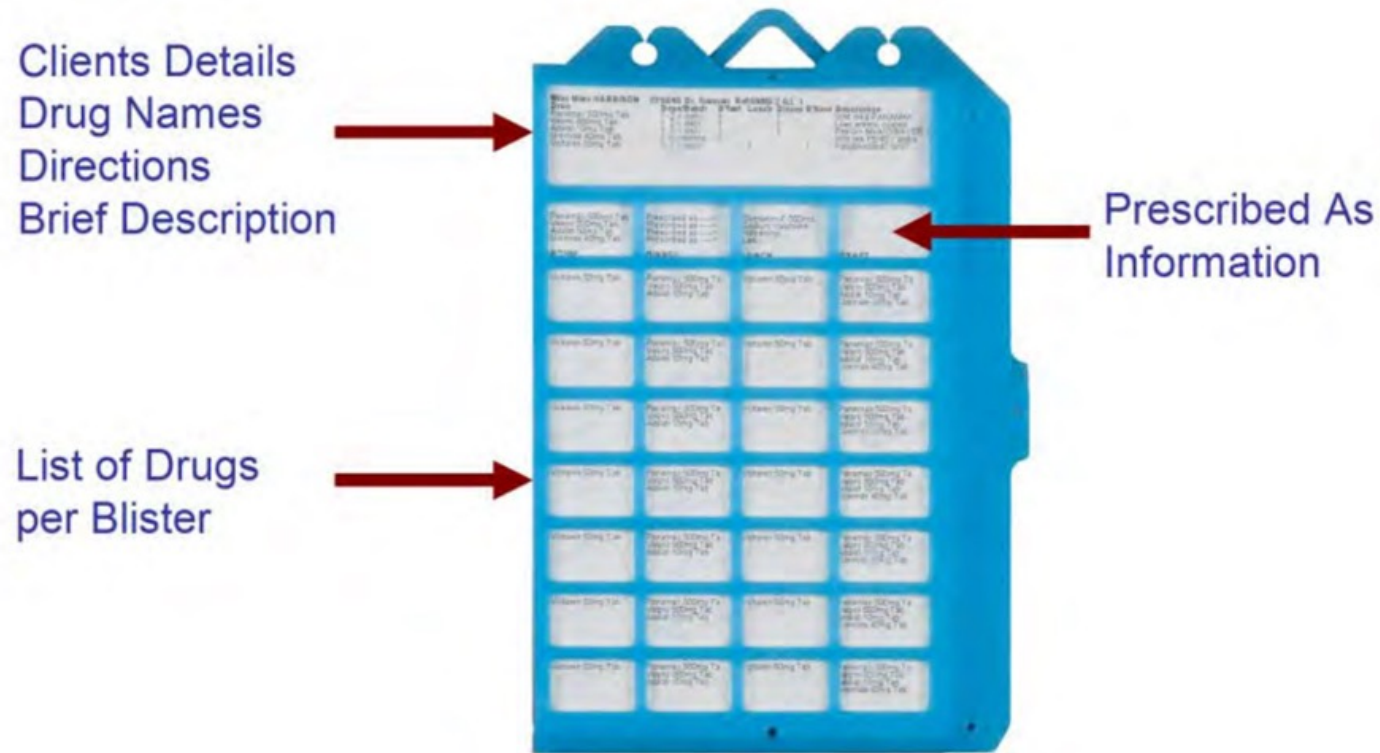
# WHY?

- Support Workers & HCP have a 'duty of care' to the people they support, care for, or advise.
- Employers should be aware of their employees' levels of skill and knowledge, and provide the necessary training to ensure duty of care is met. They should not expect employees to perform tasks beyond their knowledge, skills, experience and training.
- Employees should consider their own skills, experience, knowledge and limitations and inform employers if they do not understand or feel competent in performing any procedures..

# RELEVANT DOCUMENTS

- Guiding Principles for Medication Management in the Community, APAC, June 2006
- Aged Care Act 2014
- Consent
- Care Plan of your clients who need Medication Assistance
- Special instructions for clients or representative
- Medication list and clear instructions by GP or Pharmacist

# Dose Administration Aids (DAA)



*Multi Dose Webster-pak foil*

# WEBSTER - PAK

- Blisters
- Every week, the pharmacy packs the clients' medication into Webster – pak Multi dose according to what the doctor has ordered on the medication chart
- Webster-pak
  - > Four sizes available to accommodate different size medications
  - > Have 28 cavities, accommodating the seven days of the week and four different dosage times per pack

# ADMINISTERING MEDICATION

- Checks the name and photograph(if it is available) on the pack, to correctly identify the client
- Selects the correct blister for the time of the day and the day of the week
- Pushes the blister through to expel the contents into a medication cup
- The cup is given to client to take
- Adequate water is available and the carer stays with client until the medication is taken
- Checks the front label of the folder and the actual pack labels and/or medication chart of any other medication that is required to be taken at this time.



# RIGHT MEDICATION ADMINISTRATION

- RIGHT Patient
- RIGHT Time
- RIGHT Dosage
- RIGHT Medication
- RIGHT Route
- RIGHT Effect
- RIGHT Documentation
- RIGHT Assessment
- RIGHT Evaluation
- RIGHT Education

# TERMS & ABBREVIATIONS

- Mane = in the morning
- Nocte = at night
- BD = Twice a day
- TDS = Three times a day
- QID = Four times a day
- OD = Once a day
- PO = Oral

PRN

Tab = Tablet

# DOCUMENTATIONS

- Must read and comprehend your client's Care Plan
- Must administer medication out of DAA only.
- If your client / representative requests non-packed medication, please contact Case Manager.
- Must check 'head' of Webster Pak
- Complete Progress Notes at the end of your delegated shift

For example, "Care provided as per Care Plan and administered medication from Webster Pak"

## Signing for Administration on the Medication Charts

- The content of the blister or blisters is signed for after being administered
- If client refuses to take, please document ® on the medication chart.
- Medication changes will be informed by client / representative / GP to community pharmacist.
- Pharmacist will pack Webster Pak as per GP's order
- If anyone found unsealed or broken blisters on Webster Pak, please complete "Incident Report" on Mable.

# RISK MANAGEMENT & C.I

- Any Suggestion, Feedback, and Risk MUST be addressed to client / representative immediately.
- If instructions are unclear, please clarify first prior to administering medication
- If client is unable to swallow tablets orally, please do not force and contact GP with client / representative consent.
- All support workers MUST be completed Medication Management Training to administrate or supervise medication.

# REPORTS

- Any incidents or miss incidents (missing medications, given wrong medications, observed side effects) MUST be reported to client representative / Case Manager.
- Unconsciousness episodes MUST call “000” then follow Emergency Plan
  - Contact Next of Kin
  - Case Manager / HCP Provider

# Medication Competency Test

Please look for the below button on the “Clinical Staff” channel

Co Plus 11:31 am

Added a new tab at the top of this channel. Here's a link.



Fill | Medication Competency Test 2022