

Checking controlled drugs
for
Health Care Assistants
and
Assistant Practitioners

Checking Controlled Drugs (CDs) for Health Care Assistants (HCAs) and Assistant Practitioners (APs)

The practitioner will be able to fully demonstrate the knowledge and skills in checking of CDs, in order to maximise patient safety

Each practice area has speciality competencies particular to the care of their patients. HCAs and APs checking controlled drugs is considered a speciality competency as it is not carried out in all areas of the Trust. Working through the competency will help you provide evidence of your learning and development in checking controlled drugs.

This pack is also designed for you to provide evidence of continuing competence and ongoing development required for your staff development review. By periodically adding to the pack, you can demonstrate how you are keeping your skills and knowledge up to date and maintaining your competence

Competence

Competence is a combination of skills, knowledge and the ability to apply these principles to practice in diverse situations. Skill minus knowledge / understanding / appropriate aptitude does not equate with competent practice.

Assessment

You should seek mentorship from qualified member of staff competent in medicine administration and CD checking. Together you should complete the competency assessment framework below.

You and your assessor should discuss these accounts and develop any action plans required to meet the learning needs identified through the reflective process.

How you will be assessed

This document contains competency elements that must be achieved in order that you show overall achievement of proficiency. These competencies represent the minimum standard expected for a healthcare worker in the organisation. Completion of these competencies along with your reflective accounts of learning in practice will provide evidence for demonstrating the achievement of the required knowledge and skill framework domains.

The WASP framework has been used to host the required competencies, identifying the process of achievement of proficiency for every skill through measuring competency for each individual element of the skill. It uses the scoring system below to provide a robust assessment of each element at every stage of learning. All steps may be revisited as necessary until proficiency is achieved and agreed by the assessor. To ensure that staff are assessed at the same standard, each competency has specific criteria that must be met.

Witnessed – Observe or witness the skill prior to being supervised.

Assimilated – Demonstrate sound knowledge base for the competency, including Trust Policies, Nursing & Midwifery Strategy and professional and legal issues relating to the competency elements. Assimilation of knowledge can be assessed through observation of practice, or through questioning and/ or discussion and/or simulation of situations relating to the competency. The following scores are used to demonstrate level attained:

- 1 = Demonstrates fundamental knowledge and understanding of this element of the competency.
- 2 = Demonstrates broad knowledge and understanding
- 3 = Demonstrates an in depth knowledge and understanding of the issues supporting the element of the competency / skill.

Supervised – Practice under supervision to demonstrate understanding and competence. The following scores are used to demonstrate level attained:

- :
- 1 = Needs further practice
- 2 = Shows aptitude
- 3 = Demonstrates skilled and professional practice

Understanding and competence as part of “Supervised” can be assessed through observation of practice, or through questioning / discussion / simulation of situations relating to the competency if these particular situations have not arisen within the supervisory period. The “Supervision” element of the competency may be continuous observation by the preceptor/mentor/assessor until they are confident that skilled, confident and professional practice has been achieved by the candidate; and can be signed off as proficient.

Proficient - This means that the learner is competent in both knowledge and skill elements of the competency.

Both the “Assimilated” and “Supervised” aspects of the competency can be scored more than once as necessary, and the combination of in-depth knowledge and understanding, coupled with skilled practice equals proficiency.

On the title page of the WASP framework, it is documented how the competency links to the;

1. Knowledge and Skills Framework
2. Nursing and Midwifery Strategy Key Performance Indicators
3. NMC Code (2015)
4. South Tees Accredited Quality Care (STAQC)

These links have been provided to facilitate understanding of how all of these elements combine to ensure competence, and consequently the high standard of patient care and patient safety that the organisation expects. It is strongly advised that you use the links to help you fulfil your competencies. The use of the competency framework is designed to highlight areas to help you monitor your progress and identify areas for further development. You will be encouraged and supported to work on these key areas.

When you have been deemed proficient in all of the above elements, please fill in the final meeting form on page 11, ensuring that this is signed by your assessor.

In order to receive your certificate of completion, send a copy of the final meeting form to:

Education and Practice Development Team

Murray Building

South Tees NHS Foundation Trust

The James Cook University Hospital **OR**

Email: stees.clinicalskills@nhs.net

Assess competency according to WASP framework

Checking controlled drugs for Health Care Assistants and Assistant Practitioners

<i>Links to Knowledge & Skills Framework:</i>	C3,C5 HWB2, HWB5, HWB7	
<i>Links to Nursing & Midwifery Strategy Key Performance Indicators:</i>	3,4,9,11,13,16,17,18,19,21	
<i>Links to the NMC Code (2015):</i>	1.2,1.3,1.4, 2.1,2.5,3.3,4.2, 6.1,6.2,7.2,7.3,8.2,8.5,9.1,9.4,10, 5.5.,1,10.3,10.4,11.0,11.2,11.3,13.2,13.3,13.4,13.5,14.1,15.1,16.2,17.1,19.1,19.2,19.3,20.22.3,25.1	
<i>South Tees Accredited Quality Care (STAQC):</i>	3, 7, 9A, 11, 12A, 12B, 13, 15, 16	
Competency standard statement		The practitioner will be able to demonstrate knowledge and skills in checking controlled drugs, in order to maximise patient safety .
Rationale		To fulfil the requirements for safe and accountable practice in accordance with Trust Policy.
W	Witnessed	Observe or witness the skill – it is considered good practice that the Health Care Worker (HCW) will have had the opportunity to observe the procedure prior to being supervised.
A	Assimilated	Understands the underpinning knowledge associated with each element of the competency: score as follows: 1 = Demonstrates fundamental knowledge and understanding 2 = Demonstrates broad knowledge and understanding 3 = Demonstrates in depth knowledge and understanding
S	Supervised	Practice under supervision to demonstrate understanding: score as follows: 1 = Needs further practice 2 = Shows aptitude 3 = Demonstrates skilled and professional practice
P	Proficient	Competent in both knowledge and skill elements of the competency.

Competency element	Rationale	W	A (Score)	S (Score)	P
Discuss the requirement for Infection Prevention and Control in checking and administering controlled drugs.	To ensure patient safety - Policies HIC 01 Standard Principles of Infection Control policy. HIC14 Hand hygiene policy HIC 19 Decontamination policy				
Explain the health care assistant's or assistant practitioner's role in the safe checking of controlled medicines.	To ensure a full understanding of the responsibility of being a second checker in relation to controlled drugs. G 34 Medicines Policy				
Identify the staff who can safely administer controlled medicines.	To ensure controlled drugs are checked only with a registered nurse or an Operating Department Practitioner (ODP). Policy G 34 Medicines Policy				
Discuss how to access the Trust's policy on the safe administration of medicines. (G 34 Medicines Policy)	To ensure knowledge of where to find clarification on administering/checking medication.				
Explain the process of safe controlled drug checking to administration with an RGN or ODP: <ul style="list-style-type: none"> a. Safe identification of medication against prescription b. Checking out, counting/ calculating the dose and preparing the medication. c. Safe identification of patient and administration of medication at the bedside. d. Documentation on the patient's 	To ensure adherence to Trust policy, thus ensuring safe practice. Policies: G 13, G 34, G 38, G 80, G117, G156, HS16. To conform to the legalities surrounding safe disposal of controlled drugs. Policy G156				

medicine chart and/ CD book. e. Discontinuation and discarding of a controlled drug.					
List the side effects associated with certain controlled medication and correct monitoring	To ensure knowledge of physiological changes that may take place in patients after administration of a controlled drug Policy: G117.				
Demonstrate competently the physiological observations (blood pressure and respirations) that must be recorded over the following 15 – 30 minutes.	To ensure any deterioration in the patient is noted and reported quickly.				
Demonstrate basic literacy and numeracy skills. Provide evidence of Level 2 literacy and numeracy skills (GCSE C equivalent). Complete and pass the Trusts approved application of numeracy assessment competence (this is accessed through the CPD Team).	To ensure an ability to check and calculate drug dose accurately thus ensuring correct drug and dose.				
Staff Member (Print Name)		Staff Member (Signature)			
Assessor (Print Name)	NMC Number/	Assessor (Signature)			
		Competency Achieved			Yes/No
		Date			

Record of Learning & Achievement (ROLA) - Evidence Log Sheets

Date / Time	<p>Competency Element (Checking controlled drugs for Health Care Assistants and Assistant Practitioners) Use these ROLA sheets to keep an ongoing record of your learning and development. Reflect upon anything you see as relevant or significant, where possible. Use a reflective approach in your entries and make reference to current evidence to underpin your work. Please record each episode of checking controlled drugs and add your reflection to the reflection log.</p>

Reflection on Learning in Practice – Checking controlled drugs for Health Care Assistants and Assistant Practitioners

You should now reflect on what you have learnt by completing this competency or in any episode of CD Drug checking and identify any future learning needs.

Describe the learning activity?

How many hours was the session?

What have you learnt?

How will this influence your practice?

What further learning needs has this identified?

Resources

Associated policies and references

Hospital Infection Control Policies

HIC 01 Standard Principles of Infection Control policy
HIC14 Hand hygiene policy
HIC 19 Decontamination policy

General Policies

G 13 Consent to examination and treatment policy
G 34 Medicines Policy
G 38 Policy and Procedure for the Positive Identification of Patients
G 80 Healthcare Records Standards Policy
G117 Administration of titrated Morphine for Adult and Paediatric patients using the intravenous (IV) route - and administration of Naloxone in the event of respiratory depression
G156 Controlled drugs policy

Health and Safety Policies

HS16 Dealing with the Safe Handling of Sharps policy

References

Health and Care Professional Council (2016) Standards of conduct, performance and ethics (online) <https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/> [accessed 02/12/20]

Knowledge and Skills Framework (2004) The NHS Knowledge and Skills Framework (NHS KSF) and the Development Review Process (online) https://webarchive.nationalarchives.gov.uk/20130513104708t_ <http://www.nhsemployers.org/PayAndContracts/AgendaForChange/KSF/Simplified-KSF/Pages/SimplifiedKSF.aspx> [accessed 02/12/20].

Nursing and Midwifery Council (2015) The Code - Professional Standards of practice and behaviours for nurses and midwives (Online) <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf> [accessed 02/12/20]

South Tees NHS Trust (2018) Medicines Policy (G34) (online) <https://staffintranet.xstees.nhs.uk/resources-guidelines/g34-medicines-policy/> [accessed 11/01/2021]

South Tees NHS Trust (2018) Administration of titrated Morphine for Adult and Paediatric patients using the intravenous (IV) route and administration of Naloxone in the event of respiratory depression (G117)

Final meeting: HCA/AP checking controlled drugs

Staff members name:

Job title:

Ward/Department:

Assessors Name:

Date attended course:/...../.....

Date of completion of competency pack:/...../.....

Discussion between assessor & the staff member completing to identify and agree that the:

- Course has been attended and completed
- The competency pack has been completed and the staff member has met the criteria to be deemed proficient.

Comments from the assessor:

Comments from the staff member after completion:

Signatures: Staff member's signature:

Assessor's signature: PIN:

Assessor print name/designation:

On completion of this form please retain a copy in your portfolio, file a copy in your personnel file and send a copy to:

stees.clinicalskills@nhs.net or

Education and Practice Development Team, Second Floor, Murray Building, JCUH.