

Quality assurance checklist for medicines training processes in care homes

NICE recommendation ¹	Describe the ways our current practice/processes work in line with this NICE recommendation
<p>1.17.1 Care home providers must ensure that designated staff administer medicines only when they have had the necessary training and are assessed as competent.</p>	
<p>1.17.1 continued Care home providers must ensure that staff who do not have the skills to administer medicines, despite completing the required training, are not allowed to administer medicines to residents.</p>	
<p>1.17.2 Care home providers should set up an internal and/or external learning and development programme so that care home staff can gain the necessary skills for managing and administering medicines. The programme should meet the requirements of the regulators, the residents, and the training needs of care home staff.</p>	<p>(Suggest that training should meet all elements of the 'Checklist for medicines management training in adult social care'.)</p>

NICE recommendation	Describe the ways our current practice/processes work in line with this NICE recommendation
<p>1.17.3 Care home providers should consider using an ‘accredited learning’ provider so that care home staff who are responsible for managing and administering medicines can be assessed by an external assessor.</p>	
<p>1.17.4 Care home staff must have induction training that is relevant to the type of home they are working in (adult care homes or children’s homes). All care home staff (including registered nurses as part of their continuing professional development) involved in managing and administering medicines should successfully complete any training needed to fulfil the learning and development requirements for their role.</p>	
<p>1.17.5 Care home providers should ensure that all care home staff have an annual review of their knowledge, skills and competencies relating to managing and administering medicines.</p>	<p>(This could be supported by using a standardised competency assessment tool.)</p>

NICE recommendation	Describe the ways our current practice/processes work in line with this NICE recommendation
<p>1.17.5 cont. Care home providers should identify any other training needed by care home staff responsible for managing and administering medicines. If there is a medicines-related safety incident, this review may need to be more frequent to identify support, learning and development needs.</p>	

¹: NICE, SC1, 1.17 – 1 Recommendations | Managing medicines in care homes | Guidance | NICE March 2014

Additional considerations:

Question	Answer	Ideas on how this could be achieved?	Why should you consider doing this?
Do we assess the learning preferences of our staff to establish their 'learning style'?	Yes/No If yes add details here:	The care provider could ask the staff member to complete a learning style questionnaire. For example: a VARK Questionnaire*. *Other questionnaires are available.	'Most people learn in different ways, known as 'learning preferences', what suits one learner might not suit another' ² 'There are many different ways that people learn, often known as learning styles' ²
Does our medicines management training programme include all 'learning styles'?	Yes/No If yes add details here:	The provider could use a management training programme which incorporates all learning styles: <ul style="list-style-type: none"> ■ Visual (seeing). ■ Aural (listening and talking). ■ Read/write. ■ Kinaesthetic (doing). 	'If your learners can incorporate reading, hearing, seeing, saying and doing during your sessions, their learning retention should increase' ²
Do we have a formal process to assess staff competence?	Yes/No If yes add details here:	This could be supported by using a standardised competency assessment tool.	<u>CQC recommend:</u> <i>'You should have a formal process to assess staff competence. You must not allow staff to manage or administer medicines before that assessment. A competent assessor needs to assess your staff. They will assess the knowledge, understanding and competency of the staff. You must keep records of staff competency assessments'.</i>

Can evidence be provided to demonstrate the practice/process that is described above?

Reflect on the answers.

Detail here if any improvements are required to ensure the care service work in line with NICE recommendations. Please include what action will be taken and when this will be achieved.

Name of care home / provider (and branch if applicable):

Name of staff member completing the checklist:

Job title of staff member completing the checklist:

Date(s) checklist was completed:

¹ NICE, SC1, 1.17 – 1 Recommendations | Managing medicines in care homes | Guidance | NICE March 2014.

² Gravells, A. (2013). The Award in Education and Training. Revised Edition 2014