# NCFE Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care

**Candidate Assessment Unit 4**

**Candidate Details**

Name: …………………………………………………………………..………………………

 Address: ……………………………………………………………………………………………

Postcode: ……………………………………………………

Mobile Number: …………………………………………… Work number: ……………………………………………

Home Number: …………………………………………… Preferred number: …………………………………………… Preferred contact time(s): Morning: Late afternoon: Anytime:

 Early afternoon: Evening:

Email: ………………………………………………………………………………….

Employer: ……………………………………………………………………………………

College: ……………………………………………………………………………………

(If you do not know your college please contact The Skills Network Student Support Team on 0845 177 0047 / 01757 210 522)

**Candidate Statement**

I have completed the following assessment and confirm all the work is my own.

Signed: ……………………………………………………………………………………

Date: ……………………………………………………………………………………

**Assessment Decision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Achieved** | **Date** | **Resubmit** | **Date** |
|  |  |  |  |

**Assessor/Tutor comments:**

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**Declarations:**

I confirm that the completed assessments are, to the best of my knowledge, the authentic work of the learner and that all learning outcomes have been achieved within Assessment 3 and 4.

**Assessor/Tutor Name:**..............................................................................................................

**Assessor/Tutor Signature:** ............................................................... **Date:**............................

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I agree that this learner has achieved all the requirements of the assessment criteria within Assessment 4.

**Internal Moderator Name:**.......................................................................................................

**Internal Moderator Signature:** ....................................................... **Date:**.........................

**Unit 4: Record keeping and audit processes for medication**

Question 1: Explain why organisations need to implement audit procedures in relation to the handling of medication. (1.1)

Question 2: Describe the role of the pharmacist in supporting health and social care organisations with the audit process. (1.1)

Question 3: How do manufacturer’s instructions relate to the audit process? (1.1)

Question 4: Describe how your organisational policy can support the audit process in relation to medication transactions and stock levels. (1.1)

Question 5: Describe the requirements of the Care Quality commission in relation to external audits. (1.1)

Question 6: Describe how Regulation 17 of the Fundamental Standards and guidelines in place from the Royal Pharmaceutical Society help to meet legal requirements with regards to the safe handling of medicines. (1.1)

1. Regulation 17
2. Royal Pharmaceutical Society guidelines

Question 7. What arrangements are in place for the auditing of medication within your workplace? (1.1)

*Martha is the designated officer responsible for receiving and booking in medication within her organisation.*

Question 8: Identify the records Martha must maintain and then explain the four pieces of information she must record once she has received medicines within her workplace. (1.2)

**The records Martha must maintain:**

**Four pieces of information Martha must record:**

**1.**

**2.**

**3.**

**4.**

Question 9: Which document must be signed following the administration of medication? (1.2)

Question 10: Explain the requirements for recording the administration of controlled drugs. (1.2)

Question 11: Explain why the Medication Administration Record (MAR) chart must be kept up to date. (1.2)

Question 12. Explain four requirements for recording medication which has been prepared for disposal. (1.2)

**1.**

**2.**

**3.**

**4.**

Question 13: Describe four reasons why it is important to ensure records are kept to a good standard. (2.1)

**1.**

**2.**

**3.**

**4.**

Question 14: Identify four factors you should take into account to ensure your record keeping is of a good standard and can be understood by all. (2.1)

**1.**

**2.**

**3.**

**4.**

Question 15: Outline three fundamental points of record keeping that you must take into account to ensure best practice when completing records relating to medication. (2.2)

**1.**

**2.**

**3.**

Question 16: In relation to medication record keeping, outline the requirements of the Care Quality Commission regarding Regulation 17 of the Fundamental Standards. (2.2)

Question 17: Identify all seven points of information which must be recorded for medicines reconciliation for a service user. (2.3)

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

Question 18a: How often should a medication review take place? (2.4)

Question 18b: What should be included in a medication review? (2.4)

Question 19: Explain why it is important to ensure all records relating to medication are up to date. (2.5)

Question 20a: What individual right does the Data Protection Act 1998 give to service users? (2.6)

Question 20b: Identify eight enforceable data principles that should be followed when handling confidential information within your workplace. (2.6)

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

Question 20c: Explain why it is important to follow the data principles that you identified in Question 20b. (2.6)

Question 21: Explain who can access health records under the Access to Health Records Act 1990. (2.6)

Question 22: Explain what is meant by the ‘common law’ of confidentiality. (2.6)

Question 23: Explain why maintaining confidentiality is important. (2.6)

Question 24: Explain who can give permission to disclose personal information within your workplace. (2.6)

Question 25: Are there any circumstances when granting access to confidential information is justifiable? Give an explanation for your answer. (2.6)

Question 26: Identify two different people who may have a right to access confidential information within your workplace and explain the circumstances under which the information may be accessed. (2.6)

**1.**

**Job role of person with the right to access confidential information:**

**Circumstances under which the information may be accessed:**

**2.**

**Job role of person with the right to access confidential information:**

**Circumstances under which the information may be accessed:**

Question 27: Outline the steps you take to ensure you always maintain confidentiality and keep information secure within your workplace. (2.7)

Question 28a: Define the terms ‘accountability’ and ‘responsibility’. (3.1)

**Accountability**

**Responsibility**

Question 28b: Explain the difference between ‘moral accountability’ and legal ‘accountability’. (3.1)

1. **Moral accountability**
2. **Legal accountability**

Question 29: Explain why accountability is important when handling medication. (3.2)

Question 30: Identify the different people involved with storage or administration of medication within your workplace (job roles, not names), and for each describe their responsibilities. (3.3)

|  |  |
| --- | --- |
| **Different people involved with the storage or administration of medication** | **Description of responsibilities** |
|  |  |

*Georgina works for an organisation which provides 24 hour care for people who have learning disabilities. When on shift, Georgina is a designated person for administering medication. She has received training to prepare her for this role and she has been observed by her manager as being competent in the administration of medication. In addition, there are policies in place. Georgina has read and signed these to indicate she understands them.*

*On Sunday, you observed Georgina potting up several user’s medication at once. She asked you to help her as she needed to get on with other things. She handed you a pot with medication in it to take to a service user. She had already signed the MAR chart. Georgina is clearly not following her workplace policy.*

Question 31: Georgina is clearly not following the policy and procedures she has previously agreed with her employer, and therefore not following agreed ways of working within her organisation. Outline the possible consequences of her actions for the following: (3.4)

1. **Consequences for the service user:**

1.

2.

1. **Consequences for Georgina:**

1.

2.

1. **Consequences for yourself:**

1.

2.

1. **Consequences for the organisation:**

1.

2.

Question 32: Why is it important to work within your own limitations? (3.5)

Question 33: Explain what is meant by a medicines-related safeguarding incident. (4.1)

Question 34: Describe the reporting and recording requirements in the event of a medicines-related safeguarding incident within your setting. (4.2)

Question 35: Think about how practice could be altered within your setting if a medicines-related safeguarding incident were to occur. (4.3)

Question 36a: Why is it important to report adverse effects of medication to the Medicines and Healthcare Products Regulatory Agency, or MHRA? (4.4)

Question 36b: How can this information be sent to the MRHA? (4.4)

**Assessment Checklist**

**Now you have completed this assessment booklet, please now complete this final checklist:**

I have answered all of the assessment questions

I can confirm all the work in the assessment is my own

Name: ……………………………………………………………………………………………………………………

Signed: ……………………………………………………………………………………………………………………

**CONGRATULATIONS!**

**You have now completed your Unit 4 Assessment. Please make sure you have completed all questions fully and you have filled in the front cover page with your personal details.**

**You now need to submit your answers to be marked. Please follow the instructions as detailed in your induction.**

**Your tutor will mark your work and provide robust feedback. Should your paper be referred, you will be required to resubmit answers until you have passed.**

**Please contact our support team if you require any further advice or guidance.**