



## Level 3 Certificate in

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## Administration of Medicines

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## Specification

QCA Accreditation Number: 500/2925/3

QCA Accreditation Start Date: 01/09/2007

QCA Accreditation End Date: 31/12/2010

QCA Certification End Date: 31/08/2013

## ASCENTIS' MISSION STATEMENT

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### **'Building Partnerships to Advance and Accredit Lifelong Learning for All.'**

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#### **About Ascentis**

Ascentis was originally established in 1975 as Ascentis, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, Ascentis grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 Ascentis became Ascentis - a company limited by guarantee and a registered educational charity.

**Ascentis** is distinctive and unusual in that it is both:

- **a National Awarding Body (NAB)** approved by the Qualifications and Curriculum Authority (QCA)

**and**

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA)

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, starting at Entry Level basic skills or vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

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## SPECIFICATION SUMMARY

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### Introduction

The Ascentis Certificate in Administration of Medicines aims to provide the learner with an understanding of controls and responsibilities surrounding medicines in a range of care settings, including care homes and hospitals, as well as legislation relevant to this area. Over the course of the programme learners will also learn how different types of medicines should be administered to patients correctly within a care setting, as well as how to dispose and store medicines safely.

There are several features of this qualification that make it very appropriate for its target learners:

- Assessment is through the building up of a portfolio of evidence, allowing flexibility in terms of the learner putting together evidence most appropriate to their learning situation
- Moderation and certification can be offered throughout the year, allowing maximum flexibility for centres

### Specification Overview

Unit Number	Title	Mandatory or Optional Unit
1	Monitoring and Storing Medication	Mandatory
2	Administering Medication	Mandatory

To be awarded the full qualification learners must achieve both mandatory units.

Unit certification is available for both units.

### Assessment and Moderation Arrangements

Both units are assessed internally through the building up of a portfolio of evidence.

To gain a unit certificate all assessment criteria within the unit must be achieved.

Internal and external moderation are a requirement for both units making up the full award.

## BACKGROUND INFORMATION

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### Aims

The aims of this qualification are to enable learners:

- 1 to outline the legislation that governs the administering of medicines in a variety of care settings
- 2 to understand the common hazards and complications that can arise from drugs misuse
- 3 to outline their personal responsibilities and accountabilities for patient care and confidentiality
- 4 to identify and explain the different routes, methods, records and equipment available for administering medicines.

### Target Group

This qualification is aimed at adults aged 19+ interested, or currently working as a carer, in the health and social care sectors that would like to be able to assume responsibility for the administration of medicines to individuals as part of their job role.

### Award of the Qualification

This qualification is offered at Level 3.

The certificate will state:

**Ascentis Level 3 Certificate in  
Administration of Medicines**

### QCA Qualification Accreditation Number

500/2925/3

### QCA Qualification Accredited Units and Codes

Unit title		Unit Code
Unit 1	Monitoring and Storing Medication	A/501/0383
Unit 2	Administering Medication	F/501/0398

### Guided Learning Hours

It is recommended that this qualification is completed over 60 guided learning hours.

### Opportunities for progression

It is intended that this qualification will help learners towards the following progression routes:

- an NVQ in Health and Social Care at Level 2 or 3
- NVQ Level 2 or Level 3 in Health
- employment in a care setting.

### Restriction on Learner Entries

Learners should be aged 19+ before commencing study towards this qualification.

## **Mapping to National Standards**

This qualification is mapped to Skills for Health National Occupational Standards CHS3 Administer Medication to Individuals, and to the Skills for Care Knowledge Set for Medication for England. This mapping can be found in Appendix 3 of this specification.

## **Centre Approval and Registrations**

Centres need to be approved by Ascentis in order to run this qualification. Full details of the approval process can be obtained by contacting the Ascentis office.

All learners must be registered within seven weeks of the course commencing, using the Student Information Record Sheet (SIRS). A copy of this form is found in the Foundation Information File, at [Ascentis.co.uk](http://Ascentis.co.uk) or through contacting the Ascentis office.

## **Spiritual, Moral, Ethical and Social Issues**

Throughout the delivery of this qualification it is expected that spiritual, moral and ethical issues will be explored in relation to patient care. Over the course of the qualification the importance of social skills in the workplace such as team work and effective communication should be emphasized.

## **Health and Safety and Environmental Issues**

Environmental issues can be explored when looking at proper methods of disposing of medicines. Health and Safety issues are addressed throughout the qualification in relation to current EU and UK legislation and local policies and procedures.

## **Status Northern Ireland**

This qualification is available in English only.

## **Learners with Particular Assessment Needs**

Ascentis has procedures in accordance with *The Statutory Regulation of External Qualifications* (QCA, 2004) to ensure that this qualification is accessible and does not disadvantage a learner with a particular need. Full details of this procedure are available within the Foundation Information File, at [Ascentis.co.uk](http://Ascentis.co.uk) or through contacting the Ascentis office.

## **Appeals Procedure**

Ascentis has an appeals procedure in accordance with *The Statutory Regulation of External Qualifications* (QCA, 2004). Full details of this procedure, including how to make an application are available within the Foundation Information File, at [Ascentis.co.uk](http://Ascentis.co.uk) or through contacting the Ascentis office.

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## **ASSESSMENT AND MODERATION ARRANGEMENTS**

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### **Overview**

Both units are assessed internally through the building up of a portfolio of evidence.

To achieve a unit certificate all assessment criteria within the unit must be achieved.

Internal and external moderation are a requirement for both units making up the full award. On completion of the learners' evidence for either the unit or the full award, the assessor is required to complete the summary record of achievement for each learner. This form is in Appendix 1.

All candidates' evidence must be retained for a period of 4 weeks after the moderation visit in case of appeal.

### **Internal Assessment**

Evidence for each unit is through the building up of a portfolio of evidence to demonstrate that all the assessment criteria within the unit have been achieved. This evidence will be assessed by the assessor at the centre, who may or may not be the tutor teaching the course.

Portfolios of evidence should include a variety of evidence to demonstrate that the assessment criteria for each unit have been met. Examples of evidence that could be included:

- Observation record (O)
- Questions and discussions (Q)
- Photographs (P)
- Video (V)
- Worksheets (W/S)
- Tape recordings (T).

Certain assessment criteria within the units will need to be assessed through practical activities and this should be reflected within the evidence provided. These activities could take the form of role-play activities that could be carried out equally in a classroom or workplace environment.

Learners' portfolio work should include a tracking sheet to show where the evidence for each assessment criteria is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Examples of tracking sheets are found in Appendix 2.

### **Internal Moderation**

Internal moderation is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards. Internal moderation of this programme will be co-ordinated by a named Foundation Co-ordinator at each centre, who will liaise with Ascentis. The Foundation Co-ordinator may also act as the Internal Moderator. Internal moderation will be carried out through standardisation activities including the internal moderation of at least 10% of portfolio evidence across all the groups of learners, to include all the assessors and the full range of units. It is the responsibility of Internal Moderators to ensure that assessors' decisions are sampled and monitored to ensure consistency and fairness. Internal Moderators are also responsible for supporting assessors by offering advice and guidance.

The Ascentis Foundation Information File has copies of forms that can be used to record internal moderation activities, although centre-devised forms can also be used.

Ascentis External Moderators will confirm the Internal Moderation activities at their visit.

## **External Moderation**

Accredited centres will normally be visited twice a year for external moderation. The focus of the external moderation visits will include:

- Staff development, including guidance and support for all assessors and internal moderators.
- Moderation of a proportion of the learners' evidence to ensure that internal assessment decisions are valid, reliable, fair and consistent with standards across other centres.
- Confirmation of coverage of all the assessment criteria and units needed for unit certification or the full award.

## **Knowledge, Understanding and Skills required of Assessors and Internal Moderators**

Staff delivering programmes and carrying out the assessments should be familiar with current working practices and standards in the sector. Assessors will be qualified to Level 4 in a related subject or equivalent and be qualified teacher or working towards a teaching qualification.

## Unit Specifications

### Unit 1 Monitoring and Storing Medication

#### Introduction

In this unit you will gain factual awareness and an understanding of the legislation and policies used to promote good practice when administering medications to individuals in a healthcare setting. You will gain an understanding of the common types of medication and how they should be stored. You will learn about the information needed on labels for both prescribed and non-prescribed medication. You will understand the importance of correctly recording information and why it is important to report any discrepancies found.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1 Know and understand what your own responsibilities and accountabilities are when monitoring medication	1.1 Demonstrate an awareness of: <ul style="list-style-type: none"> <li>▪ European and national legislation and guidelines</li> <li>▪ Local policies and procedures.</li> </ul>
2 Know why it is important to work within your own competence and when it is important to ask for assistance	2.1 Identify the role of a carer in the administration of medicines
	2.2 Identify the appropriate individuals to seek advice and guidance from on the monitoring of the effects of medication
	2.3 Identify when advice should be sought
3 Know the common types of medicine and how they should be stored	3.1 Identify a range of common medicine types
	3.2 Show how medicine should be stored
4 Understand how to store and dispose of medicines correctly and securely	4.1 Explain how to maintain the security of medication throughout the administration and return it to the correct place for storage
	4.2 Explain why discrepancies in stocks should be reported immediately
	4.3 Show how to dispose of out-of-date or part-used medications in accordance with legal and organizational requirements
5 Understand the information that needs to be provided on labels.	5.1 Explain the significance of the information that is provided on labels for both prescribed and non-prescribed medicines
6 Know how to keep appropriate records	6.1 Describe how and why medication administration records should be kept accurate, up to date and stored appropriately
	6.2 Produce examples of completed, legible medication records and explain the information recorded
	6.3 Identify discrepancies on records and explain how these should be dealt with
	6.4 Identify when discrepancies should be reported to the relevant staff

7 Know how to check that the individual has taken their medication	7.1 Describe and show how to check and confirm that the individual actually takes the medication and does not pass on medication to others and explain why this is necessary
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**Indicative Content**

**1 Responsibilities and accountabilities**

It is expected that learners will be familiar with aspects the following legislation and guidance where it relates to the administration and monitoring of medicines:

- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- The Misuse of Drugs Regulations 1973 and amended 2001
- The Children's Act 1995 and 2001
- The Data Protection Act 1998
- The Care Standards Act 2000
- The Health and Social Care Act 2001
- The Residential Care Homes Regulations 1984
- The Nursing Home and Mental Nursing Homes Regulations 1984
- EU Medicines Legislation 2001
- EU Medicines and Children Regulation 2006
- Health and Safety at Work
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Labels, Patient Information Leaflets and packaging of Medicines legislation and guidelines
- The Administration and Control of Medicines in Care Homes and Children's Services.

## Unit Specifications

### Unit 2 Administering Medication

#### Introduction

In this unit you will learn how to apply standard precautions, select, check and prepare medication according to the relevant records and how to safely administer the medication following prescribed instructions. You will learn how to select and prepare the appropriate route for administering the medication. You will learn how to monitor the effects of medication on an individual and the side effects associated with common medicines.

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1 Know the standard infection control precautions to be taken before, during and after administering medicines and the consequences of poor practice	1.1 Describe and demonstrate standard precautions for infection control
	1.2 Outline the consequences of poor practice in infection control
2 Understand the importance of effective, supportive communication with individuals and appropriate ways of doing so	2.1 Describe and demonstrate the methods used to check and confirm the identity of the individual who is to receive the medication
	2.2 Describe how you would check that the individual has not taken any medication recently
	2.3 Describe how you would obtain an individual's consent for administering medicine
3 Know the factors that may compromise the comfort and dignity of individuals and how these can be minimised	3.1 Assess how you should offer information, support and reassurance throughout, appropriate to the individual's needs and concerns
4 Know the types, purpose and function of materials, equipment and aids used in the administration of medicines to individuals	4.1 Identify the purpose of a range of materials, equipment and aids used in the administration of medicines
5 Understand the appropriate route by which to administer the medicine	5.1 Explain the choice of each route for the administration of the medication according to the patients' prescription or plan of care
	5.2 Demonstrate how to prepare different sites appropriately on <b>three</b> occasions
6 Administer medicines appropriately according to charts and prescriptions	6.1 Demonstrate how to administer medication on <b>three</b> occasions
	6.2 Identify situations when individuals may administer their own medicines
7 Know how to monitor an individual's prescribed medications, including those that require physiological measurements	7.1 Demonstrate how to monitor the individual's condition throughout and explain why this should be done
	7.2 Identify a range of common medicines that require physiological measurements
	7.3 Explain the common methods of taking physiological measurements

8 Know that medicines have specific side effects associated with them	8.1 Identify the side effects of a range of common medications relevant to the individual's condition
	8.2 Describe adverse reactions that may occur and how to recognise these
	8.3 Identify appropriate action to be taken

### Indicative Content

#### 1 Infection Control

Standard precautions against infection control include: hand washing / cleansing, before, during and after the activity; the use of personal protective equipment when appropriate; handling contaminated items; disposing of waste; and safe moving and handling.

#### 2 Effective communication with individuals

Ways of checking an individual's identity include: verbally with the individual; checking an identification bracelet; and using other communication methods

#### 3 Materials, equipments and aids

Learners should be familiar with the following: medicine trolley; medicine pot; spoons; syringes; containers; wipes; drinking glasses; water jug; disposal bag; and medication administration record sheets / charts

#### 4 Read charts and prescriptions

Learners should be able to identify the following from prescriptions and charts: medication required; dose required; route for administration; and time and frequency of medication

#### 5 Choose appropriate route

Learners should have an understanding of the following routes for administering medicine: oral; topical – including skin creams; eye, ear or nasal drops; inhaled; and injection – intramuscular / sub-cutaneous

#### 6 Administer medicines appropriately

Medicines should be administered: following the written instructions and in line with legislation and local policies and in a way which minimises pain, discomfort and trauma to the individual. Any immediate problems with the administration should be reported immediately, these include: refusal to take administration or inability to take the medication e.g. nil by mouth, asleep, collapse, anaphylaxis. Medicines should be prepared using the non-touch technique as appropriate

#### 7 Monitoring Medication

Common physiological measurements to include: blood pressure (lying and standing); pulse rate; temperature and respiratory rate

#### 8 Adverse effects

Recognisable adverse effects to include: swelling; allergic skin reaction; tachycardia / bradycardia; anaphylaxis; hypertension / hypotension and pain on injection. Appropriate action to be taken includes: calling for help and dealing with collapse

**APPENDIX 1**

**Summary Record of Achievement**

Learner name \_\_\_\_\_

	Date completed	Assessor Signature	Internal Moderator Signature (if sampled)
Unit 1			
Unit 2			

Learner signature \_\_\_\_\_

Assessor signature \_\_\_\_\_

**APPENDIX 2**

**Tracking Sheets**

**Unit 1 - Monitoring and Storing Medication**

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Demonstrate an awareness of: <ul style="list-style-type: none"> <li>▪ European and national legislation and guidelines</li> <li>▪ Local policies and procedures</li> </ul>				
2.1 Identify the role of a carer in the administration of medicines				
2.2 Identify the appropriate individuals to seek advice and guidance from on the monitoring of the effects of medication				
2.3 Identify when advice should be sought				
3.1 Identify a range of common medicine types				
3.2 Show how medicine should be stored				
4.1 Explain how to maintain the security of medication throughout the administration and return it to the correct place for storage				
4.2 Explain why discrepancies in stocks should be reported immediately				
4.3 Show how to dispose of out-of-date or part-used medications in accordance with legal and organizational requirements				

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
5.1 Explain the significance of the information that is provided on labels for both prescribed and non-prescribed medicines				
6.1 Describe how and why medication administration records should be kept accurate, up to date and stored appropriately				
6.2 Produce examples of completed, legible medication records and explain the information recorded				
6.3 Identify discrepancies on records and explain how these should be dealt with				
6.4 Identify when discrepancies should be reported to the relevant staff				
7.1 Describe and show how to check and confirm that the individual actually takes the medication and does not pass on medication to others and explain why this is necessary				

## Unit 2 - Administering Medication

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe and demonstrate standard precautions for infection control				
1.2 Outline the consequences of poor practice in infection control				
2.1 Describe and demonstrate the methods used to check and confirm the identity of the individual who is to receive the medication				
2.2 Describe how you would check that the individual has not taken any medication recently				
2.3 Describe how you would obtain an individual's consent for administering medicine				
3.1 Assess how you should offer information, support and reassurance throughout, appropriate to the individual's needs and concerns				
4.1 Identify the purpose of a range of materials, equipment and aids used in the administration of medicines				
5.1 Explain the choice of each route for the administration of the medication according to the patients' prescription or plan of care				
5.2 Demonstrate how to prepare different sites appropriately on <b>three</b> occasions				
6.1 Demonstrate how to administer medication on <b>three</b> occasions				
6.2 Identify situations when individuals may administer their own medicines				

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
7.1 Demonstrate how to monitor the individual's condition throughout and explain why this should be done				
7.2 Identify a range of common medicines that require physiological measurements				
7.3 Explain the common methods of taking physiological measurements				
8.1 Identify the side effects of a range of common medications relevant to the individual's condition				
8.2 Describe adverse reactions that may occur and how to recognise these				
8.3 Identify appropriate action to be taken				

**APPENDIX 3**

**Mapping of Ascentis Level 3 Certificate in the Administration of Medicines to the Knowledge Set for Medication for England**

Ascentis Assessment Criterion	Knowledge Set Learning Outcome
<b>Unit 1</b>	
1.1 Demonstrate an awareness of: <ul style="list-style-type: none"> <li>▪ European and national legislation and guidelines</li> <li>▪ Local policies and procedures</li> </ul>	1.1 / 1.2
2.1 Identify the role of a carer in the administration of medicines	2.1 / 2.2
2.2 Identify the appropriate individuals to seek advice and guidance from on the monitoring of the effects of medication	2.4
2.3 Identify when advice should be sought	2.4 / 4.6
3.1 Identify a range of common medicine types	3.1
3.2 Show how medicine should be stored	4.7
4.1 Explain how to maintain the security of medication throughout and return it to the correct place for storage	4.7
4.2 Explain why discrepancies in stocks should be reported immediately	4.7
4.3 Show how to dispose of out-of-date, part-used medications in accordance with legal and organizational requirements	4.8
5.1 Explain the significance of the information that is provided on labels for both prescribed and non-prescribed medicines	4.5
6.1 Describe how and why medication administration records should be kept accurate, up to date and stored appropriately	4.5
6.2 Produce examples of completed, legible medication records and explain the information recorded	4.5
6.3 Identify discrepancies on records and explain how these should be dealt with	4.6
6.4 Identify when discrepancies should be reported to the relevant staff	4.6
7.1 Describe and show how to check and confirm that the individual actually takes the medication and does not pass on medication to others and explain why this is necessary	4.4
<b>Unit 2</b>	
1.1 Describe and demonstrate standard precautions for infection control	4.3
1.2 Outline the consequences of poor practice in infection control	4.3
2.1 Describe and demonstrate the methods used to check and confirm the identity of the individual who is to receive the medication	4.4
2.2 Describe how you would check that the individual has not taken any medication recently	4.4
2.3 Describe how you would obtain an individual's consent for administering medicine	4.1
3.1 Assess how you should offer information, support and reassurance throughout, appropriate to the individual's needs and concerns	4.1
4.1 Identify the purpose of a range of materials, equipment and aids used in the administration of medicines	4.3
5.1 Explain the choice of each route for the administration of the medication according to the patients' prescription or plan of	3.3

	care	
5.2	Demonstrate how to prepare different sites appropriately on <b>three</b> occasions	4.3
6.1	Demonstrate how to administer medication on <b>three</b> occasions	3.3 4.4
6.2	Identify situations when individuals may administer their own medicines	4.2
7.1	Demonstrate how to monitor the individual's condition throughout and explain why this should be done	3.4
7.2	Identify a range of common medicines that require physiological measurements	3.4
7.3	Explain the common methods of taking physiological measurements	3.4
8.1	Identify the side effects of a range of common medications relevant to the individual's condition	3.1
8.2	Describe adverse reactions that may occur and how to recognise these	3.4
8.3	Identify appropriate action to be taken	3.4

**Mapping of Ascentis Level 3 Certificate in the Administration of Medicines to National Occupational Standards**  
**CHS3 Administer Medication to Individuals**

Ascentis Assessment Criterion	Performance Criteria (P) / Knowledge and Understanding (K)
<b>Unit 1</b>	
1.1 Demonstrate an awareness of: <ul style="list-style-type: none"> <li>▪ European and national legislation and guidelines</li> <li>▪ Local policies and procedures</li> </ul>	K1 / K2
2.1 Identify the role of a carer in the administration of medicines	K2 / K3
2.2 Identify the appropriate individuals to seek advice and guidance from on the monitoring of the effects of medication	K3 / K25
2.3 Identify when advice should be sought	K2
3.1 Identify a range of common medicine types	K9
3.2 Show how medicine should be stored	K4
4.1 Explain how to maintain the security of medication throughout and return it to the correct place for storage.	K4
4.2 Explain why discrepancies in stocks should be reported immediately	K4
4.3 Show how to dispose of out-of-date, part-used medications in accordance with legal and organizational requirements.	K4 / K22 / P16
5.1 Explain the significance of the information that is provided on labels for both prescribed and non-prescribed medicines	K15
6.1 Describe how and why medication administration records should be kept accurate, up to date and stored appropriately	K 24 / P2
6.2 Produce examples of completed, legible medication records and explain the information recorded	K23 / P13
6.3 Identify discrepancies on records and explain how these should be dealt with	K23 / K24 / P3
6.4 Identify when discrepancies should be reported to the relevant staff	K25
7.1 Describe and show how to check and confirm that the individual actually takes the medication and does not pass on medication to others and explain why this is necessary	K21 / P11
<b>Unit 2</b>	
1.1 Describe and demonstrate standard precautions for infection control	K1 / P1
1.2 Outline the consequences of poor practice in infection control	K1 / P1
2.1 Describe and demonstrate the methods used to check and confirm the identity of the individual who is to receive the medication	K6 / K21 /P5
2.2 Describe how you would check that the individual has not taken any medication recently	K6 / K21 / P6
2.3 Describe how you would obtain an individual's consent for administering medicine	K6 / K8 / P7
3.1 Assess how you should offer information, support and reassurance throughout, appropriate to the individual's needs and concerns	K7 / K8
4.1 Identify the purpose of a range of materials, equipment and aids used in the administration of medicines	K16

5.1	Explain the choice of each route for the administration of the medication according to the patients' prescription or plan of care	K14
5.2	Demonstrate how to prepare different sites appropriately on <b>three</b> occasions	K14
6.1	Demonstrate how to administer medication on <b>three</b> occasions	K19 / P10/ P8
6.2	Identify situations when individuals may administer their own medicines	K1
7.1	Demonstrate how to monitor the individual's condition throughout and explain why this should be done	K11 / P12
7.2	Identify a range of common medicines that require physiological measurements	K11
7.3	Explain the common methods of taking physiological measurements	K11
8.1	Identify the side effects of a range of common medications relevant to the individual's condition	K13
8.2	Describe adverse reactions that may occur and how to recognise these	K13
8.3	Identify appropriate action to be taken	K13

### Mapping of Ascentis Level 3 Certificate in the Administration of Medicines to Key Skills

Key Skill	Part B Standard	Ascentis
Working with others	WO3.1 Plan complex work with others, agreeing objectives, responsibilities and working arrangements.	As part of this qualification learners are required to carry out the administration of medicines. This work could be carried out within the context of a team. Learners are also required to explore their responsibilities within a team. This work could be used to evidence the Key Skill of Working with others.
	WO3.2 Seek to establish and maintain cooperative working relationships over an extended period of time, agreeing changes to achieve agreed objectives.	
	WO3.3 Review work with other and agree ways of improving collaborative work in the future.	
Improving own learning and performance	LP3.1 agree targets and plan how these will be met over an extended period of time, using support from appropriate people.	This qualification requires learners to carry out complex tasks involving the administration of medicines. Mastering these tasks may take several attempts and offer the learner the opportunity to evaluate and improve on their performance on each occasion. This could be used as evidence for the Key Skill of Improving Own Learning and Performance
	LP3.2 Take responsibility for your learning by using you plan, and seeking feedback form relevant sources, to help meet targets.  Improve your performance by: <ul style="list-style-type: none"> <li>▪ Studying a complex subject;</li> <li>▪ Learning through a complex practical activity;</li> <li>▪ Further study or practical activity that involves independent learning.</li> </ul>	
	LP3.3 Review progress on <b>two</b> occasions and establish evidence of achievements, including how you have used learning from other tasks to meet new demands.	
Communication	C31a Contribute to a group discussion about a complex subject	Learners could be invited to discuss or present on the issues surrounding the Administration of Medicines as part of a group. Learners may also be required to read complex regulations or write complex documents to confirm knowledge and understanding. This could be used to generate evidence for the Key Skill of Communication.
	C31b Make a presentation about a complex subject, using at least <b>one</b> image to illustrate complex points	
	C32 Read and synthesise information form <b>two</b> extended documents about a complex subject.  One of these should include at least <b>one</b> image.	
	C33 Write <b>two</b> different types of documents about complex subjects.  One piece of writing should be an extended document and include at least one image.	

Application of number	N31 Plan and interpret information from <b>two</b> different types of sources, including a large data set.	Learners will be required to interpret prescription and perform calculations in order to administer medication. This could be used to generate evidence for the Key Skill or Application of number.
	N32 Carry out multi-stage calculations to do with:  a amounts and sizes; b scales and proportion; c handling statistics; d rearranging and using formulae.  You should work with a large data set on at least <b>one</b> occasion.	
	N33 Interpret results of your calculations, present your findings and justify your methods. You must use at least <b>one</b> graph, <b>one</b> chart and <b>one</b> diagram.	