

**Specification of Competency Standards**  
**for the Elderly Care Service Industry**  
**Unit of Competency**

Functional Area - Clinical Care

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| Title      | Administration of Suppositories  |
| Code       | 106028L3   |
| Range      | This Unit of Competency is applicable to employees in the elderly care service industry who provide clinical care to elderlies. This Competency involves ability to make judgement. Employees are required to administer suppository prescribed by medical doctors according to the guidelines of the institution so as to ensure elderlies receive proper treatment.  |
| Level      | 3  |
| Credit     | 2 (For Reference Only)   |
| Competency | <p>Performance Requirements</p> <p>1. Basic knowledge of suppository</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Understand basic pharmacology, including different classes of medications, their actions, side effects, common dosage, routes of administration and their expected therapeutic effects</li> <li>• Understand the principle to check and verify prescriptions, including the “3 checks and 5 rights” principle</li> <li>• Understand the methods of drug security, storage and management</li> <li>• Understand the units of dosage, calculation and measurement of commonly used dosage regimens</li> <li>• Understand medical prescriptions and abbreviations, including: <ul style="list-style-type: none"> <li>○ name of the drug</li> <li>○ dosage unit and frequency of administration</li> <li>○ routes of administration</li> </ul> </li> <li>• Understand the application of suppository, including rectal and vaginal suppositories</li> <li>• Understand the nursing procedures before and after application of suppository</li> <li>• Understand the skills required to appropriately document suppository use</li> <li>• Understand the ways to protect the privacy of elderlies during the application of suppository</li> </ul> <p>2. Giving suppository</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Check and verify the prescription of suppository using “3 checks and 5 rights” principle</li> <li>• Explain to elderlies the possible reaction after applying the suppository</li> <li>• Conduct proper nursing care before and after the application of suppository <ul style="list-style-type: none"> <li>○ assist elderlies to stay in correct posture, for example, lie on the side with the back facing the practitioner, bring the knees to the chest to expose the anal opening</li> <li>○ remind elderlies not to exert any force to prevent the suppository from coming out after application; ask them to stay still until the medication has fully dissolved</li> </ul> </li> <li>• Perform appropriate nursing procedures for suppository, such as: <ul style="list-style-type: none"> <li>○ apply water-soluble lubricants on gloved fingers when performing the procedure</li> <li>○ use fingers to push the suppository into the rectum/vagina until it passes the anal sphincter / vaginal opening completely and stay in</li> <li>○ use fingers to push the vaginal suppository into the vagina until it reaches posterior fornix in upper vagina</li> </ul> </li> <li>• Take appropriate measures to protect the privacy of elderlies, for example, by performing the procedure in a separate room or by using partitions</li> </ul> |

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|                     | <ul style="list-style-type: none"> <li>• Document properly the medication used, its administration and elderlies' response to the medications</li> <li>• Handle surplus or expired medications properly</li> <li>• Pay attention and check elderlies' use of medication against the prescribed dosage carefully to avoid overdose</li> <li>• Report to healthcare professionals immediately if elderlies develop adverse drug reactions after taking the medication</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 20px;">Be able to</p> <ul style="list-style-type: none"> <li>• Administer suppository according to medical prescription safely and accurately</li> <li>• Protect the privacy of elderlies and be sensitive to the discomfort and unease caused by the procedure; maintain the dignity of elderlies</li> </ul> |
| Assessment Criteria | <p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>• Ability to accurately administer suppository according to prescriptions and the guidelines of the institution; and</li> <li>• Ability to detect adverse drug reactions and report immediately to healthcare professionals to ensure elderlies' safety when using medication .</li> </ul>   |
| Remark              |  |