

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

Functional Area - Clinical Care

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|------------|---|
| Title      | Administration of Topical Medications   |
| Code       | 106030L3  |
| Range      | This Unit of Competency is applicable to employees in the elderly care services industry who provide clinical care to elderlies. This Competency involves ability to make judgement. Employees are required to administer topical medications prescribed by medical doctor according to the guidelines of the institution regarding such administration, 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 topical medications</p> <p style="padding-left: 40px;">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 principles to check and verify prescriptions, including the “3 checks and 5 rights” principle</li> <li>• Understand methods of drug keeping, storage and management</li> <li>• Understand 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 method to use topical medication</li> <li>• Understand the nursing procedures before and after the application of topical medication</li> <li>• Understand the skills required to document topical medication use properly</li> </ul> <p>2. Giving topical medications</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• Check and verify prescriptions of topical medications using “3 checks and 5 rights” principle</li> <li>• Explain to elderlies the possible reaction after administration of the medications</li> <li>• Conduct proper nursing care procedures before and after the application of topical medications, for example: <ul style="list-style-type: none"> <li>○ clean the skin area before application of topical medications</li> <li>○ help elderlies stay in proper posture; expose their body parts only when absolutely necessary to protect their privacy</li> <li>○ avoid washing the skin area immediately after the application of topical medications</li> </ul> </li> <li>• Apply topical medication properly, for example: <ul style="list-style-type: none"> <li>○ avoid direct contact with mucous membranes</li> <li>○ wear gloves when applying the medication</li> <li>○ apply a thin film of medication evenly on the indicated area</li> <li>○ cover the skin area with bandage if indicated</li> </ul> </li> <li>• Document the medication used, its administration and elderlies’ response to the medications properly</li> <li>• Handle surplus or expired medications properly</li> </ul> |

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|                     | <ul style="list-style-type: none"> <li>• Pay attention to how elderlies use the medication and check against the 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 topical medications according to medical prescription safely and accurately</li> <li>• Be mindful of elderlies' feeling with respect to the medication, especially if they feel any discomfort</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 topical medication according to prescriptions and the respective guidelines; and</li> <li>• Ability to detect elderlies' adverse drug reactions after application of the medication and report immediately to healthcare professionals if necessary, so as to ensure elderlies' safety while using the medication.</li> </ul>   |
| Remark              |  |