

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

Functional Area - Clinical Care

Title	Prepare Medications (Service Unit)
Code	110785L4
Range	This Unit of Competency is applicable to practitioners who provide community care services in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to independently, safely and accurately prepare medications for the elderly persons according to the organization's medication preparation guidelines, respond to different conditions, as well as appropriately manage medication risks.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on basic medication preparation</p> <ul style="list-style-type: none"> <li>• Understand the organization's medication preparation guidelines, such as: night, holiday and daily medication preparation guidelines, etc.</li> <li>• Understand the environmental facilities of different medication preparation appliances and service units, such as: <ul style="list-style-type: none"> <li>○ Medicine container, independent refrigerator to store refrigerated medicine</li> <li>○ Medicine cutter</li> <li>○ Separate medication preparation space</li> <li>○ Quiet environment and sufficient light, etc.</li> </ul> </li> <li>• Understand the procedures for checking medications</li> <li>• Understand the principles for medication verification, including the "three verifications and five checks"</li> <li>• Understand the methods of custody, storage and management of medications, such as: <ul style="list-style-type: none"> <li>○ Independent medicine storage cabinet with a padlock</li> <li>○ Refrigerator for medicine with a temperature monitor</li> <li>○ Medication storage record book</li> </ul> </li> <li>• Understand the documents and recording methods required for the preparation of medications, such as: <ul style="list-style-type: none"> <li>○ Medication preparation and dispensing records</li> <li>○ Elderly's personal medication records, such as: eHealth (available to nurses), drug allergy information, etc.</li> </ul> </li> </ul> <p>2. Prepare medications (service unit)</p> <ul style="list-style-type: none"> <li>• Utilize the environment and available facilities of the service unit to arrange appropriate medication preparation areas, such as: <ul style="list-style-type: none"> <li>○ Prepare medications in specific independent compartments</li> <li>○ Post clear signs in the medication preparation area</li> <li>○ Arrange specific time periods for medication preparation</li> </ul> </li> <li>• Select appropriate equipment for medication preparation, such as: <ul style="list-style-type: none"> <li>○ Arrange separate medicine cups or boxes for the elderly</li> <li>○ Ensure that each medicine cup or box is covered by a lid and labelled, etc.</li> </ul> </li> <li>• Design special labels for medicine cups or boxes to remind the elderly, such as: <ul style="list-style-type: none"> <li>○ Medications that have specific meal and prescription instructions</li> <li>○ Do not take with milk or stomach medications, etc.</li> </ul> </li> <li>• Accurately and strictly execute the "three verifications and five checks" while medication preparation to avoid mistakes</li> <li>• Comply with infection control measures, such as:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Wear a mask when preparing medications</li> <li>○ Clean hands or wear gloves before and after preparation</li> <li>○ Prepared medication should be stored and locked</li> <li>● Sign and appropriately store the preparation and dispensing records</li> <li>● Regarding medications to be taken immediately, administer them to the elderly immediately after preparation and verification</li> <li>● Regarding medications brought home by the elderly, submit them to the responsible staff for verification</li> <li>● Clean and disinfect the medication preparation supplies, and appropriately organization the medication preparation area</li> <li>● Monitor and follow-up the elderly's condition after taking the medication to prevent the risk of accidental, overdose or missed doses by the elderly</li> <li>● Appropriately handle remaining and expired medications for the elderly</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Comply with the organization's medication preparation guidelines and safety measures, including the "three verifications and five checks" principle, to reduce the risk of errors</li> <li>● Safety and accurately prepare and distribute medications to the elderly under different service units</li> <li>● Monitor and follow-up the conditions of the elderly persons after taking medications</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Able to comply with the organization's medication preparation guidelines and safety measures to correctly execute the medication preparation and dispensing procedures under different service units; and</li> <li>● Able to monitor and follow-up the conditions of the elderly persons after taking medications.</li> </ul>
Remark	<p>1. Community care services should prepare medications for the elderly persons for one or more days according to the organization's guidelines.</p> <p>2. This UoC is presently performed by practitioners who hold valid enlisted nurse, registered nurse, dispenser or pharmacist licenses.</p>