

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

Functional Area - Clinical Care

Title	Manage Stored Medications
Code	110787L5
Range	This Unit of Competency is applicable to practitioners who provide community care services in the elderly care service industry. The application requires the demonstration of in-depth expertise or theoretical knowledge in a range of technical, professional or managerial working environments, and its execution requires careful thinking, critical analysis and decision-making skills. Practitioners should be able to assess and analyze the nature and risks of medications, and appropriately manage and store them to reduce the risk of misuse.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the management of stored medications</p> <ul style="list-style-type: none"> • Understand the organization's guidelines on the management of stored medications • Understand the basic pharmacology • Understand the factors that affect chemical decomposition, such as: sunlight, temperature, humidity, etc. • Understand the different classification methods of medications, such as: <ul style="list-style-type: none"> ○ Route of administration ○ Chemical properties ○ Treatment effects, etc. • Understand the common medication risks, such as: mislabeling and inappropriate storage, etc. • Understand the risks of evaluating and analyzing stored medications • Understand the methods to correctly store medications <p>2. Manage stored medications</p> <ul style="list-style-type: none"> • Comprehensive assessment of the risks of stored medications, such as: <ul style="list-style-type: none"> ○ Labeling methods ○ Storage environment ○ Procedures for medication delivery and authorized custody ○ Authorized custody of appropriate quantities of medications ○ Storage methods of dangerous medications prescribed by registered doctors for the elderly persons, etc. • Analyze and manage the risks of stored medications, such as: determining whether the methods of managing stored medications is appropriate or high-risk according to international professional standards, etc. • Perform registration procedures for the authorized custody of incoming and outgoing medications • Medications must be stored in a locked cabinet • Each elderly's medications must be stored separately • Store medications according to the guidelines of the pharmaceutical manufacturer, such as: store in suitable environments, etc. • Regularly monitor, manage and review the risks of storage methods • Regularly check the expiry dates and quantity of the medications elderly's medications in custody, appropriately disposed of expired medications and notify the elderly persons to replenish insufficient medications • The elderly persons should not store medications that are not required to be taken within the service unit/center or are not prepared for them

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	<ul style="list-style-type: none"> • Frequently communicate with the staff engaged in medication management, to further understand the appropriate methods to improve the management and storage of medications • Regularly participate in pharmacological and related legislation courses approved by the organization to understand the latest knowledge on management of medications <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Strictly supervise the appropriate storage and withdrawal of various medications • Understand the latest knowledge on management of medications
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to understand the knowledge of the management of stored medications, and execute appropriate storage methods according to the project standards, in order to avoid the misuse of medications by elderly persons; and • Able to regularly review and manage the risks of the methods of storing medications, and communicate with relevant staff to improve the methods of managing stored medications; and • Able to keep up with the latest information and laws to ensure the appropriate management of stored medications.
Remark	<p>1. Practitioners who perform this UoC possess knowledge on basic pharmacology.</p> <p>2. To execute the management and storage of dangerous medications, the relevant procedures should be performed correctly according to the organization's procedures and guidelines, and complies with the "Dangerous Drugs Ordinance".</p>