

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

Functional Area - Clinical Care

Title	Distribution of Oral Medicine
Code	106025L3
Range	This Unit of Competency is applicable to employees in the elderly care service industry who provide clinical care to elderlies. This Competency involves abilities to make judgement. Employees are required to distribute oral medication prescribed by medical doctors to elderlies according to the guidelines on such distribution of the institution, so as to ensure elderlies receive proper treatments.
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Basic knowledge of oral medications</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand basic pharmacology, including different classes of medication, their actions, side effects, common dosage, routes of administration and the expected therapeutic effects • Understand the principles of checking and verifying prescriptions, including the “3 checks and 5 rights” principle • Understand method of drug security, storage and management • Understand the units of dosage, calculation and measurement of commonly used dosage regimen • Understand doctor’s prescriptions and abbreviations, including: <ul style="list-style-type: none"> ○ name of the drug ○ dosage units and frequency of administration ○ routes of administration • Understand drug handling procedures prior to distributing medication • Understand the skills to document elderlies’ drug use appropriately <p>2. Giving oral medication</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Check and verify the prescription of oral medication using “3 checks and 5 rights” principle • Explain to elderlies the possible reaction after taking medications • Assess elderlies’ self-care and swallowing ability; help elderlies take the medication orally if necessary • Prepare oral medication according to needs prior to distribution, for example: <ul style="list-style-type: none"> ○ Dilute or dissolve the medication in water ○ Crush or cut the medications with appropriate tools ○ Mix medication into a paste for those with swallowing difficulty ○ Dissolve crushed medications in warm water before administering via feeding tube • Monitor elderlies’ conditions after administration of medications • Document properly the medication used, the process of administering and the response to medications • Handle surplus or expired medication properly • Check the dosage carefully to avoid overdose • Report to healthcare professionals immediately if elderlies develop adverse drug reactions after taking the medication

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	<p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none">• Give medication to elderlies according to doctor's prescription safely and accurately• Be mindful of elderlies' condition when taking medication orally and cater for those with special swallowing needs; maintain their confidence and dignity.
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Ability to accurately dispense oral medications according to prescriptions and guidelines of the institution; and• Ability to detect adverse drug reactions and report immediately to healthcare professionals in order to ensure elderlies' safety when taking medication.
Remark	