

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

Functional Area - Clinical Care

Title	Dispense Medication
Code	106032L3
Range	This Unit of Competency is applicable to employees in the elderly care service industry who provide clinical care to elderlies. This Competency involves the ability to make judgments. Employees are required to dispense medication for elderlies safely and accurately according to relevant guidelines of the institution, so as to manage risk of medication error appropriately .
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Basic knowledge of dispensing medications</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the institution’s guidelines on dispensing medications • Understand the procedure of dispensing medications • Understand the tools, facilities and environment required to dispense medication such as: <ul style="list-style-type: none"> ○ the materials and size of the medicine cabinet ○ keys to the cabinet ○ medicine cup and boxes ○ pill splitter ○ quiet environment with adequate lighting . • Understand the procedure of verifying medication • Understand the safety measures in dispensing medication, such as: <ul style="list-style-type: none"> ○ Only qualified personnel may dispense and verify the medication ○ Area for dispensing medication should separate physically from the rest of the facility ○ Medication should be dispensed and verified by two different persons. • Understand the principle of checking and verifying medication including the “3 checks and 5 rights” principle • Understand the methods of medication security, storage and management • Understand different dosage units, measurement and calculation • Understand medical abbreviations in doctor’s prescriptions, including: <ul style="list-style-type: none"> ○ approved names of medication ○ dosage unit and frequency of administration ○ routes of administration • Understand the documentation method and the documents required for dispensing medication such as: <ul style="list-style-type: none"> ○ Medication Administration Records ○ Individual Drug Records of elderlies <p>2. Preparing medication</p> <p>Be able to</p> <ul style="list-style-type: none"> • Prepare suitable tools and ensure the environment and tools for dispensing medication are clean, such as: <ul style="list-style-type: none"> ○ clean both hands ○ clean the medication containers thoroughly ○ ensure every medicine cup or box come with lid and label. • Read medication labels correctly and dispense medication according to the instructions on the labels

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	<ul style="list-style-type: none"> • Verify Medication Administration Records with the labels such as: <ul style="list-style-type: none"> ○ elderly's name and bed number ○ name and dosage of medication ○ time to administer medication • Adopt "3 checks 5 rights" principle, pick and count medication accurately before placing them into the containers • Add special markings on medicine cup if necessary, such as: <ul style="list-style-type: none"> ○ medication with special diet instruction ○ not to be taken with dairy product or stomach ache medication • After dispensing the medication, sign on dispensing record and Drug Administration Records, ask another colleague to verify the medication or verify separately afterwards • After verification, place the medication back into the medicine cabinet as soon as possible and ensure the cabinet is locked • Clean the used devices, tidy up the preparation areas and make sure no medication is left around • Handle surplus and expired medication appropriately <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Comply strictly with the guidelines and safety measures of the institution regarding dispensing medication to minimize risk of errors • Verify information on medication labels and Drug Administration Records carefully • Follow '3 checks 5 rights' principle strictly throughout the dispensing process • Prepare and dispense medication well
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to adopt the procedures of medication dispensing correctly according to the guidelines of the institution; and • Ability to verify the required information and records for dispensing medication, distribute medication accurately, and ensure there is no mistake.
Remark	<p>1. According to the Guide on Drug Management in Residential Care Homes, the institution should prepare any medication that the elderly residents need 24 hours ahead. In the case of community care services, depending on the internal guidelines, the institution should prepare the medication that the elderly need one day or more ahead.</p> <p>2. This Unit of Competency is currently practiced by registered health workers, enrolled nurses, registered nurses, dispensers or pharmacists holding valid professional licenses .</p>