

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

Functional Area - Clinical Care

Title	Manage Storage of Medicines
Code	106035L5
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 abilities of critical analysis, re-organization, assessment and integration of data from different sources. Employees are required to assess and analyse the nature and risk of medicines, proper management and storage of the medicines to reduce elderlies' risk of taking the wrong medicines by error .
Level	5
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge on storage management of medicines</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand basic pharmacological knowledge • Understand factors that affect chemical decomposition of medicines, such as: light, temperature, humidity • Understand different classifications of medicines such as: <ul style="list-style-type: none"> ○ Classified by route of administration ○ Classified by chemical properties ○ Classified by therapeutic properties • Understand the common risks of medicines such as wrong labelling and storage • Understand chapters of Dangerous Drugs Ordinance regarding storage and management of medicines • Understand assessment and analysis on the risks of medicine storage • Understand the correct methods of medicine storage • Understand the skills required to use computerized system to manage medicines <p>2. Storage management of medicines</p> <p>Be able to</p> <ul style="list-style-type: none"> • Assess the risks of medicine storage from different aspects such as: <ul style="list-style-type: none"> ○ Ways to label medicines ○ Environment for storing medicines ○ Ways to store medicines ○ Procedures of check-in and check-out of the storage room and distribution of medicines to elderlies ○ Methods to store dangerous medicines properly • Analyse the risks of storage and management of medicines such as: judging whether the institution's medicine storage system is appropriate or overly risky according to international professional standards • Manage and store the dangerous medicines according to Dangerous Drugs Ordinance, such as: <ul style="list-style-type: none"> ○ Implement registration procedures for medicine check-in and check-out ○ Lock the medicines ○ Separate storage for each elderly's medicine • Check quantity of medicines from time to time, especially those considered dangerous drugs. If medicine is found missing, report to the police • Store medicines according to the guidelines from manufacturers such as: keeping the medicines in a place in an appropriate physical environment

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	<ul style="list-style-type: none"> • Review the methods of medicine storage and management regularly and review the risks of storage method • Check the expiry date and quantity of medicines regularly, replenish medicines that run low • Properly and regularly dispose of expired and surplus medicines • Use computerized system for medicine management • Frequently communicate with staff engaged in medicine administration for better ways to improve medicine storage and management • Pay attention to elderly's record of prescriptions and dosage when they transfer to other institutions or are discharged from the hospital in order to ensure the elderly receive medicines according to the prescriptions <p>3. Exhibit professionalism</p> <p style="padding-left: 20px;">Be able to</p> <ul style="list-style-type: none"> • Implement medicine storage and management according to professional or international standard, and Dangerous Drugs Ordinance • Take courses offered by recognized institution to update knowledge on medicine storage and management, as well as relevant ordinances • Adhere strictly to the procedures required for check-in and check-out of each medicine
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to assess the risks of medicine storage and management, and implement the methods of medicine storage and management according to international guidelines; • Ability to review the risks of medicine storage and management; communicate with relevant staff for better methods of medicine storage and management; and • Ability to acquire knowledge on medicine storage and management and update themselves with latest news in that context for proper management of medicines.
Remark	<p>Employees performing this unit of competency are expected to have basic knowledge on pharmacology.</p>