Medicines Management Competencies for Nurses

Medicine Management Competencies for Nurse Overview – V02 – Issue 2
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Contents

1 Introduction Page 3
2 Purpose Page 4
3 Scope Page 4
4 Competency Assessments Page 4
5 Roles and Responsibilities Page 5
6 Assessment Process Page 6
7 References Page 7

Associated Documents:

MMComp1 Management and Administration of Medication
MMComp2 Safe and Secure Medicines Handling and Supply
MMComp3 Management and Administration of Depot and Injectable Medication
MMComp4 Management and Administration of Anti-Coagulation Medication
MMComp5 Administration of Oxygen
MMComp6 Management and Administration of Medication and Enteral Feeds via PEG Tubes
MMComp7 Checking the Administration of Controlled Drugs
MMComp8 Support Workers Training Plan
MM Guide Assessors Guidance for the Management and Administration of Medication

To be read in Conjunction with NTW(C)17 - Medicines Management Policy, Practice Guidance Notes and Appendices

Review July 2019
1. **Introduction**

1.1 The administration of medicines is an important aspect of the professional practice of persons whose names are on the Nursing and Midwifery Councils (NMC) Register.

1.2 It is not solely a mechanistic task to be performed in strict compliance with the written prescription of a medical practitioner, independent or supplementary prescriber; it requires thought and the exercise of professional judgment. (National Midwifery Council – Standards for Medicine Management April 2010.

1.3 The NMC guidelines remind nurses that they are accountable for their actions and omissions and in administering medication or assisting or overseeing any self-administration of medication, must exercise professional judgement, applying knowledge and skills in the best interests of patient safety.

1.4. Under ‘Agenda for Change’ Knowledge and Skills Framework (NHS NSF) the outline for a Band 5 nurse includes the specific dimension of Health and Wellbeing: Interventions and Treatments (HWB7). The outline indicates that Band 5 nurses should attain competency level 3 which, in relation to the administration of medication, states that the worker: -

- Prepares appropriately for the intervention/treatment to be undertaken
- Undertakes the intervention/treatment in a manner that is consistent with:
  - Evidence based practice and/or clinical guidelines established theories and models
  - Legislation, policies and procedures and or/established protocols
- Makes accurate records of the interventions/treatment undertaken and outcomes

1.5. Northumberland, Tyne and Wear NHS Foundation Trust (the Trust/NTW) policy, NTW(C)17 – Medicine Management embraces the principles of the NMC guidelines and also requires that those in charge of wards and departments are responsible for ensuring that their staff, including new starters and locum staff, follow the medicines policy.

1.6 The medicines policy reiterates the principle of NMC Code of Conduct that registered nurses are personally accountable for their practice and may be required to demonstrate their knowledge and competence to administer medication.
2. **Purpose**

2.1. These Medicines Management Competency Assessments (in conjunction with the NTW(C)17 – Medicine Management Policy and Practice Guidance Notes (PGNs) are designed to ensure that Registered and Non-Registered Nurses demonstrate adherence to the above principles, are compliant with the standards and can demonstrate competence in safe medicines management.

2.2 By achieving competence nurses will be able to demonstrate that they have the skills and knowledge required to

- Order and store medicines
- Safely administer medicines (orally and injectable) including controlled drugs
- Deal with medication errors
- Recognise adverse effects

3. **Scope**

3.1 **Medicines Management Competencies** (MMComp) 1-3 are relevant to all Registered Nurses of Band 5 and above working in a clinical setting.

3.2 **MMComp 4-6** are relevant to all Registered Nurses of Band 5 and above working in a clinical setting where these procedures are used.

3.3 **MMComp 7-8** are relevant to non-registered nurses that are required to witness the administration of controlled drugs.

3.4 **MM Guide** - the Assessors Guide is relevant to Registered Nurses that assess Medicines Management Competencies.

4. **Medicines Management Competency Assessment Documents**

- MMComp1 Management and Administration of Medication
- MMComp2 Safe and Secure Medicines Handling and Supply
- MMComp3 Management and Administration of Depot and Injectable Medication
- MMComp4 Management and Administration of Anti-Coagulation Medication
- MMComp5 Administration of oxygen
- MMComp6 Management and Administration of medication and Enteral Feeds via PEG Tubes
- MMComp7 Checking the Administration of Controlled Drugs
- MMComp8 Support Workers Training Plan
- MMCompGuide Assessors Guidance for the Management and Administration of Medication
5. **Roles and Responsibilities**

5.1 **Group Nurse Directors**

5.1.1 It is the responsibility of the Group Nurse Directors to ensure that:

- Systems are in place to ensure compliance of these competencies
- To ensure that the Competency Assessments are updated and in place in line with NMC guidance, Trust policy and where appropriate **Patient Safety guidance**

5.2 **Clinical Managers**

5.2.1 It is the responsibility of the Clinical Managers to

- Support Ward/Team Managers to ensure Registered Nurses achieve the competencies
- Support Ward Managers in the assessment process and assist as required to establish any performance/development plans with individuals who fail to achieve competency
- Support Ward Managers post incident to review medication errors as required; action plan to prevent reoccurrence
- Review medication competencies and PGN’s in line with changes to Medicine policy and national guidance/Patient Safety alerts, and to cascade any amendments
- Monitor **web-based incident reporting** statistics and work in conjunction with Ward Managers to ensure compliance and development to minimize re-occurrence
- **Feedback to the Pharmacy Patient Safety Team** any medicines management practice issues/themes/trends arising that may contribute to risk of harm to patients. This can be done via web-based incident reporting or directly by emailing ‘MedIncidents@ntw.nhs.uk’

5.3 **Ward Managers**

5.3.1 It is the responsibility of the Ward Manager to ensure that:

- All Registered Nurses within their team achieve the competencies in the area of practice
- All Registered Nurses complete competency assessments within the required time frame
- Systems are in place to maintain up-to-date provision/access to Trust NTW(C)17 - Medicine policy and PGN’s
- **Medication** incidents are monitored, that practice is safe and all remedial actions are taken to minimise reoccurrence
- Staff performance is monitored and action planned as required
5.4 Registered Nurses including Bank Nurses

5.4.1 It is the responsibility of the registered nurses to ensure that they practice in accordance with the standards for administration of medication as set out by the NMC and Trust policy, NTW(C)17 - Medicine Management and additional PGN's. Each Registered Nurse is accountable for their actions when administering medication.

5.4.2 Registered Nurses should:

- Complete the competencies relevant to the area of practice and remain updated within the timescales
- Follow a process for the administration of medicines to ensure the safety and wellbeing of the patient
- Report promptly any concerns or errors in line with Trust policy, NTW(O)05 - Incidents
- Supervise and observe junior staff at all times when administering medication until they have completed the competency assessment
- Have a working knowledge of the Trust’s NTW(C)17 - Medicines policy, PGN’s and act accordingly to maintain their skills and competency in order to administer medication safely
- Follow NMC guidance in relation to Medication administration
- Work within their scope of practice and ensure they seek guidance prior to administering medication that has specific training requirements

5.5 Mentors and Assessors and Preceptors

5.5.1 In addition to the requirements of 5.4 above, mentors and assessors are required to act as role models and support learners in achieving the competencies

5.6 Non Registered Nurses

5.6.1 It is the responsibility of non-registered nurses to ensure that they complete the Checking the Administration of Controlled Drugs Competency prior to undertaking this activity

6. Assessment Process

6.1 Assessment will be undertaken by Ward Manager or Clinical Coordinator (Band 6). In order for the Band 6 nurse to undertake the assessments, the Ward Manager will assess competency using the resource pack and assessment guidelines. A copy of the certificate of completion should be completed and a copy sent to the training department for inclusion on ESR system.
6.2 The frequency to undertake the competency assessments is **three yearly** however consideration needs to be given for staff that have:

- had a period of long term sick
- maternity leave
- returned to practice
- moved to a new area of clinical practice
- been involved in a medication incident

6.3 Where a Registered Nurse fails to demonstrate competency in any element of a required competency they will be given a further opportunity to demonstrate competency within an agreed timeframe.

6.4 If the Registered Nurse continues to fail to demonstrate competency, a development plan must be agreed/documentated and implemented in collaboration with the Clinical Manager and Registered Nurse and monitored by the Ward Manager. The Registered Nurse should be allocated a mentor, to support the individual to achieve the competencies and enable best practice.

6.5 Performance issues will be addressed by the line manager in line with Trust's NTW(HR)04 - Disciplinary Policy and PGNs.

7. **References**

- **NTW(O)05** - Incident Policy, PGNs and appendices
- **NTW(C)17** - Medicines Management Policy PGNs and Appendices
- **NTW(HR)04** - Disciplinary Policy and PGNs
- The Nursing and Midwifery Council: The Code: Standards of conduct, performance and ethics for nurses and midwives
- The Nursing and Midwifery Council ‘Standards for Medicines Management’