



**UNIVERSITY COLLEGE DUBLIN**  
*An Coláiste Ollscoile Baile Átha Cliath*  
**UCD SCHOOL OF NURSING, MIDWIFERY & HEALTH SYSTEMS**  
**Scoil na hAltrachta, an Cnáimhseachais agus na gCoras Slainte**  
in partnership with  
Mater Misericordiae University Hospital  
and  
St Vincent's Healthcare Group



**Medication Workbook for Stage 4 Internship**  
**BSc General Nursing Students**

Student Name:	
Student Number:	
Tel:	Email:

**Internship Placements**

	<b>Clinical Area</b>	<b>Duration of Placement</b>
Internship Placement 1:		
Internship Placement 2:		
Internship Placement 3:		
Internship Placement 4:		

## Introduction

This workbook has been developed as a tool to assist you in gaining knowledge of some of the commonly used medications during your Intern placements in Stage 4 of your general programme. In Stage 1,2,4 you received lectures and clinical skills in UCD relating to pharmacology and medication administration and professional practice to assist you to link theory to practice. Medication administration and professional practice is an important aspect of your National Competency Assessment Document (NCAD) Assessment and the Domains and Standards specific to this area are detailed in the table below:

Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6
1.1	2.1	3.1[d]*	4.1	5.1	6.1
1.2	2.2	3.2	4.2	5.2	6.2
1.3	2.3 [f]*				
	2.4				

**Table 1: Domains and Standards that pertain to Medication Management Stage 4 General Nursing Internship Placement**

2.3 F: Assists the Registered Nurse in the safe administration, ordering, checking and management of medicines while following legislation and professional guidance.

3.1 D: Safely and accurately carries out medication calculations for medication management by diverse routes of delivery

**Year 4/4.5:** At this level, the undergraduate nursing student will be expected to competently apply a systematic approach to the provision of person-centred practice to an allocation of children/service users/persons under the ***distant supervision*** of a Registered Nurse. *Distant supervision is defined as the undergraduate nursing student providing safe and effective delegated nursing care to children/service users, persons and supports family members. The undergraduate nursing student accepts responsibility for the provision of delegated care and recognises when the guidance and support of the preceptor and Registered Nurse is required and seeks such assistance in a timely manner.*

**However, it is important to note that in order for a staff nurse to co-sign the administration of medications , the nurse must directly observe you carrying out the administration.**

## Signature Bank

Each registered nurse who acts as a preceptor/co-preceptor for this student must sign this bank.

Preceptors/Co-preceptor Name (Print)	Signature	Preceptors/Co-preceptor Initials	Ward/Area

## Learning Outcomes

In relation to medication management within the NCAD Document during Stage 4 Internship placements you will be expected to:

### During your Stage 4 Internship placements, within your nursing practice, you should be able to:

- Summarise the Nursing and Midwifery Board of Ireland Practice Standards used for medication management (NMBI, 2020)
- Identify and explain the 10 'Rights' (R's) as per NMBI Guidance for Registered Nurses and Midwives on Medication Administration (NMBI, 2020)
- Demonstrate an understanding of the local policies and procedures for medication management (including controlled drugs)
- Demonstrate competent hand hygiene techniques (e.g. hand washing; use of alcohol gel)
- Identify and demonstrate a knowledge of the emergency trolley medications
- Discuss how medications are prescribed (e.g. on medication record; discharge prescription pad etc)
- Discuss the steps involved in the safe administration of medication
- Actively participate under supervision in the calculation, preparation and double checking of medications, including the identification of the patient, and the administration of medications and explain rationale for this
- Actively participate in the correct practice for checking right patient, right reason, right drug, right route, right time, right dose, right form, right action, right documentation and right response
- Consider the administration of medications and your time management- what is the impact of one on the other?
- Take the appropriate action should you encounter a drug prescription that is incorrect or unclear
- Act appropriately and professionally in the instance of a medication error and complete medication error forms should the opportunity arise

## Instructions for use on Stage 4 Internship Placements

**Part 1:** In addition to meeting the learning outcomes you will complete Part 1 of the workbook below in relation to medication management during each internship placement. You will be expected to identify a minimum of **5 different** medications common to each of your practice placements throughout stage 4. Include examples of IV / PO / PR / transdermal / topical/ inhaled / controlled and IM/SC medications.

### Part 2 Student Medication Worksheet

- The '**Core elements of the Medication Round**' – Student and Preceptor guide (below) provides you and the RGN with a-step- by-step approach to completing medication administration.
- You will be required to participate in the administration of medication to a minimum of **10 patients per practice placement** (if appropriate as determined by clinical staff). For each of these you are required to complete a **Student Medication Worksheet**. You and the RGN will sign and date the worksheet.
- The worksheet provides 10 steps that will be assessed by the RGN before, during and after medication administration.
- It is important you self-assess your performance and receive written/verbal feedback from your supervising RGN.
- Over the course of the 36 weeks of Internship your level of confidence and competence will increase.

**The following explains the requirements for each section of the workbook that is to be completed on each placement**

- **Medication Name:** this refers to the approved (generic) name of the medication, which is the name that must be used when the medication is prescribed.
- **Brand/Trade Name:** it is common to hear or see medications referred to by their brand name e.g. Calpol, Paralink or Panadol for paracetamol. It is important to be aware of the brand and generic name of medications.
- **Medication Group:** what group does the medication belong to? Is it an analgesic, diuretic, anti-pyretic?
- **Indications:** why is this medication used and for which condition and/or symptoms?
- **Dose:** Doses may vary depending on weight, age, route used or the indications for use.
- **Frequency:** How often should this medication be given? Where possible include the maximum dose in a 24-hour period or highlight the differences in frequency depending on route used.
- **Peak Action / Duration of action:** For example, if analgesia has been given, how long will it take to work and how long will it last in the patients/client's system?
- **Contraindications/Cautions/Nursing considerations:** extremely important to identify.
- **Side-effects:** when you know the side-effects, you can identify the reason quickly and prevent or manage the side-effect in an effective manner.
- **Observe administration of medication to patient/service user:** observe correct practice for checking doses, preparing medications, double-checking of calculations and identification of patient/service user and administration of medication and documentation.
- **Use the Local Medication Policy as a guide** in accordance with NMBI (2020) policies, procedures and guidelines.

The nurse who is administering the medicines must adhere to the ten rights of medication administration when administering medications to the patients in their practice placements (NMBI, 2020). These are:

1. **Right Patient:** Be certain of the identity of the patient to whom the medicine is being administered by verifying the identification wristband, photograph or name and date of birth on the medicine chart.
2. **Right Reason:** Understand the intended purpose of the medicines to be administered.
3. **Right Drug:** Confirm that the name of the dispensed medicine to be administered corresponds with the generic or brand name of the prescribed medicine, and they must only administer a viable medicinal product – that is, properly packaged and within its expiry date. The nurse must also check, both by asking the patient and inspecting the allergy status box on the medicines chart, whether the patient has a known and recorded allergy to the prescribed drug or no known allergies. The allergy box must be completed.
4. **Right Route:** Administer the medicine via the prescribed anatomical route and site.
5. **Right Time:** Administer the medicine at the prescribed time and prescribed intervals.
6. **Right Dose:** Confirm, through arithmetical calculation that the dose of the medicine being administered concurs exactly with the dose prescribed. Where the local Policies, Procedures, Protocols and Guidelines (PPPGs) identify this process for high risk medicines, the dose must be independently verified.
7. **Right Form:** Confirm that the form of medicine that has been dispensed matches with the specified route of administration.
8. **Right Action:** Ensure the medicine is prescribed for the appropriate reason and state to the patient the action of the medicine and why it is prescribed.
9. **Right Documentation:** Sign, date and retain all documentation recording the administration of each medicine in the medicine's administration chart (or other document directing the administration of a medicine). The chart must only be signed to record a medicine has been administered once the medicine administration has been witnessed.
10. **Right Response:** Observe the patient for adverse effects and assess the patient to determine that the desired effect of the medicines has been achieved.

\*The information you require can be obtained from a number of sources including: [www.medicines.ie](http://www.medicines.ie) which contains accurate, up to date, regulator approved information on medicines available in Ireland, the Irish Medicines Formulary, British National Formulary, Hospital Formulary, the hospital/community pharmacist, doctors, nursing/midwifery colleagues, articles, local policies and guidelines and NMBI guidelines.

## Core Elements of Medication Round- Student and Preceptor Guide

### Communication and Preparation

1. Communicate effectively with the patient/parent/guardian.
2. Decontaminate hands in accordance with local policy/ guidelines.
3. Ensure that all necessary equipment is available and clean.
4. Use correct technique in dispensing medication.
5. Demonstrate the ability to assess and interpret patient information i.e. TPR, BP, bowels, pain assessment, blood results and identify appropriate action.
6. Check patients identity: verbally, ID bracelet and prescription chart.
7. Before administering the medication, consult the patient's prescription chart and check the following:
  - Any known allergies
  - Medication
  - Dose
  - Date and duration of prescription
  - Route and method of administration
  - Frequency of administration/last administered
  - Signature of prescriber
  - Expiry date

Consultation with BNF/MIMS/Formulary/medicines.ie is permitted, if required

8. Administer the medication according to the 10 Rights (see next page).
9. Ensure that the medicine trolley is not left unattended/unlocked at any stage during or after the medication round.
10. Ensure that the patient has taken medication prior to leaving the patient (offer the patient a drink, if appropriate).
11. Make a clear, accurate and immediate record of medication administered or withheld and rationale for withholding medication.

### Medication Knowledge for the Student

1. Know the normal dose and frequency of medications common to this clinical area.
2. Can discuss the nursing considerations regarding medications common to this clinical area (e.g. side effects, contraindications).
3. Can discuss the nursing considerations for changing the composition of medications, if required (e.g. crushing, breaking, dissolving, giving capsule v liquid).
4. Can explain why each patient is prescribed their particular medications.
5. Can identify what they would do if:
  - the patient refused medication
  - the medication was unavailable and act appropriately
  - a medication error occurs.

**Always refer to the local Medication Policy for Medication Management**

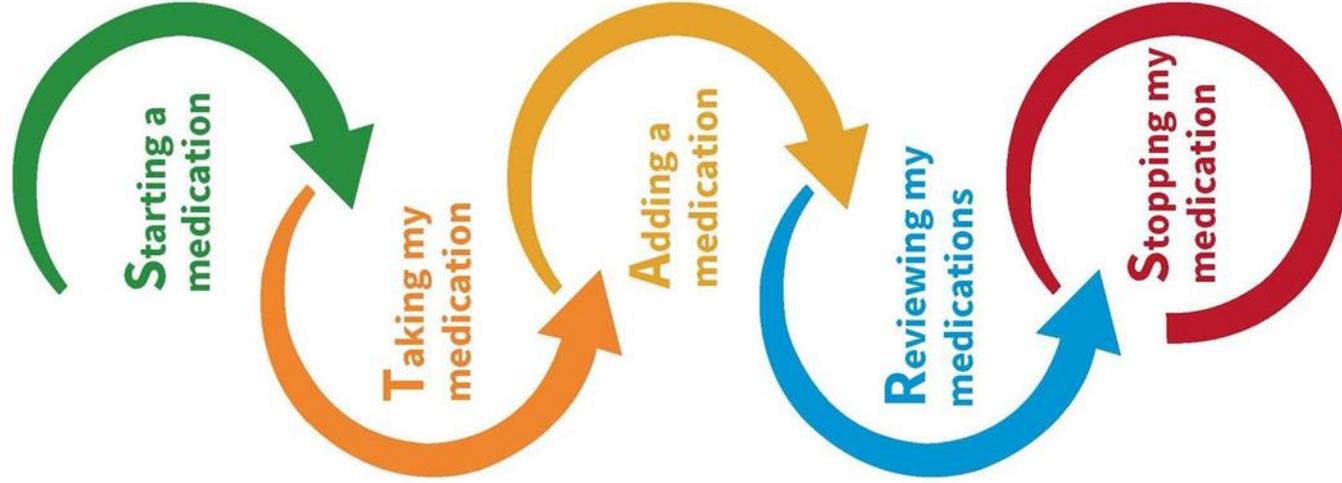


# The Ten Rights of Medication Management



Source: <https://www.nmbi.ie/Standards-Guidance/Medicines-Management> (March 2018)

# 5 Moments for Medication Safety



- ▶ What is the name of this medication and what is it for?
- ▶ What are the risks and possible side-effects?
- ▶ Is there another way of treating my condition?
- ▶ Have I told my health professional about my allergies and other health conditions?
- ▶ How should I store this medication?
- ▶ When should I take this medication and how much should I take each time?
- ▶ How should I take the medication?
- ▶ Is there anything related to food and drink that I should know while taking this medication?
- ▶ What should I do if I miss a dose of this medication?
- ▶ What should I do if I have side-effects?
- ▶ Do I really need any other medication?
- ▶ Have I told my health professional about the medications I am already taking?
- ▶ Can this medication interact with my other medications?
- ▶ What should I do if I suspect an interaction?
- ▶ Will I be able to manage multiple medications correctly?
- ▶ Do I keep a list of all my medications?
- ▶ How long should I take each medication?
- ▶ Am I taking any medications I no longer need?
- ▶ Does a health professional check my medications regularly?
- ▶ How often should my medications be reviewed?
- ▶ When should I stop each medication?
- ▶ Should any of my medications not be stopped suddenly?
- ▶ What should I do if I run out of medication?
- ▶ If I have to stop my medication due to an unwanted effect, where should I report this?
- ▶ What should I do with leftover or expired medications?



**Part 1: Identify medications commonly used in the practice area and complete the information required below in relation to those medications.**

**First Placement: (Level 4a)**

Medication Generic/Trade Name	Medication Group and Indications	Dose and Route	Frequency	Peak Action/ duration of action (If available)	Contraindications/ cautions / nursing considerations	Side- effects	Participates in:	Staff and student: insert date and signature
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

**Student Signature:**

**Preceptor Signature:**

**Date:**

							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

**Student Signature:**

**Preceptor Signature:**

**Date:**

## Part 2: Student Medication Worksheets – Level 4a

Student Name				<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>	
<b>NOTE: One drug round relates to administering medication(s) to one patient.</b>				<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
Ward Area				<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1. Prepares drug trolley and washes hands															
2. Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication															
3. Check vital signs, laboratory values, where appropriate															
4. Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF															
5. Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects															
6. Knowledgeable about exercising professional judgement in withholding medication and who to consult															
7. Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response															
8. Accurately documents administration of the medication and patient response															
9. Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions															
10. Is knowledgeable about reporting drug errors and medication information services in pharmacy															

Student Signature:

Preceptor Signature:

Date:

Student Name											
NOTE: One drug round relates to administering medication(s) to one patient.				Date	Assessor	Date	Assessor	Date	Assessor	Date	Assessor
Ward Area				YES	NO	YES	NO	YES	NO	YES	NO
1. Prepares drug trolley and washes hands											
2. Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication											
3. Check vital signs, laboratory values, where appropriate											
4. Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF											
5. Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects											
6. Knowledgeable about exercising professional judgement in withholding medication and who to consult											
7. Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response											
8. Accurately documents administration of the medication and patient response											
9. Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions											
10. Is knowledgeable about reporting drug errors and medication information services in pharmacy											

Student Signature:

Preceptor Signature:

Date:

## Student Feedback Sheet

Drug administration	Date	Student comments	Student Signature	Feedback from RGN (student can summarise in writing below the oral feedback received)	RGN Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Student Signature:

Preceptor Signature:

Date:

**Part 1: Identify medications commonly used in the area and complete the information required below in relation to those medications**  
**Second Placement: (Level 4b)**

Medication Generic/Trade Name	Medication Group and Indications	Dose and Route	Frequency	Peak Action/ duration of action (if available)	Contraindications / cautions / nursing considerations	Side- effects / adverse reactions	Participates in:	Staff and student: insert date and signature
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

**Student Signature:**

**Preceptor Signature:**

**Date:**

## Part 2: Student Medication Worksheet – Level 4b

Student Name		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>	
<b>NOTE: One drug round relates to administering medication(s) to one patient.</b>		<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>
Ward Area		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1.	Prepares drug trolley and washes hands												
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication												
3.	Check vital signs, laboratory values, where appropriate												
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF												
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects												
6.	Knowledgeable about exercising professional judgement in withholding medication and who to consult												
7.	Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response												
8.	Accurately documents administration of the medication and patient response												
9.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions												
10.	Is knowledgeable about reporting drug errors and medication information services in pharmacy												

Student Signature:

Preceptor Signature:

Date:

Student Name											
NOTE: One drug round relates to administering medication(s) to one patient.				Date	Assessor	Date	Assessor	Date	Assessor	Date	Assessor
Ward Area				YES	NO	YES	NO	YES	NO	YES	NO
1. Prepares drug trolley and washes hands											
2. Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication											
3. Check vital signs, laboratory values, where appropriate											
4. Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF											
5. Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects											
6. Knowledgeable about exercising professional judgement in withholding medication and who to consult											
7. Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response											
8. Accurately documents administration of the medication and patient response											
9. Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions											
10. Is knowledgeable about reporting drug errors and medication information services in pharmacy											

Student Signature:

Preceptor Signature:

Date:

## Student Feedback Sheet

Drug administration	Date	Student comments	Student Signature	Feedback from RGN (student can summarise in writing below the oral feedback received)	RGN Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Student Signature:

Preceptor Signature:

Date:

**Part 1: Identify medications commonly used in the area and complete the information required below in relation to those medications**  
**Third Placement: (Level 4c)**

Medication Generic/Trade Name	Medication Group and Indications	Dose and Route	Frequency	Peak Action/ duration of action (if available)	Contraindications / cautions / nursing considerations	Side- effects / adverse reactions	Participates in:	Staff and student: insert date and signature
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

**Student Signature:**

**Preceptor Signature:**

**Date:**

## Part 2: Student Medication Worksheet – Level 4c

Student Name		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>	
<b>NOTE: One drug round relates to administering medication(s) to one patient.</b>		<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>
Ward Area		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1.	Prepares drug trolley and washes hands												
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication												
3.	Check vital signs, laboratory values, where appropriate												
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF												
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects												
6.	Knowledgeable about exercising professional judgement in withholding medication and who to consult												
7.	Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response												
8.	Accurately documents administration of the medication and patient response												
9.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions												
10.	Is knowledgeable about reporting drug errors and medication information services in pharmacy												

Student Signature:

Preceptor Signature:

Date:

Student Name											
NOTE: One drug round relates to administering medication(s) to one patient.				Date	Assessor	Date	Assessor	Date	Assessor	Date	Assessor
Ward Area				YES	NO	YES	NO	YES	NO	YES	NO
1. Prepares drug trolley and washes hands											
2. Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication											
3. Check vital signs, laboratory values, where appropriate											
4. Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF											
5. Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects											
6. Knowledgeable about exercising professional judgement in withholding medication and who to consult											
7. Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response											
8. Accurately documents administration of the medication and patient response											
9. Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions											
10. Is knowledgeable about reporting drug errors and medication information services in pharmacy											

Student Signature:

Preceptor Signature:

Date:

## Student Feedback Sheet

Drug administration	Date	Student comments	Student Signature	Feedback from RGN (student can summarise in writing below the oral feedback received)	RGN Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Student Signature:

Preceptor Signature:

Date:

**Part 1: Identify medications commonly used in the area and complete the information required below in relation to those medications**  
**Fourth Placement: (Level 4d)**

Medication Generic/Trade Name	Medication Group and Indications	Dose and Route	Frequency	Peak Action/ duration of action (if available)	Contraindications / cautions / nursing considerations	Side- effects / adverse reactions	Participates in:	Staff and student: insert date and signature
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	
							<input type="checkbox"/> preparation <input type="checkbox"/> calculation <input type="checkbox"/> administration <input type="checkbox"/> documentation of administered medication	

**Student Signature:**

**Preceptor Signature:**

**Date:**

## Part 2: Student Medication Worksheet – Level 4d

Student Name		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>		<u>Date</u>		<u>Assessor</u>	
<b>NOTE: One drug round relates to administering medication(s) to one patient.</b>		<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>	<u>Date</u>	<u>Assessor</u>
Ward Area		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1.	Prepares drug trolley and washes hands												
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication												
3.	Check vital signs, laboratory values, where appropriate												
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF												
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects												
6.	Knowledgeable about exercising professional judgement in withholding medication and who to consult												
7.	Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response												
8.	Accurately documents administration of the medication and patient response												
9.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions												
10.	Is knowledgeable about reporting drug errors and medication information services in pharmacy												

Student Signature:

Preceptor Signature:

Date:

Student Name											
NOTE: One drug round relates to administering medication(s) to one patient.				Date	Assessor	Date	Assessor	Date	Assessor	Date	Assessor
Ward Area				YES	NO	YES	NO	YES	NO	YES	NO
1. Prepares drug trolley and washes hands											
2. Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication											
3. Check vital signs, laboratory values, where appropriate											
4. Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. BNF											
5. Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects											
6. Knowledgeable about exercising professional judgement in withholding medication and who to consult											
7. Applies the 10 Rights: Right Patient, Right Reason, Right Drug, Right Route, Right Time, Right Dose, Right Form, Right Action, Right Documentation, Right Response											
8. Accurately documents administration of the medication and patient response											
9. Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions											
10. Is knowledgeable about reporting drug errors and medication information services in pharmacy											

Student Signature:

Preceptor Signature:

Date:

## Student Feedback Sheet

Drug administration	Date	Student comments	Student Signature	Feedback from RGN (student can summarise in writing below the oral feedback received)	RGN Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Student Signature:

Preceptor Signature:

Date

## Suggested reading:

Berman, A. Synder, S. & Frandsen, G. (2021) *Kozier & Erb's fundamentals of Nursing: Concepts, Process and Practice*. 11th Ed., New Jersey: Pearson Prentice Hall.

Boyd, C. (2022), *Calculation skills for nurses*, 2<sup>nd</sup> Ed, Wiley Blackwell, Hoboken, NJ, USA.

Brady, A., Malone, A. and Fleming, S. (2009) 'A literature review of the individual and systems factors that contribute to medication errors in nursing practice', *Journal of Nursing Management*, 17, pp.679- 697.

Blair, K. (2015) *Medicines Management in Children's Nursing*, 2nd edn., London: SAGE Publication Ltd

Cloete, L. ( 2015), "Reducing medication errors in nursing practice", *Nursing standard*, 29, (20), pp. 50-59.

Hayes, C., Jackson, D., Davidson, P.M. & Power, T.(2015), "Medication errors in hospitals: a literature review of disruptions to nursing practice during medication administration", *Journal of clinical nursing*, 24, 21-22, pp. 3063-3076.

Health Information and Quality Authority (2015) *Medicines Management Guidance*. Dublin: Health Information and Quality Authority

Health Products Regulatory Authority (2022) *Safety Information*. Available online: <http://www.hpra.ie/homepage/medicines/safety-information>

Lapham, R. (2021), *Drug calculations for nurses: a step-by-step approach*, 5<sup>th</sup> Ed, Routledge, Taylor & Francis Group, London.

Latimer, S., Hewitt, J., Stanbrough, R. & McAndrew, R. (2017), "Reducing medication errors: Teaching strategies that increase nursing students' awareness of medication errors and their prevention", *Nurse education today*, 52, pp. 7-9.

Lister, S.E., Hofland, J., Grafton, H., Wilson, C. & Royal Marsden NHS Foundation Trust (2021), *The Royal Marsden manual of clinical nursing procedures*, 10<sup>th</sup> Ed, Wiley Blackwell, Chichester, West Sussex, UK;

Nursing and Midwifery Board of Ireland (2015) *Scope of Nursing and Midwifery Practice Framework*. Dublin: NMBI.

Nursing and Midwifery Board of Ireland (2020) *Guidance for Registered Nurses and Midwives on Medication Administration*. Available at: <https://www.nmbi.ie/Standards-Guidance/Medicines-Management> (Accessed 17th October 2024)

Starkings, S & Krause, L. (2018) *Passing Calculations Tests in Nursing*, 3rd edn., London: SAGE Publication Ltd.

Tiziani, A. (2016) *Clinical Cases: Drug Calculations Case Studies*, 1st edn., Elsevier, Australia.

### **Useful websites**

Nursing and Midwifery Board of Ireland (2020) Guidance for Registered Nurses and Midwives on Medication Administration. Available at: <https://www.nmbi.ie/Standards-Guidance/Medicines-Management> (Accessed 17<sup>th</sup> October 2024)

Online BNF available at: [medicinescomplete.com](http://medicinescomplete.com)

Queens University Belfast, Numeracy Skills for Drug Calculations, Available at: <https://www.qub.ac.uk/elearning/public/NumeracySkillsforDrugCalculations/> (Accessed: 17<sup>th</sup> October 2024)

Drug calculations quiz page (2018) Available at: <http://www.testandcalc.com/quiz/index.asp> (Accessed 17<sup>th</sup> October 2024)

World Health Organizations (2019) 5 Moments for medication <https://apps.who.int/iris/rest/bitstreams/1210432/retrieve> (Accessed: 17<sup>th</sup> October 2024)

