

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

Functional Area - Special Needs Care

Title	Knowing Basic Knowledge of Medications
Code	111499L2
Range	This competency unit is applicable to employees in the elderly care service industry who are engaged in clinical care and advanced training for care workers. The application of this competency must be under supervision, with a basic understanding of the definition of drugs, laws, storage, and the guidelines and processes related to medications within the institution.
Level	2
Credit	3 <i>(For Reference Only)</i>
Competency	<p>Performance Requirements</p> <p>Understand the definition of drugs, related legislation, and general guidelines associated with drugs</p> <ul style="list-style-type: none"> • Understand the definition of medications and related legislation, including "Pharmacy and Poisons Ordinance", "Antibiotics Ordinance", "Dangerous Drugs Ordinance", and "Chinese Medicine Ordinance", etc. • Understand the different dosage forms and storage methods of medications, including various oral drug formulations, suppositories, enemas, inhalers, eye drops, ear drops, nasal sprays / drops, injections, ointments, creams, lotions, gels, etc. • Understand the basic operational processes of medication storage and the responsibilities of various disciplines in different procedures, including drug placement, principles of locking the medication storage cabinets and rooms, monitoring of temperature and humidity, monitoring and recording the temperature of the medication refrigerator, and the process for reporting abnormalities, etc. • According to the institution's medication guidelines, understand and recognise the medication handling processes within the institution and the requirements for related records. <ul style="list-style-type: none"> ◦ New and old medication registration processes ◦ Medication dispensing and distribution processes ◦ Process of dispensing traditional Chinese medicine ◦ Handling of expired medications • Understand common abbreviations and meanings in doctor's prescriptions, including: <ul style="list-style-type: none"> ◦ Names of drugs (including generic and brand names of common drugs, etc.) ◦ Dosage forms of drugs (including various oral drug formulations, suppositories, enemas, inhalers, eye drops, ear drops, nasal sprays / drops, injections, ointments, creams, lotions, gels, etc.) ◦ Dosages of drugs (including different dosage units) ◦ Frequency and times of using drugs (including different times per day, as needed, immediate administration, daily/weekly/monthly, etc.) ◦ Routes of using drugs (including oral, subcutaneous injection, intramuscular injection, sublingual, rectal, vaginal, topical, inhalation, etc.) • Understand basic handling for adverse drug reactions and drug allergies. <p>Assisting in the basic daily operations of medication storage</p>

	<ul style="list-style-type: none"> • Regularly participate in medication continuing education courses and discussion groups related to medication guidelines provided or recommended by the institution to obtain the latest information. • Assist in the basic daily operations of the medication storage under supervision, including drug placement, principles of locking the medication storage cabinets and rooms, monitoring of temperature and humidity, monitoring and recording the temperature of the medication refrigerator, and the process for reporting anomalies, etc. • If there are any questions about medications, be proactive in seeking information from professional medical personnel. <p>Exhibit professionalism</p> <ul style="list-style-type: none"> • Regularly participate in institution-approved medication continuing education courses to ensure up-to-date knowledge of medications. • Be able to comply with the general guidelines related to drugs within the institution.
Assessment Criteria	<p>The integrated outcomes requirement of this Unit of Competency are to:</p> <ul style="list-style-type: none"> • be able to understand the definition of drugs and related legislations; • be able to understand the guidelines and general processes related to related to drugs within the institution, and; • under supervision, be able to assist in the basic daily operations of medication storage, in accordance with the institution's guidelines related to drugs.
Remark	<p>For guidelines and standards on institutional drug management, please refer to “Guidelines for Drug Management in Residential Care Homes” by Department of Health.</p>