

OPAL Technical Guide 8 (Student)



Medicines administration and Medicines Essential skills (student and mentor)

Administration of medicines is an essential element of nursing and OPAL PAT contains two different but linked areas to be completed while on placement. They are:

- The Administration of Medicines
- The Administration of medicines essential skills clusters

Both are accessed via the student dashboard in the areas for assessment box.

Administration of Medicines - this requires the student to compile a list of medication they have administered under the supervision of a mentor. As a student click on the 'View' link

next to the heading Administration of medication to create a record of drugs administered. This will open a page as on the left with an 'Add New' button. By clicking on this button a new window opens up where the student can record the name, route and dose of drug administered. There is also a text box which the student can enter

how the drug dose was calculated and further information such as side effects and use of the drug. Once the student clicks save and next this record is saved and the mentor can at a later date login and review the entries in this section. To do this the mentor clicks on the word view next to the heading Administration of medications to view and the entries open up and allow the mentor to read what the student has entered. If the mentor is happy they can click on Sign and the record will be saved.

We encourage students to record a variety of drugs administered under the supervision of Mentors and other RNs as these will be valuable for the mentor who has to complete a formal summative assessment of the Administration of Medication essential skills.

Administration of medication essential skills – These are defined by the NMC. Each year students are required to undertake this element of assessment which is either Pass or Refer. As the course progresses the number of essential skills to be assessed increases. In order to complete the assessment mentors may refer to the record of drugs administered which the

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student has recorded in their OPAL PAT. Overleaf gives details of how to complete this assessment.

Administration of medicines essential skills clusters

As a mentor you need to sign off the competencies below, you can do these one at a time by marking and commenting on each one. Should you award a mark of less than 40% or greater than 70% then a second mentor is required to countersign the competence.

Is competent in basic medicines calculations relating to:

- tablets and capsules
- liquid medicines
- injections including:
 - unit dose
 - sub and multiple unit dose
 - SI unit conversion.

Grade:

Save

When logged in as a mentor and from the student dashboard the mentor can click on the 'View' button next to the heading 'Administration of Medicines Essential skills'. Depending on what year the student is on OPAL will present the relevant skills in which the student is to be assessed. In the screen shot here this is a year one student and there is only one assessment (Is competent in basic medicines

administration). The essential skill is listed and there is a drop down box to select 'Pass or Refer' and a text box to add comments and rationale for the grade. Once completed by clicking on the save button the assessment is recorded.

In some cases you may find the student has already completed this assessment in a prior placement and if that is the case we would encourage you to ask the student to continue collecting in the Administration of Medicines section examples of medicines they have administered under supervision.

As the student progresses into year two and three the number of essential skills to be completed increases.

In some placements we understand learning opportunities to undertake administration of medicines is limited. If this is the case ask the student to discuss with their academic advisor as assessment may have to be postponed via an extension to occur in a future placement.