

## PHARM29 Take a medication history

### OVERVIEW

This standard describes the skills, knowledge and understanding necessary to identify the prescribed and/or purchased medicines and other substances taken by an individual. The competence can be applied in a variety of settings in hospitals and community settings including GP practices. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

### KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

- 1.the basic principles of medicines management
- 2.relevant national and local guidelines, policies, procedures that are available including:
  - 1.when they should be used
  - 2.how to use them
- 3.how medicines work on the human body and their actions
- 4.the routes of administering medicines
- 5.the different classifications of medicines
- 6.medicines including:
  - 1.dosing
  - 2.adverse effects
  - 3.common drug-drug interactions
  - 4.common drug-food interactions
  - 5.common drug-disease interactions
  - 6.cautions and contra-indications
- 7.the factors which affect the storage of medication including expiry dates
- 8.issues that may affect how medicines are taken including:
  - 1.problems with reading
  - 2.swallowing difficulties
  - 3.dexterity problems
  - 4.personal beliefs about taking medicines
- 9.legislation and legal processes relating to valid consent
- 10.the actions to take if valid consent is not obtained
- 11.the importance of involving individuals in taking responsibility and how this can be achieved
- 12.how to create a suitable environment for an open and confidential discussion
- 13.the importance of encouraging individuals to ask questions

- 14.the importance of obtaining full and accurate information about individuals and how this can be achieved appropriate to their need
- 15.the need to work in accordance with Standard Operating Procedures
- 16.the limitations of your scope of practice and when to refer to others
- 17.organisational policies, professional standards and confidentiality
- 18.when and why Patient Medication Records (PMRs) are used
- 19.the importance of maintaining accurate patient records which may be
  - 1.written
  - 2.electronic
- 20.the importance of maintaining confidentiality of an individual and their medication records

## PERFORMANCE CRITERIA

You must be able to do the following:

- 1.ensure that you work in accordance with the Standard Operating Procedures at all times
- 2.comply with legal, professional and organisational requirements and guidelines at all times
- 3.ensure that the environment is suitable for open and confidential discussion with the individual or their carer about their medicines
- 4.ensure that all reasonable steps have been taken to minimise any health and safety risks in the environment prior to commencing a discussion with the individual or their carer
- 5.obtain valid consent from the individual or their carer in accordance with Standard Operating Procedures
- 6.communicate with the individual or their carer in an appropriate manner and encourage them to seek information and advice as necessary
- 7.adapt your communication style according to the communication needs of the individual
- 8.encourage full participation in the assessment by actively listening to the individual, seeking to develop rapport and encouraging the individual to ask questions
- 9.obtain personal details from the individual, their carer or appropriate sources
- 10.identify the medicines and other substances and ascertain from appropriate sources when and how they are taken by the individual
- 11.obtain appropriate information from the individual or their carer about their medicines
- 12.use appropriate sources to identify details of medicines and other substances that have been
  - 1.started recently
  - 2.stopped
  - 3.changed
  - 4.used regularly
  - 5.used occasionally
  - 6.swapped or shared between individuals or their family and friends
- 13.ask the individual or their carer if they have experienced any problems or difficulties with their medication

- 14.report any problems or adverse reactions that the individual may have experienced from their medication in line with Standard Operating Procedures
- 15.establish how the individual is taking their medicines and why
- 16.maintain clear, accurate and legible records in accordance with Standard Operating Procedures, organisational policies and within the scope of your responsibility and practice
- 17.convey information obtained from the individual or their carer to an appropriate person and record outcomes in accordance with Standard Operating Procedures

## **ADDITIONAL INFORMATION**

This National Occupational Standard was developed by Skills for Health. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB6 Assessment and treatment planning