

## PHARM30 Prepare to conduct a review of an individual's medicines

### OVERVIEW

This standard describes the skills, knowledge and understanding required to prepare the relevant documentation and undertake initial discussions with an individual (or their carer) in preparation for a review of the medicines prescribed/taken by an individual. This initial discussion and preparation of documents is not intended to be a medication or a Medicines Use Review but a first step in preparing the individual or their carer by providing an explanation of the review process, making them comfortable and obtaining basic information to inform the review process. 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 purposes of reviewing an individual's medicines
- 2.the appropriate documentation required for recording information from the review
- 3.relevant national and local guidelines, policies, procedures that are available including:
  - 1.when they should be used
  - 2.how to use them
- 4.the different classifications of medicines
- 5.the factors which affect the storage of medication including expiry dates
- 6.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
- 7.legislation and legal processes relating to valid consent
- 8.the importance of maintaining confidentiality when sharing information about individuals with others
- 9.the importance of involving individuals in discussion and how this can be achieved
- 10.a working knowledge of how to create a suitable environment for an open and confidential discussion
- 11.the importance of encouraging individuals to ask questions
- 12.the importance of obtaining full and accurate information about individuals
- 13.the need to work in accordance Standard Operating Procedures

- 14.the limitations of your scope of practice and when to refer to others
- 15.organisational policies and professional standards
- 16.when and why Patient Medication Records (PMRs) are used
- 17.the importance of maintaining accurate patient records which may be
  - 1.written
  - 2.electronic
- 18.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 and within the scope of your responsibility and practice at all times
- 2.comply with legal, professional and organisational policies at all times
- 3.respect individuals' privacy, dignity, wishes and beliefs, minimising any unnecessary discomfort
- 4.create an environment suitable for open and confidential discussion with the individual or their carer about their medicines
- 5.adapt your communication style according to the communication needs of the individual
- 6.explain to the individual or their carer the purpose of conducting a review of their medicines and answer any questions related to the process
- 7.obtain valid consent from the individual or their carer
- 8.encourage and support individuals or carer's to discuss their needs and understanding of their medicines in preparation for the medicines review
- 9.obtain personal details from the individual, their carer
- 10.identify and record on appropriate documentation the medicines taken by the individual
- 11.mark the individuals Patient Medication Record with date and other appropriate information

## 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