

<b>STANDARD OPERATING PROCEDURE</b>	Pharmacy Technician Medicines Administration (PTMA)
<b>SOP ID NUMBER</b>	TW10-037 SOP 31
<b>VERSION NUMBER</b>	1
<b>APPROVING COMMITTEE</b>	Medicines Management Standards Board (MMSB)
<b>DATE THIS VERSION APPROVED</b>	September 2020
<b>RATIFYING COMMITTEE</b>	PARG (Policy Approval and Ratification Group)
<b>DATE THIS VERSION RATIFIED</b>	October 2020
<b>AUTHOR(S) (JOB TITLE)</b>	Medicines Safety Nurse Pharmacy Technician Medicines Administrator
<b>DIVISION/DIRECTORATE</b>	Medicine, Pharmacy
<b>ASSOCIATED TO WHICH POLICY?</b>	TW10-037 Medicine Management Policy
<b>CONSULTED WITH</b>	Medicines Management Board Membership, Professional Issues Forum

<b>DATES PREVIOUS VERSION(S) RATIFIED</b>	NA
<b>DATE OF NEXT REVIEW</b>	<b>October 2023</b>
<b>MANAGER RESPONSIBLE FOR REVIEW (Job Title)</b>	Associate Director of Pharmacy (Clinical Services)



**AT ALL TIMES, STAFF MUST TREAT EVERY INDIVIDUAL WITH RESPECT  
 AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY**

<b>Contents</b>		<b>Page No.</b>
1	INTRODUCTION	2
2	SCOPE	2
3	DEFINITIONS	2
4	EQUIPMENT	2
5	TRAINING	2
6	DELEGATION AND ACCOUNTABILITY	3
7	MEDICATIONS WHICH CAN BE ADMINISTERED BY PTMAs	3
8	PROFESSIONAL STANDARDS FOR PTMAs AND THE ADMINISTRATION OF MEDICINES	3
9	HUMAN RIGHTS ACT	4
10	ACCESSIBILITY STATEMENT	4

<b>APPENDICES</b>		<b>PAGE NUMBER</b>
Appendix 1	ROUTES OF ADMINISTRATION & SECOND CHECKING	5
Appendix 2	TRAINING AND COMPETENCY REQUIREMENTS	6
Appendix 2	HANDOVER SHEET TO NURSE	7

## **1 INTRODUCTION**

- 1.1 This Standard Operating Procedure (SOP) should be used in conjunction with the overarching Medicines Management Policy and TW10-037 SOP 15 Administration of Medicines.
- 1.2 This SOP is intended for use by Pharmacy Technicians Medicines Administrators (PTMAs) who are required to comply with all other relevant SOPs and Trust policies when administering medication.
- 1.3 The SOP must not be changed; however, there may be services which require more specific SOPs or the inclusion of additional medication to the approved list in Appendix 2 of this SOP. In this instance a risk assessment should be completed and the clinical manager should contact the Medicines Safety Team for advice.
- 1.4 Any adverse incident or near miss as a result of this SOP should be reported as described in the Trusts Incident Reporting policy (TW10 -020).

## **2 SCOPE**

This SOP relates to Pharmacy Technician Medicines Administrators who are registered by the General Pharmaceutical Council (GPhC) and who have been employed to fulfill this specific role.

- 2.1 To ensure the safe administration of medicines by Pharmacy Technician Medicines Administrators (PTMAs) PTMAs must only administer medications:-
  - 2.1.1 That are covered in this SOP. (Appendix 1)
  - 2.1.2 Which have been prescribed for individual named patients (not Patient Group Directives)
  - 2.1.3 If it is a requirement of the service in which they are based.
  - 2.1.4 If they feel confident and capable to do so.
  - 2.1.5 Once they have completed the necessary training and successfully completed the relevant competency assessments.

## **3 DEFINITIONS**

The definition applicable to this document is as follows, Pharmacy Technician: Medicines Administrator: registered pharmacy technician whose role is to administer medication to patients on inpatient wards at WWL.

## **4 EQUIPMENT**

All staff (including PTMAs) will refer to the Trusts Medical Devices Training policy (TW10 – 025) when using equipment to administer medicines.

## **5 TRAINING**

All registered Pharmacy Technician Medicines Administrators undertaking medicines administration will complete a period of supervised practice which will include:-

- 5.1 WWL eLearning medicines management module.
- 5.2 WWL self-directed learning package/work book.
- 5.3 Shadowing current Registered healthcare professionals undertaking medicines administration.
- 5.4 Attendance at full day Medicines Safety session.
- 5.5 Competency Assessment (procedures for administration of medicines) that will be completed and signed off by the Medicines Safety Nurse, Ward Manager or a Medicines Safety mentor only.

- 5.6 Completed workbook and competency assessments will be sent to Medicines Safety Team for formal recording and final sign off of competence.
- 5.7 A record of any training/competency achievement (provide evidence of competency when required) will be kept.
- 5.8 The PTMA will be responsible for keeping their practice updated.

## **6 DELEGATION AND ACCOUNTABILITY**

- 6.1 Delegation is defined as the transfer to a competent individual, of the authority to perform a specific task in a specified situation (NMC, 2018a).
- 6.2 Accountability is the principle that individuals and organisations are responsible for their actions and may be required to explain them to others.
- 6.3 All registered healthcare professionals are accountable for all aspects of their practice, including accountability for what they choose to delegate, and agreement or not, to undertake activities which are delegated to them.
- 6.4 The General Pharmaceutical Council sets out the expectations of people on their register for when they delegate to others. These requirements apply, regardless of whom the activity is being delegated to. This may be another registered healthcare professional, a non – registered colleague, or a patient or carer.
- 6.5 The expectations are that people on the register:-
  - 6.5.1 Only delegate tasks and duties that are within the other person's scope of competence, making sure that they fully understand the instructions.
  - 6.5.2 Make sure that everyone they delegate tasks to are adequately supervised and supported so they can provide safe and compassionate care.
  - 6.5.3 Confirm that the outcome of any task delegated to someone else meets the required standard.

## **7 MEDICATIONS WHICH CAN BE ADMINISTERED BY PTMAs**

- 7.1 Routes of administration that a PTMA can / cannot give medications by are listed in Appendix 1.
- 7.2 Training and competency requirements before the PTMA can give different medications are listed in Appendix 2.

## **8 PROFESSIONAL STANDARDS FOR PTMAs AND THE ADMINISTRATION OF MEDICINES**

The PTMA must:-

- 8.1 Read and refer to the Trusts Administration of Medicines Procedure/SOP (TW11 -037) and the Trust Medicine Management Policy (TW10 – 037).
- 8.2 Refer to additional guidance available at Clinical Skills net <http://www.clinicalskills.net/> for any applicable procedures.
- 8.3 Adhere to the agreed limitations to their practice detailed in this SOP, the Medicines Management Policy or other related SOPs.
- 8.4 Follow the Trust's documentation policies and procedures.
- 8.5 Work within their scope of practice.
- 8.6 Only administer medication once training is completed and they have been deemed competent to do so.
- 8.7 Attend ward handover at the beginning of their shift.

- 8.8 Discuss any concerns identified following handover with the staff nurse prior to commencing medicines administration to patients.
- 8.9 Inform the staff nurse in charge of the patient's care immediately if contraindications to the prescribed medicine are discovered or the PTMA has any concerns regarding administering a prescribed medication.
- 8.10 Ensure the handover sheet (Appendix 3) is completed fully upon completion of the medication administration round.

## **9 HUMAN RIGHTS ACT**

Implications of the Human Rights Act have been taken into account in the formulation of this document and they have, where appropriate, been fully reflected in its wording.

## **10 ACCESSIBILITY STATEMENT**

This document can be made available in a range of alternative formats e.g. large print, Braille and audio cd.

For more details, please contact the HR Department on 01942 77 3766 or email [equalityanddiversity@wwl.nhs.uk](mailto:equalityanddiversity@wwl.nhs.uk)

## **ROUTES OF ADMINISTRATION & SECOND CHECKING**

PTMA's **can** administer medicines via the following routes:

- Oral
- Topical, including transdermal, eye, ear and nasal preparations.
- Inhaled via inhalers
- Nebulisers via nebuliser box

PTMA's **cannot** administer via the following routes:

- Intravenous
- Intramuscular
- Subcutaneous
- NG/PEG/RIG tube
- PR/PV
- Inhaled Oxygen Therapy/Medical Gases

PTMAs **can** provide a second check on the following:

- Controlled Drugs (CD's): oral only
- Insulin
- Subcutaneous and intramuscular injections

The nurse will administer any medication that the PTMA cannot administer.

If medicines are not given due to unavailability prompt action must be taken to obtain the medicines in order to avoid missed doses .All actions must be documented.

A number of medicines contain animal products, if a patient expresses concern about this refer back to the prescriber so that they can review the patient's medication.

**The PTMA is responsible and accountable for the patient taking any medicines that they have administered, therefore it is important to observe the patient actually taking their medication.**

**TRAINING AND COMPETENCY REQUIREMENTS**

Medication	Route	Training & Competency required
Oral	PO	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Buccal	PO	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Enteral	NG/Gastrostomy	Not Applicable
Per Rectum	PR	Not Applicable
Anticoagulants ( <i>Safety Critical Medicine</i> ) <i>*Prophylactic Only</i>	SC	Not Applicable
Insulin ( <i>Safety Critical Medicine</i> ) <i>*where a patient is not well enough to administer their own</i>	SC	2 <sup>nd</sup> check following completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Per Vagina	PV	Not Applicable
Inhaled Therapy <i>*Including Nebulisers and Inhalers</i>	Inhaled	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment <i>*Nebulisers only via nebuliser box.</i>
Eye Drops	Topical	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Ear Drops	Topical	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Wound Dressings	Topical	Not Applicable
Transdermal Patch	Topical	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Topical Medication <i>*emollients, moisturisers, steroids</i>	Topical	Completion of medicine administration workbook, Induction training module, HIS module 3, and competency assessment
Intravenous Fluids	IV	Not Applicable
Intravenous Medications	IV	Not Applicable
Administration of Blood Products	IV	Not Applicable
Medications via PGD	Any route	Not Applicable
Medications via Intrathecal, Intra – arterial or Intra – articular routes	Intrathecal, Intra – arterial or Intra – articular routes	Not Applicable

