Quality assurance checklists for medicines training processes in adult social care settings

Background

These checklists have been developed to support the quality assurance of processes related to medicines management training and competency assessment in adult social care settings. These checklists are designed to verify that key processes - from competency assessments to medicines error management - are aligned with best practice.

As training processes will vary between some care settings, we have developed two checklists. One for care home settings and one for adult community settings.

These quality assurance checklists have been developed based on guidance from:

1. NICE, NG67, 1.11 – Recommendations | Managing medicines for adults receiving social care in the community | Guidance | NICE March 2017.
2. NICE, SC1, 1.17 – 1 Recommendations | Managing medicines in care homes | Guidance | NICE March 2014.
3. CQC Medicines information for adult social care services
4. Gravells, A. (2013). The Award in Education and Training. Revised Edition 2014.

You may also be interested in the NHS's 'An interactive guide to what good looks like for assisted medicines taking'

How can the tool be used?

The staff member using the checklist should read the NICE recommendation (in the first column) then:

> detail how the service is currently practicing and/or what processes are in place to ensure the provider is working in line with the NICE recommendation

> check if their current practice and/or processes can be evidenced

> consider if their current practice/process could be improved

> plan ways to implement identified improvements.

The staff member should also answer the questions in the 'Additional considerations' section.

Please note: Care providers may choose to use an alternative but appropriate way to assess their medicines and competency processes, therefore, it may not be necessary for all care providers to complete the 'Quality assurance checklist for medicines training processes.

Purpose of the checklist

Raise awareness of NICE and CQC guidance.

Encourage quality assurance checks of current training processes.

Encourage the consideration of how the needs of staff/learners are met.

Encourage reection of current training processes to improve standards.

Using the checklist may help care providers work towards meeting some of the CQC's Single assessment framework quality statements. For example:

Safe and effective staffing - Quality statement:

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What this quality statement means: Staff receive training appropriate and relevant to their role.

Medicines optimisation - Quality statement:

What this quality statement means: The approach to medicines reects current and relevant best practice and professional guidance.

Delivering evidence-based care and treatment - Quality statement:

What this quality statement means: The provider's systems ensure that staff are up to date with national legislation, evidence-based good practice and required standards.

Who should use this checklist?

Care providers may use the tool to support the quality assurance of processes relating to medicines management training.

Commissioners may request a recently completed 'Quality assurance checklist for medicines training processes' to help support monitoring.

Acknowledgement and thanks