

UNIVERSITY COLLEGE DUBLIN

An Coláiste Ollscoile Baile Átha Cliath

UCD SCHOOL OF NURSING, MIDWIFERY & HEALTH SYSTEMS

Scoil na hAltrachta, an Cnáimhseachais agus na gCoras Slainte

in partnership with the



Medication Workbook Higher Diploma in Mental Health Nursing

Student Name:

Student Number:

Email:

SIGNATURE BANK

Each registered nurse who acts as a preceptor/co-preceptor for this student must sign this bank

Preceptors/Co- preceptor Name (Print)	Signature	Preceptors/ Co- preceptor Initials	Ward Area

Long Placements x 6	Clinical Area	Duration Placement
Practice Placement – Core Mental Health 1		
Practice Placement – Core Mental Health 2		
Practice Placement – Core Mental Health 3		
Practice Placement – Core Mental Health 4		

Introduction

This workbook has been developed as a tool to assist you in gaining knowledge of commonly used medications in your placements. It must be completed during each core mental health placement of the programme.

Lectures on medication management delivered in UCD and the use of this workbook will assist you to link theory to practice and to become a competent nurse in relation to medication management.

Medication management is an important aspect of your clinical assessment. An example of the Domains and Performance Indicators specific to Core Mental Health 1 practice placement for the Higher Diploma in Mental Health Nursing are detailed in the table below

Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	
1.1	2.3	3.1.c	4.1g	5.2	6.1a	
1.3		3.2	4.1h		6.1c	
			4.2c		6.1d	
			4.2d		6.2a	
			4.2e		6.2c	

Table 1: Domains and Performance Indicators that pertain to Medication

Learning Outcomes

During your placements you should be able to:

- Summarize NMBI regulations in relation to medication management
- Identify and explain the 10 'Rights' as per NMBI Standards for Medicines Management for Nurses and Midwives (NMBI 2020)
- Demonstrate an understanding of the local policies, guidelines and procedures for medication management (including controlled drugs)
- Demonstrate competent hand decontamination techniques (e.g.: hand washing; use of alcohol gel)
- Identify and demonstrate a knowledge of the emergency trolley medications
- Discuss how medications are prescribed (e.g.: on prescription sheet; discharge prescription pad etc)
- Discuss the steps involved in the safe administration of medication
- Distinguish the types of storage for medications in this area
- Observe and participate in the calculation, preparation and double-checking of medications, the identification of person and the administration of medications and explain rationale for this
- Consider the administration of medications and your time management- what is the impact of one on the other?
- Take the appropriate action if you encounter a drug Kardex/medication prescription that is incorrect or unclear
- Act appropriately and professionally in the instance of a medication error and complete incident forms should the opportunity arise

Instructions for use on practice placement

Part 1

In addition to meeting the learning outcomes you will complete the workbook in relation to medication management during each core mental health placement. You will be expected to identify a minimum of 5 different medications common to each of your placements. Include examples of PO / PR / transdermal / topical/ inhaled / controlled and IM/SC medications

Part 2 Student Medication Worksheet

- The 'Core elements of the Medication (Drug) Round' Student and preceptor's guide (below) provides you and the Registered Nurse with a-stepby- step approach to completing medication administration.
- You will be required to participate in the administration of medication to a minimum of 10 patients per placement (if appropriate as determined by clinical staff). For each of these you will be required to complete a Student Medication Worksheet. You and the Registered Nurse will sign and date the worksheet.
- The worksheet provides 10 steps that will be assessed by your Registered Nurse before, during and after medication administration.
- It is important you self-assess your performance and receive written/verbal feedback from your supervising Registered Nurse.
- Over the course of the placements, your level of confidence and competence will increase.

The following explains the requirements for each section of the workbook that are to be completed on each placement

Medication Name	this refers to the approved (generic) name of the medication, which is the name that must be used when the medication is prescribed
Generic/Trade Name	It is common to hear or see medications referred to by their brand name e.g., Panadol for paracetamol. It is important to be aware of the brand and generic name of medications.
Medication Group	What group does the medication belong to? Is it an analgesic, antipsychotic, mood stabiliser, anxiolytic?
Indications	Why is this medication used and for which condition and/or symptoms?
Dose and Route:	Doses may vary depending on weight, age, route used or the indications for use.
Frequency	How often should this medication be given? Where possible include the maximum dose in a 24-hour period or highlight the differences in frequency depending on route used.
Peak Action/Duration of action	For example, if analgesia has been administered, how long will it take to work and how long will it last in the patients/clients' system? If the peak action/duration of action is not readily available, please insert N/A in the box.
Contraindications/Cautions/Nursing considerations	Extremely important to identify to ensure patient safety.
Side- effects	When you know the side-effects, you can identify the reason quickly and prevent or manage the side-effect in an effective manner.
Observed administration of medication to patient/client	Observe correct practice for checking the 10 rights, preparation and double-checking of medications.
Participate in preparation, calculation, administration and documentation of administration of medication	During your placements, you are expected to increase your involvement in medication administration whilst working within your scope of practice.

The information you require can be obtained from a number of sources including: Hospital Formulary, the British National Formulary, the hospital/community pharmacist, doctors, nursing/midwifery colleagues, articles, local policies and guidelines, NMBI guidelines. It is of the utmost importance that there is evidence of the student's ongoing understanding with regard to the core elements of medication management as outlined in his/her programme.



The Ten Rights of Medication Management



CORE ELEMENTS OF MEDICATION (DRUG) ROUND - STUDENT AND PRECEPTOR'S GUIDE

Communication and Preparation

- 1. Communicate effectively with the patient.
- 2. Decontaminate hands in accordance with local policy/ guidelines
- 3. Ensure that all necessary equipment is available and clean.
- 4. Use correct technique in dispensing medication.
- 5. Demonstrate the ability to assess and interpret patient information i.e., TPR, BP, bowels, pain assessment, blood results and identify appropriate action.
- 6. Check patient's identity: verbally, ID bracelet and prescription chart.
- 7. Before administering the medication, consult the patient's prescription chart and check the following:

Any known allergiesMedicationRoute and method of administrationDoseFrequency of administration/last administeredDate and duration of prescriptionSignature of doctorConsultation with BNF/MIMS as requiredExpiry date

- 8. Administer the medication according to the 10 Rights
- 9 Ensure that the medicine trolley is not left unattended/unlocked at any stage during or after the medication round.
- 10 Ensure that the patient has taken medication prior to leaving the patient (offer the patient a drink, if appropriate).
- 11 Make a clear, accurate and immediate record of medication administered or withheld and rationale for withholding medication.

Medication Knowledge for the Student

- 1 Know the normal dose and frequency of medications common to this clinical area.
- 2 Can discuss the nursing considerations regarding medications common to this clinical area (e.g., side effects, contraindications).
- 3 Can discuss the nursing considerations for changing the composition of medications, if required (e.g., crushing, breaking, dissolving, giving capsule v liquid).
- 4 Can explain why each patient is prescribed their particular medications.
- 5 Can identify what they would do if: the patient refused medication

the medication was unavailable and act appropriately a medication error occurs

Always refer to the local Medication Policy for Medication Management

Medication competency assessment for Higher Diploma in Mental Health Nursing students

Aim: The post registered student will be a competent double checker appropriate to their level of training for medication administration as per the reference guide below.

The Process: The post registered student must complete 10 medication (drug) rounds during their core mental health placements. The Students' Medication Worksheet is used to assess the student's practice and knowledge and following the medication round, feedback can be documented on the feedback sheet by both student and assessor. A medication (drug) round will be **based on one patient per round** i.e., one patient receiving medication at a certain time regardless of the amount of medication.

Role of the Assessor (preceptor / staff nurse): to ensure the student is assessed on separate occasions to be deemed competent to be a double checker appropriate to their level of training.

Role of the post registered student: to enhance their professional development to enable them to be assessed as a double checker and include this in their scope of practice.

Core Mental Health Placement 1

Medication Generic/Trade Name	Medication	Dose and Route	Frequency	Peak Action/ duration of action (if available)	Contraindications/ cautions / nursing considerations	Participates as 2 nd checker in:	Staff and student: insert date and signature
1.						preparation calculation administration documentation of administered medication	
2.						preparation calculation administration documentation of administered medication	
3.						preparation calculation administration documentation of administered medication	
4.						preparation calculation administration documentation of administered medication	
5.						preparation calculation administration documentation of administered medication	

Student Medication Worksneets - Core Mental Health Placement 1	1		1		1				1	
:	Date	Assessor	ate	2222	Date	Assessor	Date	Assessor	<u>Date</u>	Assessor
d Area :	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Prepares preparation area and decontaminates hands.										
Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication						٥				
Check vital signs, laboratory values, where appropriate										
Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e., IMF/BNF										
Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects										
Knowledgeable about exercising professional judgment in withholding medication and who to consult										
Applies the 10 Rights: Right patient, Right reason, Right drug, Right route, Right time, Right dose, Right form, Right action, Right documentation, Right response						٥				
Accurately documents administration of the medication and patient response										
Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions										
Is knowledgeable about reporting drug errors and medication information services in pharmacy										
[dent Name : TE: One drug round relates to administering medication(s) to one patient. rd Area : Prepares preparation area and decontaminates hands. Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication Check vital signs, laboratory values, where appropriate Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e., IMF/BNF Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects Knowledgeable about exercising professional judgment in withholding medication and who to consult Applies the 10 Rights: Right patient, Right reason, Right drug, Right route, Right response Accurately documents administration of the medication and patient response Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions Is knowledgeable about reporting drug errors and medication information services in	dent Name : Image: Construct of the second sec	dent Name : Image: Constraint of the medication of the medication. Image: Constraint of the medication of the medication. Image: Constraint of the medication of the medication and the the constraint of the constraint of the medication and the the constraint of the medication and the the constraint of the medication. Image: Constraint of the medication and the treat of the medication. Image: Constraint of the medication and the treat of the medication and the treat of the tre	dent Name : and anti-anti-anti-anti-anti-anti-anti-anti-	dent Name :	dent Name : and bit of the patient is a service of the patient is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patient is correct; allergy section is completed and signed by and bit of the patie	dent Name : Image: Second	dent Name :	dent Name :	dent Name : matrix matrix

Student Medication Worksheets – Core Mental Health Placement 1

	lent Name E: One drug round relates	: to	administering medication(s) to one patient.	Date	Assessor	Date	Assessor	Date	Assessor	Date	Assessor	Date	<u>Assessor</u>
War	d Area	:		YES	NO								
1.	Prepares preparation area a	nd	decontaminates hands.										
2.	Checks medication order is a signed by doctor. Check exp		rect; correct dose for; allergy section is completed and tion of medication										
3.	Check vital signs, laboratory	y va	alues, where appropriate										
4.	Is knowledgeable about dru Where to access the informa		ame, expected mechanism of the medication. n i.e., IMF/BNF				٥				٥		
5.	Assess patient appropriately and symptoms of adverse e		ior to administration for possible side effects, signs										
6.	Knowledgeable about exerci who to consult	isin	g professional judgment in withholding medication and										
7.			atient, Right reason, Right drug, Right route : form, Right action, Right documentation, Right										
8.	Accurately documents admi	nis	ration of the medication and patient response										
9.	Is knowledgeable about ord organising discharge prescri		ng from pharmacy, collecting medication and ons										
10.	Is knowledgeable about rep pharmacy	ort	ing drug errors and medication information services in										

Student Feedback Sheet – Core Mental Health Placement 1

DRUG ADMINISTRATION	DATE	STUDENT'S COMMENTS	STUDENT'S SIGNATURE	FEEDBACK FROM RPN	RPN SIGNATURE
1					
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Core Mental Health Placement 2

Medication	Medication	Dose and	Frequency	Peak Action/	Contraindications/	Side- effects /	Participates as	Staff and
Generic/Trade Name	Group and Indications	Route		duration of action (if available)	cautions / nursing considerations	adverse reactions	2nd checker in:	student: insert date and signature
1.							preparation□ calculation □ administration □ documentation□ of administered medication	
2.							preparation calculation administration documentation of administered medication	
3.							preparation calculation administration documentation of administered medication	
4.							preparation calculation administration documentation of administered medication	
5.							preparation calculation administration documentation of administered medication	

Student Medication Worksheets – Core Mental Health Placement 2

C+	ent Name										
	E: One drug round relates to administering medication(s) to one patient.	Date	Assessor	Date	Assessol	<u>Date</u>	Assessor	Date	Assessor	Date	Assessor
War	d Area :	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1.	Prepares preparation area and decontaminates hands.										
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication										
3.	Check vital signs, laboratory values, where appropriate										
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e., IMF/BNF										
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects										
6.	Knowledgeable about exercising professional judgment in withholding medication and who to consult										
7.	Applies the 10 R ights: Right patient, Right reason, Right drug, Right route, Right time, Right dose, Right form, Right action, Right documentation, Right response										
8.	Accurately documents administration of the medication and patient response										
9.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions										
10.	Is knowledgeable about reporting drug errors and medication information services in pharmacy										

	E: One drug round relates to administering medication(s) to one patient.	Date	Assessor	Date	ASSESSOL	Date	ASSESSOL	Date	Assessor	Date	Assessor
		YES	⊲ NO	YES	NO	YES	< NO	YES	⊲ NO	YES	NO
war	d Area :				_						
1.	Prepares preparation area and decontaminates hands.										
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration ofmedication								٥		
3.	Check vital signs, laboratory values, where appropriate										
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. IMF/BNF								٥		
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects								٥		
6.	Knowledgeable about exercising professional judgment in withholding medication and who to consult										
7.	Applies the 10 R ights: Right patient, Right reason, Right drug, Right route Right time, Right dose, Right form, Right action, Right documentation, Right response										
8.	Accurately documents administration of the medication and patient response										
9.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions										
10.	Is knowledgeable about reporting drug errors and medication information services in pharmacy										

Student Feedback Sheet – Core Mental Health Placement 2

DRUG ADMINISTRATION	DATE	STUDENT'S COMMENTS	STUDENT'S SIGNATURE	FEEDBACK FROM RPN	RPN SIGNATURE
1					
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Core Mental Health Placement 3

Medication Generic/Trade Name	Medication Group and Indications	Dose and Route	Frequency	Peak Action/ duration of action (if available)	Contraindications/ cautions / nursing considerations	2nd checker in:	Staff and student: insert date and signature
						preparation□ calculation □ administration □ documentation□ of administered medication	
						preparation calculation administration documentation of administered medication	
						preparation calculation administration documentation of administered medication	
						preparation□ calculation □ administration □ documentation□ of administered medication	
						preparation calculation administration documentation of administered medication	

Stuc	lent Name										
ΝΟΊ	E: One drug round relates to administering medication(s) to one patient.	Date	Assessor	Date	Assessul	Date	ASSESSOF	Date	Assessor	<u>Date</u>	Assessor
War	d Area	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1.	Prepares preparation area and decontaminates hands.										
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication										
3.	Check vital signs, laboratory values, where appropriate								٥		
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. IMF/BNF						۵				
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects								٥		
6.	Knowledgeable about exercising professional judgment in withholding medication and who to consult										
7.	Applies the 10 R ights: Right patient, Right reason, Right drug, Right route, Right time, Right dose, Right form, Right action, Right documentation, Right response										
9.	Accurately documents administration of the medication and patient response										
10.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions										
11.	Is knowledgeable about reporting drug errors and medication information services in pharmacy										

Student Medication Worksheets – Core Mental Health Placement 3

	lent Name : E: One drug round relates to administering medication(s) to one patient.	Date	Assessor	Date	Assessol	Date	Assessor	Date	Assessor	Date	Assessor
War	d Area	YES	NO								
1.	Prepares preparation area and decontaminates hands.										
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication										
3.	Check vital signs, laboratory values, where appropriate										
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. IMF/BNF						٥		٥		
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects										
6.	Knowledgeable about exercising professional judgment in withholding medication and who to consult						٥		٥		
7.	Applies the 10 R ights: Right patient, Right reason, Right drug, Right route Right time, Right dose, Right form, Right action, Right documentation, Right response										
9.	Accurately documents administration of the medication and patient response										
10.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions										
11.	Is knowledgeable about reporting drug errors and medication information services in pharmacy										

Student Feedback Sheet – Core Mental Health Placement 3

DRUG	DATE	STUDENT'S COMMENTS	STUDENT'S SIGNATURE	FEEDBACK FROM RPN	RPN SIGNATURE
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Core Mental Health Placement 4

Medication	Medication	Dose and	Frequency	Peak Action/	Contraindications/	Side- effects /	Participates as	Staff and
Generic/Trade Name	Group and Indications	Route		duration of action (if available)	cautions / nursing considerations	adverse reactions	2nd checker in:	student: insert date and signature
							preparation□ calculation □ administration □ documentation□ of administered medication	
							preparation calculation administration documentation of administered medication	
							preparation calculation administration documentation of administered medication	
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Stuc	lent Name										
NOT	E: One drug round relates to administering medication(s) to one patient.	Date	Assessor	Date	Assessor	Date	Assessor	Date	Assessor	<u>Date</u>	Assessor
War	d Area	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1.	Prepares preparation area and decontaminates hands.										
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication				۵						
3.	Check vital signs, laboratory values, where appropriate										
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. IMF/ BNF		٥		٥				٥		
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects				٥		٥		٥		
6.	Knowledgeable about exercising professional judgment in withholding medication and who to consult										
7.	Applies the 10 R ights: Right patient, Right reason, Right drug, Right route, Right time, Right dose, Right form, Right action, Right documentation, Right response										
9.	Accurately documents administration of the medication and patient response										
10.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions										
11.	Is knowledgeable about reporting drug errors and medication information services in pharmacy										

Student Medication Worksheets – Core Mental Health Placement 4

	Ient Name : E: One drug round relates to administering medication(s) to one patient.	Date	Assessor	Date	Assessol	Date	Assessor	Date	Assessor	Date	Assessor
War	d Area	YES	NO								
1.	Prepares preparation area and decontaminates hands.										
2.	Checks medication order is correct; allergy section is completed and signed by doctor. Check expiration of medication										
3.	Check vital signs, laboratory values, where appropriate										
4.	Is knowledgeable about drug name, expected mechanism of the medication. Where to access the information i.e. IMF/BNF										
5.	Assess patient appropriately prior to administration for possible side effects, signs and symptoms of adverse effects										
6.	Knowledgeable about exercising professional judgment in withholding medication and who to consult								٥		
7.	Applies the 10 R ights: Right patient, Right reason, Right drug, Right route Right time, Right dose, Right form, Right action, Right documentation, Right response										
9.	Accurately documents administration of the medication and patient response										
10.	Is knowledgeable about ordering from pharmacy, collecting medication and organising discharge prescriptions								٥		
11.	Is knowledgeable about reporting drug errors and medication information services in pharmacy										

Student Feedback Sheet – Core Mental Health Placement 4

DRUG ADMINISTRATION	DATE	STUDENT'S COMMENTS	STUDENT'S SIGNATURE	FEEDBACK FROM RPN	RPN SIGNATURE
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Useful reading:

British Medical Association (September 2018 - 2019) British national formulary for children (BNFC) London: BMJ Publishing Group Ltd. Available at: <u>www.bnfc.org</u> (Accessed 10 November 2019).

Dougherty, L., Lister, S., and West-Orem A. (eds) (2015) The Royal Marsden Hospital Manual of Clinical Nursing Procedures. 9th edn., Oxford: Wiley Blackwell Publishing.

Gatford, D.J. and Philips, N.(2016) Nursing Calculations. London: Elsevier.

Health Information and Quality Authority (2015) *Medicines Management Guidance*. Dublin: Health Information and Quality Authority

Jones and Bartlett Learning (2019) 2019 *Nurse's Drug Handbook*. Available at: <u>http://www.jblearning.com/catalog/97812841448</u> 95/ (Accessed 10 November 2019).

NMBI (2015) *Scope of Nursing and Midwifery Practice Framework*. Dublin: NMBI.

NMBI (2020) Standards for Registered Nurses and Midwives on Medication Administration. Dublin: NMBI.

Starkings, S & Krause, L.(2018) *Passing Calculations Tests in Nursing*. 3rd edn., London: SAGE Publication Ltd.

Useful websites:

Nursing and Midwifery Board of Ireland (2020) Guidance to Nurses and Midwives on Medication Management. Available at <u>https://www.nmbi.ie/Standards-Guidance/Medicines-</u> Management (Accessed 08 January 2021).

Dosagehelp.com (2020) available online at: <u>http://www.dosagehelp.com/</u> (Accessed 08 January 2021)

Queens University Belfast, Numeracy Skills for Drug Calculations, Available at: <u>https://www.qub.ac.uk/elearning/public/NumeracySkillsforDrugCalculations/</u> (Accessed 08 January 2021)

World Health Organisation (2021) 5 Moments for Medication Safety, Available at: <u>https://www.who.int/patientsafety/medication-safety/5moments/en/</u> (Accessed 08 January 2021).