



**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  
St John of God Hospital and  
HSE Community Healthcare East



**Medication Workbook Year 1  
BSc Mental Health  
Nursing Students**

Student Name:

Student Number:

## Introduction

This booklet has been developed as a tool to assist you in gaining knowledge of some commonly used medications in your practice placements in Stage 1 (Year 1). In trimester 1 of Year 1 you will receive an introductory lecture to medication management and professional practice. This workbook will enable you to link theory to practice in relation to medication management. Medication management is an important aspect of your National Competency Assessment Document (NCAD) assessment and the Domains and Performance Indicators specific to this area are detailed in the table below:

Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6
1.1	2.1	3.1[c]*	4.1	5.1	6.1
1.3	2.2	3.2	4.2	5.2	6.2
	2.3 [f]*				
	2.4				

**Table 1: Domains and Performance Indicators that pertain to Medication Management**

### Mental Health General Nursing Practice Placement

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2.3 [f] *Assists the Registered Nurse in the safe administration and management of medicines, in line with local policy*

As a stage 1 nursing student (Novice) you will be exposed to the principles and practices of medication management as an active observer. The full theoretical component of medication management will be taught in year 2 (Advanced Beginner), following which you will be expected to actively participate in medication administration and professional practice.

### 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

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## Learning Outcomes

### **During your Stage 1 placements you should be able to:**

- Summarise the Nursing and Midwifery Board of Ireland regulations in relation to medication management. Guidance for Registered Nurses and Midwives on Medication Administration 2020

Nursing and Midwifery Board of Ireland (NMBI), 2020

- Identify and explain the 10 'Rights' (R's) as per NMBI Guidance
- Describe the use of local policies and procedures for medication management (including controlled drugs)
- Demonstrate competent hand hygiene techniques (eg: hand washing; use of alcohol gel)
- Recognise how medications are prescribed (eg: on Medication Record, discharge prescription pad etc)
- Identify the steps involved in the administration of medication
- Observe correct practice for checking right patient, right reason, right drug, right route, right time, right dose, right form, right action, right documentation, right response double-checking of calculations and identification of patient/client and administration of medication (NMBI, 2018)
- Observe the calculation, preparation and double checking of medications including the identification of patients/clients and the administration of medications and identify rationale for this.
- Recognise the different storage of medications
- Identify a minimum of 3 different medications for each placement that are commonly used in the area
- Complete the workbook below in relation to these medications
- Additional Learning Outcomes specific to this placement:
- Following training in the practice placement you may be permitted to administer medications under direct supervision.

## This workbook is to be completed during each Stage 1 placement

The following explains the requirements for each section of the workbook that you are required to complete on each placement

<b>Medication Name</b>	This refers to the approved (Generic) name of the medication, which is the name that must be used when the medication is prescribed
<b>Brand/Trade Name</b>	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
<b>Medication Group</b>	What group does the medication belong to? Is it an analgesic, antipsychotic, antidepressant, antibiotic?
<b>Indication</b>	Why is this medication used and for which condition and/or symptoms?
<b>Dose</b>	Doses may vary depending on weight, age, route used or the indications for use.
<b>Route</b>	How should the medication be administered e.g. orally, rectally, intravenously, inhalation, intramuscularly, subcutaneously
<b>Frequency</b>	How often should this medication be administered? What is meant by a 'regular prescription' and a prescription that is 'PRN'? Where possible include the maximum dose in a 24-hour period or highlight the differences in frequency depending on route used.
<b>Peak Action/Duration of Action</b>	For example, if analgesia has been administered, how long will it take to work and how long will it last in the patient's/client's system?
<b>Contraindications/Cautions</b>	What are the contraindications / cautions and what is the difference between these concepts?
<b>Side-Effects</b>	When you know the side-effects, you can identify the reason quickly and prevent or manage the side-effect in an effective manner
<b>Observed administration of medication</b>	Indicate if you have been involved in observing the administration of the stated medication
<b>Participate under direct supervision in preparation, calculation, administration and documentation of medication</b>	Indicate if you have participated under direct supervision in the preparation, calculation, administration and documentation of medication

The nurse who is administering the medicines must adhere to the ten rights of medication administration when administering medications to the patients in their practice placements (NMBI, 2018, pp-15): These are

1. **Right Patient:** Be certain of the identity of the patient to whom the medicine is being administered by verifying the identification wristband, photograph or name and date of birth on the medicine chart/ prescription record.
2. **Right Reason:** Understand the intended purpose of the medicines to be administered
3. **Right Drug:** Confirm that the name of the dispensed medicine to be administered corresponds with the generic or brand name of the prescribed medicine, and only administer a viable medicinal product – that is, properly packaged and within its expiry date. The nurse must also check, both by asking the patient and inspecting the allergy status box on the medicines chart, whether the patient has a known and recorded allergy to the prescribed drug or no known allergies. The allergy box must be completed.
4. **Right Route:** Administer the medicine via the prescribed anatomical route and site.
5. **Right Time:** Administer the medicine at the prescribed time and prescribed intervals.
6. **Right Dose:** Confirm, through arithmetical calculation that the dose of the medicine being administered concurs exactly with the dose prescribed. The dose must be independently verified if the local Policies, Procedures, Protocols and Guidelines (PPPGs) identify this process for high risk medicines.
7. **Right Form:** Confirm that the form of medicine that has been dispensed matches with the specified route of administration.
8. **Right Action:** Ensure the medicine is prescribed for the appropriate reason and state to the patient the action of the medicine and why it is prescribed.
9. **Right Documentation:** Sign, date and retain all documentation recording the administration of each medicine in the medicine's administration chart (or other document directing the administration of a medicine). The chart must only be signed to record a medicine has been administered once the medicine administration has been witnessed.
10. **Right Response:** Observe the patient for adverse effects, and assess the patient to determine that the desired effect of the medicines has been achieved

\*The information you require can be obtained from a number of sources including: [www.medicines.ie](http://www.medicines.ie) which contains accurate, up to date, regulator approved information on medicines available in Ireland (Medicines.ie, 2019), The Irish Medicines Formulary, British National Formulary, Hospital Formulary, the hospital/community pharmacist, doctors, nursing/midwifery colleagues, articles, local policies and guidelines and NMBI guidelines.



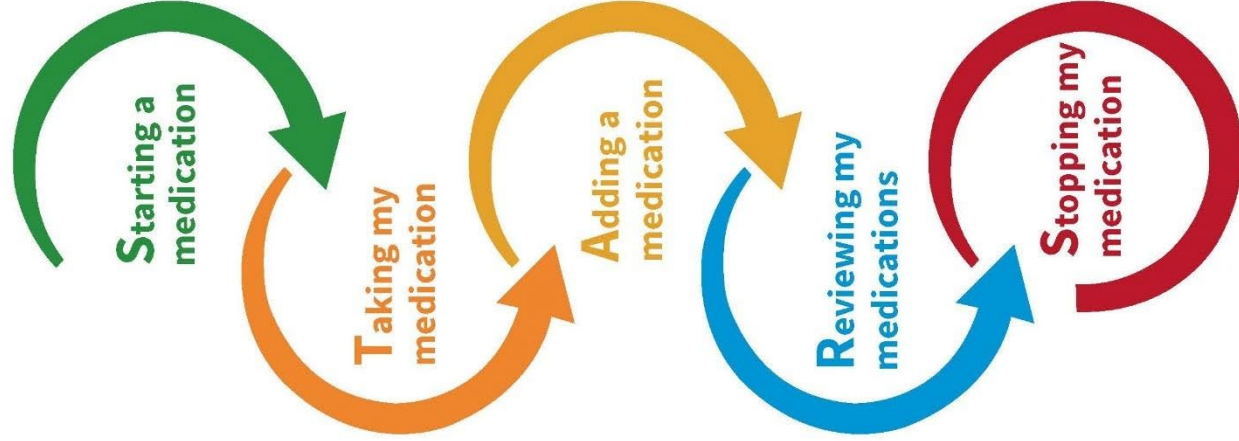


UCD School of  
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# The Ten Rights of Medication Management



# 5 Moments for Medication Safety



- ▶ What is the name of this medication and what is it for?
- ▶ What are the risks and possible side-effects?
- ▶ Is there another way of treating my condition?
- ▶ Have I told my health professional about my allergies and other health conditions?
- ▶ How should I store this medication?
- ▶ When should I take this medication and how much should I take each time?
- ▶ How should I take the medication?
- ▶ Is there anything related to food and drink that I should know while taking this medication?
- ▶ What should I do if I miss a dose of this medication?
- ▶ What should I do if I have side-effects?
- ▶ Do I really need any other medication?
- ▶ Have I told my health professional about the medications I am already taking?
- ▶ Can this medication interact with my other medications?
- ▶ What should I do if I suspect an interaction?
- ▶ Will I be able to manage multiple medications correctly?
- ▶ Do I keep a list of all my medications?
- ▶ How long should I take each medication?
- ▶ Am I taking any medications I no longer need?
- ▶ Does a health professional check my medications regularly?
- ▶ How often should my medications be reviewed?
- ▶ When should I stop each medication?
- ▶ Should any of my medications not be stopped suddenly?
- ▶ What should I do if I run out of medication?
- ▶ If I have to stop my medication due to an unwanted effect, where should I report this?
- ▶ What should I do with leftover or expired medications?

### Mental Health Nursing Practice Placement 1

Medication  Generic/Brand/Trade Name Choose medication related to specific clinical area	Medication  Group and Indications	Dose/ Route	Frequency	Peak  Action/ duration of action (If available)	Contraindications  Cautions / Nursing Considerations	Side- effects	Observed  administration of medication
1.							
2.							

3.							

**Student Signature:**  
**Date:**

**Preceptor's Signature:**

### Mental Health Nursing Practice Placement 2

Medication Generic Brand /Trade Name Choose medication related to a specific clinical area	Medication Group and Indications	Dose/ Route	Frequency	Peak Action / Duration of action (if available)	Contraindications / Cautions / Nursing Considerations	Side- effects	Observed administration of medication
1.							
2.							

3.							

**Student Signature:**  
**Date:**

**Preceptor's Signature:**

**Mental Health Practice Placement – Additional space**

<b>Medication Generic Brand /Trade Name Choose medication related to a specific clinical area</b>	<b>Medication Group and Indications</b>	<b>Dose/ Route</b>	<b>Frequency</b>	<b>Peak Action / Duration of action (if available)</b>	<b>Contraindications / Cautions / Nursing Considerations</b>	<b>Side- effects</b>	<b>Observed administration of medication</b>
1.							
2.							

3.							

**Student Signature:**  
**Date:**

**Preceptor's Signature:**



**Suggested reading:**

- Berman, A. and Synder, S. (2012) *Kozier & Erb's fundamentals of Nursing: Concepts, Process and Practice*. 9<sup>th</sup> edn., New Jersey: Pearson Prentice Hall.
- Brady, A., Malone, A. and Fleming, S. (2009) 'A literature review of the individual and systems factors that contribute to medication errors in nursing practice', *Journal of Nursing Management*, 17, pp.679- 697.
- Dougherty, L., Lister, S., and West-Oram A. (eds) (2015) *The Royal Marsden Hospital Manual of Clinical Nursing Procedures*. 9<sup>th</sup> edn., Oxford: Wiley Blackwell Publishing.
- Drach-Zahavy, A. and Pud, D. (2010) 'Learning mechanisms to limit medication administration errors', *Journal of Advanced Nursing*, 66(4), pp.794-805.
- Gatford, D.J; Philips, N. (2016) *Nursing Calculations*, Elsevier, London
- Health Information and Quality Authority (2015) *Medicines Management Guidance*. Dublin: Health Information and Quality Authority
- Health Products Regulatory Authority (2014) *Safety Information*. Available online: <http://www.hpra.ie/homepage/medicines/safety-information>
- Jones, S.W. (2009) 'Reducing medication administration errors in nursing practice', *Nursing Standard*, 23 (50), pp40-46.
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- Nursing and Midwifery Board of Ireland (2018) *Standards for Registered Nurses and Midwives on Medication Administration* [Draft]. Dublin: NMBI.
- Reid-Searl, K., Moxham, L. and Happell, B. (2010) 'Enhancing patient safety: The importance of direct supervision for avoiding medication errors and near miss by undergraduate nursing students', *International Journal of Nursing Practice*, 16, pp.225-232.
- Starkings, S & Krause, L. (2018) *Passing Calculations Tests in Nursing*, 3<sup>rd</sup> edn., London: SAGE Publication Ltd.

**Useful websites**

Nursing and Midwifery Board of Ireland (2018) Guidance to Nurses and Midwives on Medication Management. Available at: <https://www.nmbi.ie/Standards-Guidance/Medicines-Management> (Accessed 14 August 2018)

Drug calculations quiz page (page (2018) Available at : <http://www.testandcalc.com/quiz/index.asp> (Accessed 14 August 2018)

Dosagehelp.com (2018) Available online at: <http://www.dosagehelp.com/> (Accessed: 30<sup>th</sup> August 2018)

Queens University Belfast, Numeracy Skills for Drug Calculations, Available at:

<https://www.qub.ac.uk/elearning/public/NumeracySkillsforDrugCalculations/> (Accessed: 09<sup>th</sup> October, 2019)

Drug calculations quiz page (page (2018) Available at: <http://www.testandcalc.com/quiz/index.asp> (Accessed 14 August 2018)

World Health Organizations (2019) 5 Moments for medication safety, Available at: <https://www.who.int/patientsafety/medication-safety/5moments/en/> (Accessed: 09<sup>th</sup> October, 2019)