

nqual.

# Level 2

Certificate in Safe Handling  
& Administration  
of Medication

(610/2576/8)



Specification Pack

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## ABOUT NQUAL

NQual provides high-quality vocational and occupational qualifications designed to meet the needs of learners and employers.

At NQual we are committed to certificating current and relevant qualifications that meet the demands of today's ever-changing industries. Our dedication to staying at the forefront of knowledge ensures that our qualifications reflect the latest trends in your field of interest.

## QUALIFICATION SPECIFICATION

Qualification Specifications are used to inform and guide centres to deliver the qualification set out within this document. Information within this specification includes a qualification overview, unit breakdowns, assessment guidance and learning outcomes.

Alongside the specification, you will also find a qualification 'Fact Sheet'. These are used as handy tools to provide an overview of the qualifications.

## QUALIFICATION INFORMATION

The NQual Level 2 Certificate in Safe Handling and Administration of Medication is regulated by Ofqual.

- Qualification Number: (610/2898/8)

### Overview

This qualification is designed to provide learners who are or are likely to be, in roles handling and administering medication. It will provide an understanding of medication processes and procedures, and ensure skills are gained to handle and administer medication effectively and safely.

This qualification can be taken by learners who are preparing to be in employment or those who are already in employment in a care role and wish to further their expertise in medication handling and administration.

### Entry Requirements

- Minimum age: 16

There are no formal entry requirements for this qualification.

### Progression Opportunities

- Level 2 Diploma in Care
- Level 3 Diploma in Care

## Unit Guidance

Learners must achieve all mandatory units. The total credit value for this qualification is 13.

### Mandatory Units

Unit Reference	Title	Level	GLH	Credit Value
L/650/7582	Medication and Prescriptions	2	32	4
M/650/7583	Administering Medication and Supporting with Self-Administration	2	32	4
R/650/7584	Handling and Storing Medication	2	16	2
T/650/7585	Recording and Auditing Medication Administration	2	24	3

### Guided Learning Hours

These hours are made up of contact time, guidance or supervision from course tutors, trainers, or training providers. The Guided Learning Hours for this qualification is 104.

### Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of understanding required for the award of this qualification. This includes the Guided Learning Hours and time spent completing independent study.

The Total Qualification Time for this qualification is 130.

### Delivery Options

NQual allows qualifications to be delivered both online and face-to-face. Please check the additional requirements with your Centre EQA if delivering qualifications online.

### Grading and Assessment

Assessment is used to measure a learner's skill or knowledge against the standards set in this qualification. This qualification is internally assessed and externally quality assured.

The assessment consists of:

- an internally assessed Portfolio of Evidence and externally quality assured by NQual.

A Portfolio of Evidence can contain:

- Observation Records
- Professional Discussion and/or Q&A records
- Written answers
- Coaching contracts
- PowerPoint Presentations

- Feedback forms
- Reflective Accounts
- Story Boards

Please note this is not an exhaustive list.

## Approved Centre

To deliver any NQual qualification, each centre must be approved by NQual and meet the qualification approval criteria. The recognition process requires centres to implement policies and procedures to protect learners when undergoing NQual qualifications.

Approved centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, and processes in place to deliver and assess the qualification.

Once approved to offer this qualification, centres must register learners before any assessment takes place. Centres must follow NQual's procedures for registering learners.

## Support From NQual

NQual support all new and existing approved centres. We respond to all communication within 48 hours and hold regular information webinars. If you would like to book our next webinar, please visit the 'News & Events' section on our website.

## Initial Assessment

It is part of the enrolment process by the approved centre to complete an initial assessment. Approved centres must ensure everyone undertaking an NQual qualification complete some form of initial assessment. This will be used to inform the tutor/trainer of current knowledge and understanding.

## Reasonable Adjustment

NQual is committed to providing fair and reasonable adjustments for learners to help reduce the effect of a disability or difficulty that places the learners at a disadvantage during an assessment. For more information on Reasonable Adjustments, please see our Reasonable Adjustments and Fair Access Policy.

## Responsibilities

### Assessor

It is important to note, that to assess qualification content, the assessor must be occupationally competent to assess skills-based competence and/or occupationally knowledgeable to assess knowledge-based content.

Assessors who deliver NQual qualifications must possess a qualification appropriate for the level they are delivering. Examples of these can include at least one of the following:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- Level 3 Award in Assessing Competence in the Work Environment (for competence/skills learning outcomes only)

- Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- Level 3 Certificate in Assessing Vocational Achievement
- HEI Certificate in Education
- Qualified Teacher Status Certificate in Education in Post Compulsory Education (PCE)
- Post Graduate Certificate in Education
- Teaching Certificate in Teaching in the Lifelong Learning Sector (CTLTS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 3 Learning and Skills Assessor Apprenticeship
- Level 5 Learning and Skills Teacher Apprenticeship

Examples of evidence for subject knowledge can include:

- Qualification at the same level or above, the qualification you are delivering
- Extensive experience at the same level or above, the qualification you are delivering

### Internal Quality Assurer

Centre staff who complete Internal Quality Assurance for NQual qualification must possess or be working towards a relevant qualification. Examples of these can include at least one of the following:

- D34 Unit **Internally verify the assessment process**
- V1 Verifiers Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Examples of evidence for subject knowledge must include at least one of the following:

- Qualification at the same level or above, the qualification you are quality assuring
- Extensive experience at the same level or above, the qualification you are quality assuring

## MANDATORY UNITS

### Unit Breakdown: Level 2 Certificate in Safe Handling and Administrrating Medication

Learners must complete all mandatory units for this qualification.

#### Unit: Medication and Prescriptions

Unit Code: L/650/7582

RQF Level: 2

<b>Learning Outcomes</b> <i>To achieve this unit a learner must be able to:</i>	<b>Assessment Criteria</b> <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the types of medication	1.1 Define the term 'medication' 1.2 Outline the different types of medication and their purpose 1.3 Describe how to gain additional information relating to medication 1.4 Describe the range of equipment available for administering medication
2. Understand the roles and responsibilities of the medication process	2.1 Identify the responsibilities of someone who administer medication 2.2 Describe sources to obtain information about the administration of medication 2.3 Explain specialist advice you may seek regarding medication administration, and why 2.4 Explain the specialist training requirements for different types of medications processes
3. Understand prescriptions and their use	3.1 Explain the meaning of 'prescription' and its use 3.2 Outline the key features of a prescription 3.3 Explain the importance of checking prescription information is correct 3.4 Identify the process for renewing prescriptions
4. Understand legislation and guidance relating to medication	4.1 Explain, with examples, the key legislation and guidance relating to medication

## Unit: Administrating Medication and Supporting with Self-Administration

Unit Code: M/650/7583

RQF Level: 2

<b>Learning Outcomes</b> <i>To achieve this unit a learner must be able to:</i>	<b>Assessment Criteria</b> <i>Assessment of these outcomes demonstrates a learner can:</i>
<p>1. Understand how to prepare medication</p>	<p>1.1 Outline the checks completed before administering medication</p> <p>1.2 Describe personal hygiene procedures to complete before administering medication</p> <p>1.3 Describe the personal protective equipment requirements when administering medication</p> <p>1.4 Describe how to safely prepare the equipment that may be used to administer medication</p> <p>1.5 Explain the requirements of consent when administering medication</p> <p>1.6 Describe the importance of following instructions on the preparation and use of medication</p>
<p>2. Understand how to administer medication</p>	<p>2.1 Explain, with examples, the different routes of medication for different types of medication</p> <p>2.2 Outline the different ways you can find information on instructions about how to administer medication</p> <p>2.3 Explain how to monitor individuals during the administration of medication</p> <p>2.4 Outline the risks associated with administrating medication</p> <p>2.5 Identify common side effects of medications</p> <p>2.6 Describe procedures for dealing with adverse reactions and side effects</p> <p>2.7 Explain how to monitor individuals after the administration of medication</p>
<p>3. Understand how to support with self-administration of medication</p>	<p>3.1 Explain the importance of promoting and supporting independence with self-administration of medication</p> <p>3.2 Describe the key guidelines relating the self-administration</p> <p>3.3 Explain the use of risk assessments used for self-administration</p> <p>3.4 Explain actions that must be taken if there are changes in an individual's ability to self-medicate</p>



## Unit: Handling and Storing Medication

Unit Code: R/650/7584

RQF Level: 2

<b>Learning Outcomes</b> <i>To achieve this unit a learner must be able to:</i>	<b>Assessment Criteria</b> <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand how to safely handle medication	1.1 Identify procedures for receiving medication 1.2 Explain how to correctly handle medication before administering 1.3 Describe checks that need to be completed before administering medication 1.4 Identify steps to take if medication is damaged, destroyed or spoiled before administering
2. Understand how to safely store medication	2.1 Outline the storage requirements for a range of medication types 2.2 Describe the policies related to the storage of medication 2.3 Identify ways in which to dispose of medication 2.4 Describe the importance of adhering to medication storing requirements

## Unit: Recording and Auditing Medication Administration

Unit Code: T/650/7585

RQF Level: 2

<p><b>Learning Outcomes</b> <i>To achieve this unit a learner must be able to:</i></p>	<p><b>Assessment Criteria</b> <i>Assessment of these outcomes demonstrates a learner can:</i></p>
<p>1. Understand how to record and audit medication administration effectively</p>	<p>1.1 Outline how to record outcomes relating to the administration of medication</p> <p>1.2 Outline how to record outcomes relating to self-administration of medication</p> <p>1.3 Describe the importance of effective communication both verbal and written when recording medication administration</p> <p>1.4 Explain the procedure to follow when medication has been administered incorrectly</p> <p>1.5 Explain the procedure to follow when medication has caused side effects or adverse reaction</p> <p>1.6 Compare the recording requirements of a variety of medication types</p> <p>1.7 Describe the purpose and features of a medicines administration record (MAR)</p> <p>1.8 Outline the importance of individuals being involved in their medication review</p> <p>1.9 Identify the processes when transferring medication between settings</p>
<p>2. Understand how to record the storage of medication</p>	<p>2.1 Identify steps to take if medication is out of date</p> <p>2.2 Describe how to correctly label medication that is opened and being stored 2.3 Outline the role of the pharmacy if you need advice on the storage of medication</p> <p>2.3 Describe the procedure for recording the disposal of medication</p> <p>2.4 Describe the requirements of confidentiality relating to medication</p>



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