



Joe Wolfe & Associates have been the only training provider in the area of medication management for non-nursing staff since 2003. Our trainers, who deliver this programme are all registered nurse tutors and nurse lecturers and have undertaken significant post graduate education in the area of pharmacology.

To date Joe Wolfe & Associates have trained over 2,500 non-nursing staff nationwide in the 2-day Safe Administration of Medication Programme (SAM).

We have recently extensively revised the SAM Programme and have developed a newer programme which we now refer to as Training in Responsible and Safe Medication Management (please see inside module descriptors). We feel this is more comprehensive in nature as it considers all aspects of the medication management process. We have also had three external, independent, experts review the programme Professor Nick Bouras, Professor Emeritus of Psychiatry, Deirdre Corby, Lecturer, School of Nursing, DCU and Joe Hehir, CEO Kissane Pharmacy Group.

Professor Bouras made this comment on the newly revised programme -

*'This is a valuable course introducing essential principles for the responsible and safe management of medication.'*

Deirdre Corby commented -

*'This is a very comprehensive programme covering all aspects of medication management that may concern staff at this level in organisations. The workbook is a very comprehensive document and reflects the learning outcomes of the modules in a detailed fashion. The marrying of this 2-day programme with follow-up clinical assessments is a thorough and worthwhile investment in safety and quality. This is a well researched and comprehensive programme and I wish it the best of luck.'*

Joe Hehir reviewed the programme and stated -

*'It is essential for service user safety and service quality, that all staff involved in medication management have rigorous theoretical and practical education and training in the medication management process. This excellent programme provides comprehensive training for non-nursing staff involved in the medication management process. I would highly recommend it.'*

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## Training in Responsible and Safe Medication Management

formerly known as SAM Training

*The overall aim of this 2-day programme is to develop, in non-nursing staff, the required knowledge, skills and attitude for the safe handling of medications, within a health and social care context.*



The modules detailed below are complemented by the use of a comprehensive workbook used throughout the 2 day Programme.

## Module 1 - Policy, Role and Responsibility

The aim of this module is to review the care staff/social care worker's role and responsibility in medication management in the context of the organisation's policy with regard to medication management.

**LEARNING OUTCOMES - at the end of this module the learner will be able to:**

- Explain the terms role, responsibility and accountability
- Describe the care staff/social care worker's role and responsibility in medication management
- Discuss the organisation's medication management policy
- Locate in the organisation policy relevant sections such as prescription requirements, administration procedure, recording and reporting requirements, procedure required to manage a medication error, etc.
- List examples of unacceptable practice with regard to medication management

## Module 2 - Relevant Legislation

The aim of this module is to introduce learners to the legislation that governs involvement in medication management.

**LEARNING OUTCOMES - at the end of this module the learner will be able to:**

- Explain the relevance of the Misuse of Drugs Acts to medication management
- Define 'duty of care'
- Discuss his/her responsibility in medication management in terms of how the law applies

## Module 3 - Medication

The aim of this module is to introduce learners to medication classifications and types, routes of administration, effects and side effects of medication, and how to manage a variety of troubleshooting issues that may arise. The module will also introduce the student to the principles behind safe administration of medication.

**LEARNING OUTCOMES - at the end of this module the learner will be able to:**

- Describe the different forms medication may take and the procedures and techniques required for the administration of certain medications, specifically enteric coated medication, capsules, syrups, ointments/creams, ear drops, eye drops
- Describe common types of medication including their effects and side-effects
- Explain the different routes of medication administration
- Define the 'seven rights of medication administration'
- Define the meaning of abbreviations used on prescriptions
- Define terms such as dose, frequency, contraindications, interactions, expiry date, over-the-counter medication and PRN medications
- Explain the possible causes of medication errors
- Explain the action required for the management of a variety of troubleshooting issues
- Demonstrate an ability to look up information on specific medications in the MIMs
- Describe the importance of monitoring the effects of medication

## Module 4 - Obtaining, Storing and Disposing of Medication

The aim of this module is to introduce learners to the requirements for the correct receipt, storage and disposal of medication.

**LEARNING OUTCOMES - at the end of this module the learner will be able to:**

- Explain the procedure required for medication storage and disposal
- Discuss the requirements in terms of receipt of medication and quality of medication packaging/labelling
- Explain the storage requirements of a range of medications including controlled drugs, blister packs, etc.

## Module 5 - Reporting and Recording Practices

The aim of this module is to introduce learners to the documentation used to record involvement in medication management and the importance of effective communication/reporting to the team and line managers with regard to medication management. This is a skills based module.

**LEARNING OUTCOMES - at the end of this module the learner will:**

- Be familiar with the medication recording system in use
- Demonstrate an ability to correctly record in the relevant documentation, e.g. medication record sheet, care plan, etc.
- Explain the legal requirements with regard to adequate reporting and recording and the maintenance of contemporaneous records

## Module 6 - Clinical Skills in Safe Administration of Medication

The aim of this module is to equip learners with the skills and knowledge to correctly administer medication to service users. This is a skills based module.

**LEARNING OUTCOMES - at the end of this module the learner will be able to:**

- Apply standard precautions for infection control
- Select, check, and prepare correctly the medication according to the medication administration record
- Select the route of administration of medication according to the directions given on the prescription
- Select the medication to be administered
- Prepare the site for administration, if necessary
- Safely administer the medication in line with organisational policy
- Describe how to report any immediate problems with the administration
- Monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without delay
- Explain why it may be necessary to confirm that the individual actually takes the medication
- Record the administration of the medication/s correctly and promptly
- Maintain the security of medication and related records throughout the process and return them to the correct place for storage