

BTEC Short Courses

SBA - LEARNER INSTRUCTIONS

Edexcel Level 3 BTEC Award

The Control and Administration of Medicines

Unit 1: Control of Medicines

Issued October 2004

For use during the remainder of the duration of operation
of the specification issued September 2004



INSTRUCTIONS FOR LEARNERS COMPLETING SBAs

1. The Scenario Based Assessment (SBA) is a compulsory part of your qualification. If you do not complete the SBA you will not receive your certificate.
2. Your tutor(s) will tell you how long you have to complete the SBA and the access you may have to resources.
3. Read the SBA carefully and make sure that you understand what work you should hand in and what is required of you. If you are uncertain, discuss it with your tutor(s).
4. The SBA requires you to work by yourself and to produce original work. You should not share your work with any other learners. For example, if you produce an illustration or diagram electronically, you should not give it to another learner. Similarly, you should not accept and use such information from others. You are required to sign that the work submitted is your own.
5. If you work in a group at any stage, you must present your own responses to each task for assessment.
6. Information taken from sources for research, e.g. Internet and textbooks, must be identified and not presented as your own work. You should list the sources used.
7. Some tasks may require Observation Records/Witness Statements. Your tutor(s) will organise for these to be completed and you must attach these to your submitted work.
8. In presenting your final work, you should not include draft work or reference materials such as handouts, notes and leaflets, unless the tasks specifically ask you to do so.
9. Presentation of your work:
 - Check that you have completed all tasks.
 - Label work with the appropriate task/sub-task number.
 - Present tasks in the correct order.
 - Label each page with your name and page number.
 - Submit all electronic materials in paper format.
 - Clearly label video or audio tapes submitted as part of your assignment.
 - All papers should be securely bound.
 - The completed SBA should NOT be presented in plastic envelopes, a box file or a lever arch file.

YOUR ASSIGNMENT ACTIVITIES

Scenario

This SBA assesses your understanding of the control of medicines within the care setting. You will be assessed on the law and policies covering medicines in primary care settings. You should have learnt to identify responsibilities for medicines in the care setting and have learnt about record keeping.

Evidence for this SBA may be presented in a variety of formats to include:

- written responses to questions
- oral questioning and discussion (recorded by the assessor)
- responses to case studies
- role play observed and recorded by the assessor
- documents and other evidence (eg witness testimony, reflective accounts of work experiences) from real workplace situations.

You will be expected to use your own experience of health/care situations where possible.

Task 1

Legislation, policies and procedures

- 1.a Identify the range of legislation relating to the control and administration of medicines in primary care settings.
- 1.b Identify workplace policies and procedures relating to the control and administration of medicines in primary care settings. You need to identify those policies and procedures that allow primary care settings to operate in accordance with national standards.
- 1.c Assess the implications of legislation, policies and procedures for care workers. You need to consider how the legislation, policies and procedures affect the working methods and the working environment of care workers.

This task provides evidence for criteria 1.a, 1.b, 1.c.

Task 2

Responsibilities

- 2.a Identify the different roles and responsibilities of care workers in relation to medicines. You need to consider a range of care workers including:
 - the care home manager
 - the care worker
 - other roles in the health or social care workplace.
- 2.b Analyse the care workers' role in the control and administration of medicines. You need to analyse the contribution of designated staff to the control and the administration of medicines.

- 2.c Assess sources of information relating to control and administration of medicines. You need to consider how to obtain information relating to control and administration of medicines. You need to consider what kind of information might best be obtained from:
- Pharmacists
 - the National Care Standards Commission
 - sources within the workplace
 - books
 - journals.
- 2.d Explain safety and security issues relating to medicines. You need to explain:
- how security of medicines is maintained
 - the precautions taken to prevent fraud
 - the precautions taken to prevent misuse.

This task provides evidence for criteria 2.a, 2.b, 2.c, 2.d.

Task 3

Record keeping

- 3.a Identify types of records that are required in relation to medicines. You need to identify what record keeping methods care settings should use.
- 3.b Give examples of the information that needs to be recorded in relation to medicines.
- 3.c Explain the importance of recording client use of and reactions to medicines.

This task provides evidence for criteria 3.a, 3.b, 3.c.

OUTCOMES AND ASSESSMENT CRITERIA

For ease of reference, the assessment criteria from the unit specifications that are relevant to assessing this SBA are repeated below.

You should refer to the full unit specification for information on unit content.

Assessment Evidence

Outcomes	Assessment criteria for pass To achieve each outcome a learner must demonstrate the ability to:
1 Consider legislation, policies and procedures relating to the control and administration of medicines in the care setting	<ul style="list-style-type: none"> • Identify the legislation relating to the control and administration of medicines in primary care settings • Identify workplace policies and procedures relating to the control and administration of medicines in primary care settings • Assess the implications of legislation, policies and procedures for care workers
2 Assess responsibilities in relation to medicines in the care setting	<ul style="list-style-type: none"> • Identify the different roles and responsibilities in relation to medicines • Analyse the care workers role in the control and administration of medicines • Assess sources of information relating to control and administration of medicines • Explain safety and security issues relating to medicines
3 Explore record keeping requirements in relation to medicines	<ul style="list-style-type: none"> • Identify types of records that are required in relation to medicines • Give examples of the information that needs to be recorded in relation to medicines • Explain the importance of recording client use of and reactions to medicines