

AHP12 Administer nutritional products to individuals

Candidate name: _____

Candidate PIN: _____

Assessor: _____

Expert witness (where relevant): _____

Internal verifier: _____

About this workforce competence

This workforce competence covers your role in preparing and administering nutritional products to individuals and monitoring of the effects. This role is complex and will not be the role of all care staff, only those designated to undertake this activity according to their expertise and employers decisions.

This workforce competence is intended to be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individuals own home and GP surgeries.

Links

This workforce competence links with the following dimensions and levels within the NHS Knowledge and Skills Framework (October 2004)

Dimension: Health and Wellbeing 7 – Interventions and treatments related to the structure and function of physiological and psychological systems.

Level: 2

Origins

This is a new workforce competence developed for Allied Health Profession Support by Skills for Health.

Evidence requirements for this competence

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS COMPETENCE – AHP12 – ADMINISTER NUTRITIONAL PRODUCTS TO INDIVIDUALS
<p>Simulation:</p> <ul style="list-style-type: none"> Simulation is NOT permitted for any part of this competence.
<p>The following forms of evidence are required:</p> <ul style="list-style-type: none"> Direct observation: your assessor/expert witness must observe you in real work activities, which provide evidence for a significant number of the performance criteria for this competence. You should be observed in the administration of nutritional products to individuals. Reflective accounts/professional discussion: these will be descriptions of your practice. You should be able to give examples of how you follow procedures and protocols for the administration of nutritional products to individuals, how you interact with individuals, how you have recognized any adverse reactions and any other problems encountered.
<p>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</p> <ul style="list-style-type: none"> Questioning: may be used to provide evidence of knowledge, legislation, policies and procedures, which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may ask questions to clarify aspects of your practice. Witness testimony: can be a confirmation or authentication of the activities described in your evidence, which your assessor has not seen. This could be provided by a pharmacist, person in charge, or a member of the medical team. Work products: these can be any records that you would usually use within your work role, eg drug administration cards, individual care plans. NB Confidential records are not required to be in your portfolio, they can remain where they are normally stored and be checked by your assessors and verifier. If they are included they must be made anonymous APL/assignment/project: you may have already completed a project or assignment from a vocationally related qualification; you may also have evidence from other training, eg health and safety, personal protective clothing/equipment, moving and handling, control and administration of medicines, recording and reporting, COSHH, communication.
<p>GENERAL GUIDANCE</p> <ul style="list-style-type: none"> Prior to commencing this competence you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. Evidence must be provided for all of the performance criteria, all of the knowledge and the parts of the scope that are relevant to your job role. The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within health and care settings. This will include the national service standards and/or knowledge and skills framework for your areas of work and the individuals you care for. All evidence must relate to your own work practice.

Key words and concepts

Additional protective equipment	includes: types of personal protective equipment such as visors, protective eyewear and radiation protective equipment
Appropriate action	for example to call for help, deal with collapse
Contaminated	includes: items 'contaminated ' with body fluids, chemicals or radionuclides. Any pack/item opened and not used should be treated as contaminated
Medication information leaflet	contained inside bought (ie not prescribed) nutritional products
Medication administration record	denotes the term used for the documentation on which the medication has been ordered/prescribed - this will vary across care settings and environments, such as hospital and competency settings, including medications prescribed by GPs and dispensed by competency pharmacists where the instructions will be found on the medication packaging
Personal protective clothing	includes items such as plastic aprons, gloves – both clean and sterile, footwear, dresses, trousers and shirts and all in one trouser suits. These may be single use disposable clothing or reusable clothing

Scope:	Assessor to insert date each time competence is achieved
<p>Equipment equipment can include:</p> <ul style="list-style-type: none"> a medicine trolley b medicine pots c spoons d syringes e containers f wipes g drinking glasses/water jug h disposal bag i prescription, sheets/charts 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Immediate problems may include:</p> <ul style="list-style-type: none"> a refusal to take administration b inability to take the nutritional products eg nil by mouth, asleep c collapse d anaphalaxis 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Methods (check identity) can be done:</p> <ul style="list-style-type: none"> a verbally with the individual b identification bracelet 	<input type="checkbox"/> <input type="checkbox"/>

Continued overleaf

Scope:	Assessor to insert date each time competence is achieved
Relevant staff can include: <ul style="list-style-type: none"> a person in charge (eg nurse, midwife, social worker) <input type="checkbox"/> b pharmacist <input type="checkbox"/> c medical staff <input type="checkbox"/> 	
Standard precautions and health and safety measures a series of interventions which will minimise or prevent infection and cross infection, including: <ul style="list-style-type: none"> a hand washing/cleansing before during and after the activity <input type="checkbox"/> b use of personal protective clothing and additional protective equipment when appropriate <input type="checkbox"/> It also includes handling contaminated items, disposing of waste, safe moving and handling techniques and untoward incident procedures	
Storage conditions including: <ul style="list-style-type: none"> a security <input type="checkbox"/> b temperature <input type="checkbox"/> c light <input type="checkbox"/> d issuing and accounting for drugs <input type="checkbox"/> 	

Evidence achievement record

AHP12 Administer nutritional products to individuals

Performance criteria You need to:	Assessor to insert date each time competence is achieved
1 apply standard precautions for infection control any other relevant health and safety measures	
2 check that all medication administration records or protocols are available, up to date and legible	
3 report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate	
4 read the medication administration record or medication information leaflet accurately, referring any illegible directions to the appropriate member of staff before administering any nutritional products	
5 check and confirm the identity of the individual who is to receive the nutritional products with the individual themselves, and your assistant (if applicable), using a variety of methods , before administering nutritional products	
6 check that the individual has not taken any nutritional products recently and be aware of the appropriate timing of nutritional products	
7 obtain the individual's consent and offer information, support and reassurance throughout, in a manner which encourages their co-operation and which is appropriate to their needs and concerns	
8 select, check and prepare correctly the nutritional products according to the medication administration record or medication information leaflet	
9 safely administer the nutritional products	
a following the written instructions and in line with legislation and local policies	
b in a way which minimises pain, discomfort and trauma to the individual	
10 report any immediate problems with the administration	
11 check and confirm that the individual actually takes the nutritional products and does not pass nutritional products to others	
12 monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without delay	

Continued overleaf

Performance criteria	Assessor to insert date each time competence is achieved
You need to:	
13 clearly and accurately enter relevant information in the correct records	
14 maintain the security of nutritional products throughout the process and return it to the correct place for storage	
15 monitor and rotate stocks of nutritional products, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff	
16 dispose of out of date and part-used nutritional products in accordance with legal and organisational requirements	
17 return nutritional products administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times	

Knowledge evidence record

AHP12 Administer nutritional products to individuals

Evidence key:					
EI	Evidence index number	O	Observation	P	Personal statement
WT	Witness testimony	PD	Professional discussion	APL	Accreditation of prior learning
Q&A	Questions and answers	EWE	Expert witness evidence		

Knowledge and understanding for this competence	Type of Evidence							
	EI	O	P	WT	PD	APL	Q&A	EWE
You should know:								
Legislation, policy and good practice								
K1 A factual awareness of the current European and national legislation, national guidelines and local policies and protocols which affect your work practice in relation to the administration of medication, including:								
a the storage of nutritional products (such as medical and legal regulations, local pharmacy policy)								
b the handling, preparation and administration of nutritional products								
c health and safety when dealing with nutritional products (eg COSHH)								
K2 A working understanding of your responsibilities and accountability in relation to the current European and national legislation, national guidelines and local policies and protocols								
K3 A factual awareness of the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of								
K4 A working understanding of the importance of applying standard precautions to the administration of nutritional products and the potential consequences of poor practice, including safe methods of handling and disposing of hazardous equipment and materials, such as sharps and nutritional products								
K5 A working understanding of the hazards and complications which may arise during the administration of nutritional products and how you can minimise such risks								

Continued overleaf

Knowledge and understanding for this competence	Type of Evidence							
	EI	O	P	WT	PD	APL	Q&A	EWE
You should know:								
Care and support								
K6	A working understanding of the importance of offering effective verbal and non-verbal support and reassurance to individuals, and appropriate ways of doing so, according to their needs							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K7	A working understanding of the importance of communicating effectively and how communication differences may be overcome							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K8	A working understanding of the factors which may compromise the comfort and dignity of individuals during the administration of nutritional products – and how the effects							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacology								
K9	A working understanding of the common types of nutritional products and rules for their storage							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K10	A working understanding of the effects of common nutritional products relevant to the individual's condition							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K11	A working understanding of nutritional products which demand for the measurement of specific physiological measurements and why these are vital to monitor the effects of the nutritional products							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K12	A working understanding of the common adverse reactions to nutritional products, how each can be recognised and the appropriate action(s) required							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K13	A working understanding of the common side effects of the nutritional product being used							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K14	A working understanding of the different routes of administering nutritional products							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K15	A working understanding of the information which needs to be on the label of nutritional products, both prescribed and non-prescribed, and the significance of the information							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials and equipment								
K16	A working understanding of the various aids to help individuals take their nutritional products							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Knowledge and understanding for this competence	Type of Evidence							
	EI	O	P	WT	PD	APL	Q&A	EWE
You should know:								
K17 A working understanding of the types, purpose and function of materials and equipment needed for the administration of nutritional products via the different routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K18 A working understanding of the factors which affect the choice of materials and equipment for the administration of nutritional products to individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures and techniques								
K19 A working understanding of how to read prescriptions/medication administration charts to identify: a the nutritional product required b the dose required c the route for administration d the time and frequency for administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K20 A working understanding of how to prepare the nutritional product for administration using a non-touch technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K21 A working understanding of how you would check that the individual had taken their nutritional product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K22 A working understanding of how you dispose of different nutritional products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting, recording and documentation								
K23 A working understanding of the importance of correctly recording your activities as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K24 A working understanding of the importance of keeping accurate and up to date records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K25 A working understanding of the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>