



# OCNW Certificate in the Administration of Medicines

## Information Sheet

## **Introduction to Cable Educational Ltd**

Cable Educational Ltd was founded 20 years ago by two experienced teachers Bill Massey and Kay Holder. Originally set up to produce learning materials for the Secondary School sector, Cable has expanded to include the publishing of materials which support the delivery work based and distance learning by Colleges of Further Education, private training providers and employers.

In 2002 Andrew Sellers was appointed Director of Further Education. The contribution of Andrew has brought rapid development in this area. Over the past 4 years, working closely with nationally recognised awarding bodies such as Edexcel, OCNW, CACHE, IOSH and RIPH, the company has produced more than 20 learning packages which support nationally recognised qualifications.

## **Cable Materials**

Over 20 years Cable has developed a unique style which has proved to meet the needs of students. Our research into the average worker needing a level 2 qualification has ensured the materials are written in a style that will increase confidence and aid candidates to a smooth achievement.

## **OCNW Level 3 Certificate in the Administration of Medicines**

### **Unit 1**

#### **Monitoring and Storing Medication**

In this unit candidates gain factual awareness and an understanding of the legislation and policies used to promote good practice when administering medications to individuals in a healthcare setting. They gain an understanding of the common types of medication and how they should be stored. They learn about the information needed on labels for both prescribed and non-prescribed medication. They will gain an understanding of the importance of correctly recording information and why it is important to report any discrepancies found.

### **Unit 2**

#### **Administering Medication**

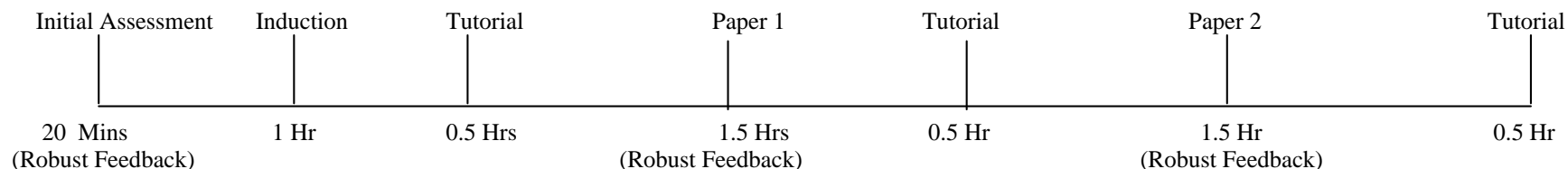
In this unit you will learn how to apply standard precautions, select, check and prepare medication according to the relevant records and how to safely administer the medication following prescribed instructions. You will learn how to select and prepare the appropriate route for administering the medication. You will learn how to monitor the effects of medication on an individual and the side effects associated with common medicines

## **Who is it for?**

This qualification is aimed at adults aged 19+ interested, or currently working as a carer, in the health and social care sectors that would like to be able to assume responsibility for the administration of medicines to individuals as part of their job role.

# OCNW Level 3 Certificate in the Administration of Medicines (50029253)

## Indicative Course Length 10- 12 Weeks (Example Time Line and MIS Information)



	MIS	
Initial Contact with candidate		Distance Learning Pack
Advice and Guidance		Thorough written assessment and feedback
Initial Assessment		
Enrolment Procedures		
Induction Process		
Individual Action Planning		
	Evidence	
Completed Initial Assessment		Copies of candidates work
Individual Candidate Record		Robust written Feedback
Completed Individual Action Plan		Tutorial Register
Induction register		
	Time Allocated	
20 Minutes Initial Assessment		90 minutes tutorials + 180 Robust Written Feedback = 270 Minutes
	Funding	
Loadband Range 60 – 89 GLH		
National Base Rate (1.12 weighting)	£456	
Fee Element	<u>£153</u>	
Income with no fee Remission	£303	

## Other materials available from Cable.

Course Title	Section 96/97
ASET Certificate in the Control of Infection and Contamination	Yes
OCNW Level 3 Certificate in Administration of Medicines	97 only
OCNW Level 2 Certificate in Practical Food Safety in Catering	Yes
Skills for Life Adult Literacy Contextualised into Infection Control	Yes
OCNW Entry Level 1, 2&3 Certificate in ICT	Yes
OCNW Level 3 Practical Supervision of Food Safety in Catering	Yes
OCNW Certificate in Health and Safety in the Workplace	Yes
OCNW Certificate in Environmental Awareness	Yes
OCNW Certificate in Stress Management	Yes
OCNW Certificate in Conflict Management	Yes
ASET Certificate in Manual Moving and Handling Level 2	Yes
NVQ 2/3 Health and Social Care	Yes
NVQ Cleaning and Support Services Level 1	Yes
NVQ Cleaning and Support Services Level 2	Yes
NVQ Support Services in Health Care Level 2	Yes
Certificate in Support Work in Schools Level 2	Yes
NVQ Retail Level 2	Yes
IOSH Working Safely	No
IOSH Managing Safely in the World of Work	No

**Cable Educational Ltd**  
**PO Box 9, Filey, North Yorkshire/ YO14 OYY**  
**Telephone (01723) 891208**  
**Fax (01723) 892108**  
**Web [www.cableeducational.com](http://www.cableeducational.com)**  
**Email [kim@cableeducational.com](mailto:kim@cableeducational.com)**