# MEDICATION COMPETENCY QUESTIONNAIRE

## MEDICATION MANAGEMENT THEORY

**FACILITY:**

**DATE:**

**NAME:**

**POSITION:**

**PURPOSE: RN, EN and PCW/AIns**

This competency describes the skills and knowledge required to assist residents with medication administration within a residential aged care facility under supervision.

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<tr>
<th>No</th>
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| 1  | According to organisational policy and procedure who is allowed to administer medications to residents? | Select three (3) correct answers  
1. RN  
2. EN  
3. Competently trained PCW/AInNs  
4. PCW/AInNs that have previous administration experience |
| 2  | Who is allowed to manage the medication administration to residents? | Select one (1) correct answer  
1. EN  
2. RN  
3. Competently trained PCW/AInNs |
| 3  | Who is allowed to assist in the medication administration to residents for regular medication only? | Select three (3) correct answers  
1. EN  
2. RN  
3. Competency assessed PCW/AIn  
4. PCW/AInNs |
| 4  | When should self-administration assessment be completed? | Select one (1) correct answer  
1. When residents wishes to self administer all or some medication  
2. For all residents prior to admission  
3. For all residents when admitted  
4. When unsure how residents want to administer medication |
| 5  | Who should be involved in completion of self-administration assessment? | Select one (1) correct answer  
1. Competency assessed PCW/AInNs, residents  
2. RN, medical officer, residents  
3. Resident, representative and medical officer  
4. EN and residents |
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<th>No</th>
<th>QUESTION</th>
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<tbody>
<tr>
<td>6</td>
<td>Who is allowed to prescribe medication?</td>
<td>Select one (1) correct answer</td>
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<td></td>
<td></td>
<td>1. RN</td>
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<td>2. EN</td>
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<td>3. medical officer, dentist, optometrist</td>
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<td>4. medical officer</td>
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<td>7</td>
<td>What information should be documented for each medication?</td>
<td>Select one (1) correct answer</td>
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<td>1. Legible medication name, dose, frequency, route, date, signature</td>
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<td></td>
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<td>2. Legible medication name</td>
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<td></td>
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<td>3. It is medical officer’s responsibility that everything is recorded</td>
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<td>8</td>
<td>What information should be recorded for short-term medication?</td>
<td>Select one (1) correct answer</td>
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<td></td>
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<td>1. Legible medication name, dose, frequency, route, date, signature</td>
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<td>2. Legible medication name</td>
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<td>3. It is medical officer’s responsibility that everything is recorded</td>
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<td>4. Legible medication name, dose, frequency, route, date, signature, cease date, commencement date and/or duration of administration.</td>
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<td>9</td>
<td>Who should complete information on front page of medication chart?</td>
<td>Select one (1) correct answer</td>
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<td></td>
<td></td>
<td>1. Competency assessed PCW/AIN, EN, RN</td>
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<td>2. medical officer</td>
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<td>3. RN only</td>
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<td>4. EN only</td>
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<td>10</td>
<td>When should a resident’s be recorded on the front page of medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td></td>
<td>2. Only if a medical officer writes it</td>
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<td>3. Only when resident is new</td>
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<td>4. Only when resident has dementia</td>
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<td>11</td>
<td>When should a resident’s date of birth be recorded on the front page of medication chart?</td>
<td>Select one (1) correct answer</td>
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<td></td>
<td>1. Always</td>
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<td>2. Only if a medical officer writes it</td>
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<td></td>
<td></td>
<td>3. Only when resident is new</td>
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<td></td>
<td>4. Only when resident has dementia</td>
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<td>12</td>
<td>When should a resident’s photo be attached to the medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>2. Only if a medical officer wants it</td>
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<td>3. Only when resident is new</td>
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<td>4. Only when resident has dementia</td>
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<td>13</td>
<td>How frequently is a new photo taken and attached to medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Six monthly</td>
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<td>2. Monthly</td>
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<td>3. Only when resident is new</td>
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<td>4. 12 monthly or when needed</td>
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<td>14</td>
<td>When should the date of the photo be recorded on the medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>2. Only if a medical officer writes it</td>
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<td>3. Only when resident is new</td>
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<td>4. Only when resident has dementia</td>
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<td>15</td>
<td>If a resident has the same or similar name, when should an alert sticker be attached to a front page of medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>2. Only if a medical officer writes it</td>
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<td>3. Only when resident is new</td>
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<td>4. Only when resident has dementia</td>
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<tr>
<td>16</td>
<td>When should the presence of allergies and/or sensitivities be recorded, signed and dated on front page of the medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>2. Only if a medical officer writes it</td>
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<td>3. Only when resident is new</td>
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<td>4. Only when resident has dementia</td>
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<td>17</td>
<td>If a resident does not have any known allergies NKA, where should these be recorded?</td>
<td>Select one (1) correct answer</td>
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<td>1. On all pages of the medication chart</td>
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<td>2. On front page only</td>
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<td>3. On resident sticker</td>
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<td>4. On progress notes</td>
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<td>18</td>
<td>What information should be recorded on all pages of medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Resident medications</td>
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<td>2. Resident name, date of birth and allergy alert sticker if resident has allergies</td>
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<td>3. medical officer’s name</td>
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<td>4. Pharmacist’s name</td>
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<td>19</td>
<td>When should administration strategies be recorded for all residents on medication chart?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td></td>
<td>2. Only if a medical officer writes it</td>
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<td>3. Only when resident is new</td>
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<td>4. Only when resident has dementia</td>
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<td>20</td>
<td>When should correct administration times be recorded in the time column next to each medication order?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>4. Only when resident has dementia</td>
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| 21 | How should medications that are not packed in the DAAs be identified on the medication chart? | Select two (2) correct answers  
1. Staff should know what is unpacked  
2. Non-packed square ticked; “A sticker” is placed in medication notes section next to the order  
3. Should be highlighted by pharmacist / RN  
4. Medication unpacked should be written by medical officer next to medication |
| 22 | How should medication packed separately (e.g. Warfarin, Fosamax) be identified on medication chart? | Select two (2) correct answers  
1. Staff should know what is unpacked  
2. Non-packed square ticked; “A sticker” is placed in medication notes section next to the order  
3. Should be highlighted by pharmacist / RN  
4. Medication unpacked should be written by medical officer next to medication |
| 23 | What does DAA stand for? | Select one (1) correct answer  
1. Drugs of addiction  
2. Drugs administered by staff  
3. Drugs ordered by medical officer  
4. Dose administration aid |
| 24 | How often should self-administration assessments be re-done? | Select one (1) correct answer  
1. When there is a change in resident’s condition  
2. When requested by medical officer  
3. When requested by family  
4. Once a year |
| 25 | How should exchange of packs be recorded for residents that self-administer medication? | Select two (2) correct answers  
1. Signed on medication chart  
2. Documented through progress notes each time pack is exchanged  
3. Should be recorded if error has occurred  
4. Should be recorded by pharmacist |
| 26 | Who is responsible for monitoring for signs of non-compliance with self-administration? | Select one (1) correct answer  
1. All staff  
2. RN  
3. Responsibility of resident  
4. EN |
| 27 | What should be done if signs of non-compliance with self-administration of medication are identified? | Select two (2) correct answers  
1. Documented in RiskMan Incident report and progress notes  
2. Reported to medical officer, RN and EN  
3. Reported to RN when next on duty  
4. Strategies will depend on level of non-compliance |
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<tr>
<td>28</td>
<td>When is the DAA checked for being intact (unbroken seal)? Select one (1) correct answer</td>
<td>1. Once a week when new dose administration aid is received 2. Always 3. Only when resident is new 4. Only when resident has dementia</td>
</tr>
<tr>
<td>29</td>
<td>If the DAA seal is broken, when is medication not administered until it is clarified? Select one (1) correct answer</td>
<td>1. Always 2. Only when resident is new 3. Only when resident has dementia 4. Only if administered by PCW/AIN</td>
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<td>30</td>
<td>Prior to being administered, when is the number of tablets in the DAA checked against the number of tablets on the medication chart for that time and day? Select one (1) correct answer</td>
<td>1. Always 2. Only when resident is new 3. Only when resident has dementia 4. Only if administered by PCW/AIN</td>
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<td>31</td>
<td>The person removing the medication from the DAA administers it to the resident and… Finish the sentence – select one (1) correct answer</td>
<td>1. Signs medication at the end of medication administration round? 2. Signs the medication chart for correct date and time once the medication has been administered and swallowing is confirmed for oral medications? 3. Gives it to other staff members to administer and signs for the medication once other staff member confirms administration? 4. Signs it and then gives it to resident?</td>
</tr>
<tr>
<td>32</td>
<td>Where do PCW/AINs removing medication from the DAA sign? Select one (1) correct answer</td>
<td>1. In the multiple dose signing box 2. For each individual medication for time of day and date 3. Signs medication at the end of the round</td>
</tr>
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<td>33</td>
<td>Where do RN, EN removing medication from the DAA sign? Select one (1) correct answer</td>
<td>1. In the multiple dose signing box 2. For each individual medication for time of day and date 3. Signs medication at the end of the round</td>
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<tr>
<td>34</td>
<td>Crushing of medication is authorised by… Finish the sentence – select one (1) correct answer</td>
<td>1. Resident’s representative 2. Resident 3. RN and pharmacist 4. Competently trained PCW/AINs</td>
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<td>35</td>
<td>Medications that are packed separately or are not packed are signed…</td>
<td>Finish the sentence – select one (1) correct answer</td>
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<td>1. Next to the PCW/AIN record?</td>
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<td>2. Next to the medication order for that date and time?</td>
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<td>3. By the RN only?</td>
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<td>4. By the PCW/AIN only?</td>
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<td>36</td>
<td>If a resident refuses to take their medication, it is documented on…</td>
<td>Finish the sentence - select one (1) correct answer</td>
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<td>1. The medication chart and in progress notes and RiskMan incident report?</td>
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<td>2. Documented on medication chart?</td>
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<td>3. Documented on handover only?</td>
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<td>4. Documented only if resident frequently refuses medication?</td>
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<td>37</td>
<td>If medication is not available…</td>
<td>Finish the sentence - select one (1) correct answer</td>
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<td>1. Pharmacy is contacted and a RiskMan incident report completed and the medication chart documented appropriately?</td>
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<td>2. Documented on medication chart only?</td>
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<td>3. Medical Officer is told – next visit?</td>
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<td>4. Reported on RiskMan incident report only if administered by PCW/AIN or RN?</td>
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<td>38</td>
<td>If the resident is receiving the same regular and PRN medication…</td>
<td>Finish the sentence</td>
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<td>1. They are cross-referenced on medication chart to alert staff?</td>
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<td>2. Staff should be aware of it?</td>
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<td>3. They are not administered?</td>
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<td>4. Identified only if administered by PCW/AIN or EN?</td>
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<td>39</td>
<td>Prior to administration of PRN medication a PCW must?</td>
<td>Select two (2) correct answers</td>
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<td>1. Consult RN and only administer under RN supervision?</td>
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<td>2. Consult RN or EN if instructions are not clear?</td>
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<td>3. Administer medication based on staff knowledge?</td>
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<td>4. Not administer if RN or EN not available?</td>
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<td>40</td>
<td>When is the administration of PRN medication documented on Progress notes or on ‘PRN Progress Note’ sticker (customise) each time administered?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>2. Only when resident is new</td>
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<td>3. Only when resident has dementia</td>
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<td>4. Only if administered by PCW/AIN</td>
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<td>41</td>
<td>When is the effectiveness of PRN medication evaluated and documented on Progress Notes and sticker?</td>
<td>Select one (1) correct answer</td>
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<td>1. Always</td>
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<td>42</td>
<td>If PRN medication administration is not effective or required on a regular basis (e.g. four to seven consecutive days)…</td>
<td>Finish the sentence - select one (1) correct answer 1. RN identifies it during medication audit and actions as required? 2. RN, EN is notified and action initiated and documented in progress notes (resident is reassessed, Medical Officer is notified to review order)? 3. Medical officer is notified when medication chart is re-written? 4. Medical officer is contacted only when there is not space left for signing of medication?</td>
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<td>43</td>
<td>Nurse-initiated medication can be administered by…</td>
<td>Finish the sentence - select one (1) correct answer 1. RN only? 2. RN and EN only? 3. All competently trained staff? 4. PCW/AINs based on RN order?</td>
</tr>
<tr>
<td>44</td>
<td>Nurse-initiated medication list is…</td>
<td>Finish the sentence - select one (1) correct answer 1. Based on what RN thinks resident requires at the time 2. Based on a list of medication developed, approved and reviewed by the Medication Advisory Committee at least annually and signed off by each resident’s medical officer 3. Based on the medical officer’s authorisation which is listed and signed by the medical officer 4. Based on what the resident requests</td>
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<td>45</td>
<td>Phone orders can only be taken by…</td>
<td>Finish the sentence - select one (1) correct answer 1. RN and another competent staff? 2. RN and EN? 3. Two competently trained staff? 4. EN?</td>
</tr>
<tr>
<td>46</td>
<td>When is an anticoagulant dose checked against pathology order each time it is administered?</td>
<td>Select one (1) correct answer 1. Always 2. Only when resident is new 3. Only when resident has dementia 4. Only if administered by PCW/AIN</td>
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<td>47</td>
<td>If a resident experiences chest pain, when can Anginine or Nitrolingual Spray be repeated every three to four minutes?</td>
<td>Select one (1) correct answer 1. As many times as required 2. If three sprays (or three tablets) over 15 minutes does not relieve the pain, an ambulance should be called 3. Based on stock available at the time 4. Based on what resident requests</td>
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| 48 | When a resident is going on leave…                                       | Finish the sentence - select one (1) correct answer  
1. All medication for the whole week should be given to the resident?  
2. The medication for the leave period should be given and the medication chart and the resident leave record completed?  
3. Medication should be given to resident as per resident’s requests?  
4. Resident should be informed to come back as soon as possible as that medication is not missed? |
| 49 | When resident returns from hospital…                                     | Finish the sentence - select one (1) correct answer  
1. All medication should be given to resident as per previous order?  
2. Medication should not be given until resident is visited by the medical officer?  
3. Medication is not administered until medication orders are available, if treating medical officer is not available, locum service is organised?  
4. Medication is administered as per hospital orders until the medical officer revisits the resident? |
| 50 | When should each signature gap be investigated to see if medication was correctly administered to resident? | Select one (1) correct answer  
1. Always  
2. Only when resident is new  
3. Only when resident has dementia  
4. Only if administered by PCW/AIN |
| 51 | When should each medication error be entered into a RiskMan Incident report? | Select one (1) correct answer  
1. Always  
2. Only when resident is new  
3. Only when resident has dementia  
4. Only if administered by PCW/AIN |
| 52 | If medication is dropped on the floor, staff should…                      | Finish the sentence - select one (1) correct answer  
1. Miss the dose?  
2. Give double dose next time?  
3. See if any other residents have similar drug and administer it?  
4. Discard dose and administer from a corresponding dose compartment after consultation with pharmacist/RN/EN, complete incident report, order replacement from pharmacy? |
| 53 | When should two staff members check the following medication?             | Select two (2) correct answers  
1. CD medication not in a DAA  
2. All medications that are not in a DAA  
3. CD medication in a DAA |
<table>
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<th>QUESTION</th>
<th>ANSWER</th>
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| 54 | When should eye drops be discarded? | Select two (2) correct answers  
1. When not kept in the fridge  
2. Six weeks after opening the bottle  
3. One month after opening the bottle  
4. When medication is ceased |
| 55 | When should a drug error be reported via a RiskMan Incident report? | Select one (1) correct answer  
1. When error is packed by pharmacy  
2. Only when it is harmful to the resident  
3. When RN/EN think it’s appropriate  
4. Always |
| 56 | If the drug order chart order is for *Ordine 5mg/ml* and 7.5mg PRN, what is the correct volume? (RN/EN ONLY) | Select one (1) correct answer  
1. 5 ½ mL  
2. 1 ½ mL  
3. 7 ½ mL  
4. 5mL |
| 57 | Paracetamol is ordered 240mg/5mL and the dose is 1g QID. What is the correct volume? (RN/EN ONLY) | Select one (1) correct answer  
1. 20mL  
2. 21mL  
3. 20.8mL  
4. 10mL |
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<th>Unsatisfactory</th>
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**Date:**

**Name:** RN

**Signature:**