

NCFE

CACHE

Internal Assessment Sample Tasks

**NCFE CACHE Level 2 Certificate in
Understanding the Safe Handling of Medication
in Health and Social Care**

QN: 601/3404/5

Contents

Introduction	3
Supervision of learners	4
Supporting learners	4
Unit 01 Understand medication and prescriptions (Y/601/9571)	5
Unit 02 Supply, storage and disposal of medication (F/506/3800)	8
Unit 03 Understand the requirements for the safe administration of medication (Y/506/3799)	11
Unit 04 Record keeping and audit processes for medication (J/506/3801)	15
Contact us	18

Introduction

We have created some sample tasks for the internally assessed four units which you can contextualise to suit the needs of your learners to help them build up their portfolio of evidence. The tasks have been designed to cover knowledge learning outcomes (LOs) for four units and provide opportunities for stretch and challenge. These tasks are not mandatory.

Each learner must create a portfolio of evidence generated from appropriate assessment tasks, which demonstrates achievement of all the knowledge LOs associated with each unit. On completion of each unit, learners must declare that the work produced is their own and the assessor must countersign this.

A centre may choose to create their own internal assessment tasks. There are four essential elements in the production of successful centre-based assessment tasks.

These are:

- ensuring the assessment tasks are meaningful with clear, assessable outcomes
- appropriate coverage of the content, LOs, or assessment criteria (AC)
- having a valid and engaging context or scenario
- including sufficient opportunities for stretch and challenge for higher attainers

Please see the guidance document for creation of internal assessment tasks on our website.

The units can be found in section 2 of the Qualification Specification.

Supervision of learners

Tutors should offer support and guide learners when carrying out work that is internally assessed.

Tutors should supervise the work carried out by learners to:

- monitor their progress
- prevent plagiarism
- ensure that any practical work is undertaken safely and in accordance with health and safety requirements
- ensure that the work completed is in accordance with the Qualification Specification and is suitable for internal assessment

Any work submitted for assessment must be authenticated and attributable to the learner.

The tutor must be satisfied that the work produced is the learner's own and the learner must declare that the work is their own.

Supporting learners

Tutors/assessors are also responsible for supporting learners through the assessment process to ensure that they are able to create and redraft/revise work independently.

Tutors/assessors may:

- help the learner to understand the concept of work-related work, applied learning and vocational qualifications
- help the learner to understand how to prepare and present their evidence, including what constitutes plagiarism and other forms of cheating
- motivate the learner to work consistently through the qualification, including helping them work to deadlines
- encourage the learner to take the initiative in making improvements to their work but stop short of telling them the detail of the improvements to make
- provide reference material; however, model or worked answers should not be copied by the learner

Unit 01 Understand medication and prescriptions (Y/601/9571)

Assessment task – Unit 01

Task 1

Individuals require medication for many diverse reasons and there are different types and classifications of medication available to restore and maintain general health. For this task, you should read the following case study and produce a factsheet and chart for Kyle.

Case study

Kyle has recently enrolled on the safe handling of medication qualification. He is aware of the different types of medication but often has to look back at his study notes to remind him.

Task instructions

Within your factsheet for Kyle, you should:

- identify the different types of medicines available and why they are used
- describe the different routes by which medicines can be administered

Within your chart for Kyle, you should describe the following classifications of medicine:

- General Sales List (GSL)
- Pharmacy (P)
- Prescription Only Medicines (POM)
- controlled drugs

Learning outcome (LO) and assessment criteria (AC) mapping

LO1 and LO2, AC1.1, 1.2 and 2.1

Evidence types

- factsheet
- chart

Task 2

Understanding legislation in relation to medication is important. For this task, you should research relevant legislation and produce a written summary for Kyle.

Task instructions

Within your written summary you should:

- outline the key points of current legislation and guidance relating to medication
- outline the consequences of not following relevant legislation and guidance

Tutor guidance

Examples may be given.

LO and AC mapping

LO3, AC3.1 and 3.2

Evidence type

- written summary

Task 3

It is important to recognise roles, responsibilities and boundaries in relation to administering medication. For this task, you should produce a handout for Kyle.

Task instructions

Within your handout, you should:

- outline the roles of self and others in the process of:
 - prescribing medication
 - dispensing medication
 - obtaining and receiving medication
 - administering medication
- identify the limitations of own role in relation to the medication process
- identify ways to get support and information in the workplace related to medication

LO and AC mapping

LO4 AC4.1, 4.2 and 4.3

Evidence type

- handout

Task 4

In order to ensure that practice is accurate, it is important to be well informed. For this task, you should produce a written summary for Kyle.

Task instructions

Within your written summary you should:

- identify the key approved national sources of information about medication
- describe the information which should be supplied with medication
- describe why it is important to seek information from the individual about their medication and condition

LO and AC mapping

LO5 AC5.1, 5.2 and 5.3.

Evidence type

- written summary

Unit 02 Supply, storage and disposal of medication (F/506/3800)

Assessment task – Unit 02

Task 1

Supplying, storing and disposing of medication is a daily routine procedure when handling medication. It is important to know how to carry out these procedures safely. For this task, you should read the following case study and produce an induction factsheet that Miriam could use with the new member of staff.

Case study

Miriam works in a residential care home. She has been asked by her manager to mentor a new member of staff in the procedures involved in relation to the supply, storage and disposal of medication.

Task instructions

Within your induction factsheet you should:

- outline the purpose of a prescription

Learning outcome (LO) and assessment criteria (AC) mapping

LO1 and AC1.1

Evidence type

- induction factsheet

Task 2

For this task, you should write notes for Miriam.

Task instructions

Within your notes, you should:

- outline how to support individuals to store medication securely for self-administration
- outline the storage requirements for two types of medication

LO and AC mapping

LO2, AC2.3 and 2.4

Evidence type

- notes

Task 3

For this task, you should create a checklist that Miriam can share with the new member of staff.

Task instructions

Within your checklist, you should:

- list the information that has to be checked and recorded once medication has been received

LO and AC mapping

LO1 AC1.2

Evidence type

- checklist

Task 4

The manager has arranged a team meeting to discuss procedures in relation to medication at the residential care home. For this task, you should prepare for the meeting by producing a written account.

Task instructions

Your written account should:

- describe the procedure for:
 - transferring medication from one setting to another
 - obtaining medication in an emergency situation
 - obtaining medication for use 'when required'
 - renewal of prescription
 - storing medicines awaiting disposal

LO and AC mapping

LO1 and LO2, AC1.3 and 2.5

Evidence type

- written account

Task 5

It is important to learn about storing medication and how this may differ in settings.

Task instructions

Use the list below to:

- describe the requirements of medication storage within:
 - clinical settings
 - non-clinical settings
- explain how controlled drugs should be stored within:
 - clinical settings
 - non-clinical settings

LO and AC mapping

LO2, AC2.1 and 2.2

Evidence type

- list

Task 6

It is important to learn about the requirements for the safe and secure disposal of medication and how this may differ in settings.

Task instructions

For this task, you should:

- outline the requirements for the safe and secure disposal of medication and equipment for:
 - clinical settings
 - non-clinical settings
 - controlled drugs
- give examples of why drugs might need to be disposed of
- explain why it is important to dispose of medication and equipment in line with agreed procedures

LO and AC mapping

LO3, AC3.1, 3.2 and 3.3

Evidence type

Evidence types may include discussion, presentation or factsheet.

Unit 03 Understand the requirements for the safe administration of medication (Y/506/3799)

Assessment task – Unit 03

Task 1

Induction exercises in how to administer medication should begin with information surrounding preparation procedures. Your task is to produce a PowerPoint to share with other learners.

Task instructions

Within your PowerPoint you should:

- explain why it is important to follow instructions on the preparation and use of medication and the method of administration provided by the:
 - individual
 - manufacturer
 - pharmacist
 - prescriber
 - organisation
- explain why it is important to gain an individual's consent prior to administering medication
- identify the information to be given to individuals to enable them to give valid consent
- explain why it is important to agree with the individual the nature of support in relation to their needs and preferences
- describe how the following should be checked prior to administering medication:
 - identity of individual
 - Medication Administration Record (MAR)
 - medication
 - equipment
 - environment
- describe the infection control precautions to be taken during preparation to administer medication
- describe ways of working to ensure that distractions to the person administering medication are minimised

Learning outcome (LO) and assessment criteria (AC) mapping

LO1 AC1.1, 1.2, 1.3, 1.4, 1.5, 1.6 and LO2 AC2.5

Evidence type

- PowerPoint

Task 2

It is important to learn about administration of medication. Your task is to produce a booklet.

Task instructions

Within your booklet you should:

- explain the importance of each of the six rights (Rs) of administration:
 - right individual

Assessment task – Unit 03

- right medicine
- right route
- right dose
- right time
- right to refuse

The booklet should also include information in relation to:

- the actions to be taken in line with agreed ways of working in relation to the following situations:
 - errors administering medication
 - individual declines prescribed medication
 - medication is compromised
 - discrepancies in records
- how to support an individual who has difficulty taking medication in the form it has been prescribed
- the procedure for administering controlled drugs

LO and AC mapping

LO1 AC1.7, LO4 AC4.1, 4.2 and 4.4.

Evidence type

- booklet

Task 3

It is important to learn about administration of medication. Your task is to read the case study and prepare a discussion.

Case study

George works in a hospital setting. He has been shadowing the charge nurse to support him as he becomes familiar with administration of medication. The charge nurse has asked George to prepare notes for a discussion planned for the next time they are working together.

Task instructions

Within your discussion, you should make detailed notes to:

- describe a range of aids and equipment used for administering medication
- outline the advantages and disadvantages of using monitored dosage systems
- give examples of special instructions that might need to be followed when giving medication
- explain the importance of monitoring an individual's needs in relation to medication to be administered 'when required'
- describe ways of working to ensure that distractions to the person administering medication are minimised
- explain the importance of observing that the medication has been taken by the individual
- describe the actions to be taken if an individual does not take their medication
- explain how to record the outcomes following administration of medication

Assessment task – Unit 03

- give examples of situations where additional support and guidance may be necessary

LO and AC mapping

LO2 AC2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9

Evidence type

- discussion

Task 4

It is important to learn about administration of medication. Your task is to prepare a written account that George can use to show his knowledge.

Task instructions

Within your written account you should include:

- why it is important to support an individual to administer their own medication
- the points that are considered when carrying out a risk assessment for self-medication
- the conditions that must be in place to support an individual who is administering their own medication
- how to support the best interests of individuals who are unable to consent to prescribed medication

LO and AC mapping

LO3 and LO4 AC3.1, 3.2, 3.3, 4.3

Evidence type

- written account

Task 5

Medication can sometimes have side effects. These side effects will vary from minor to serious implications for individuals. Your task is to write a report to show your knowledge and understanding of potential side effects of medication.

Task instructions

Within your report, you should:

- describe how to monitor the effects of the medication on the individual and the condition it has been prescribed for
- give examples of how physiological measurements are used to monitor the effects of, or need for, specific medication
- identify common side effects of widely used medicines
- explain what is meant by an adverse reaction

Assessment task – Unit 03

- describe the actions to be taken if side effects or an adverse reaction to medication are suspected
- outline how medication reviews should be carried out in line with national guidelines
- explain how the outcomes of monitoring should be recorded and reported

LO and AC mapping

LO5 AC5.1, 5.2, 5.3, 5.4, 5.5, 5.6 and 5.7

Evidence type

- report

Unit 04 Record keeping and audit processes for medication (J/506/3801)

Assessment task – Unit 04

Task 1

It is important to learn about the requirements for medication transactions and stock levels. Your task is to describe these requirements.

Task instructions

For this task you should describe the requirements for medication transactions and stock levels in relation to:

- key points of an audit process in relation to medication transactions and stock levels

Learning outcome (LO) and assessment criteria (AC) mapping

LO1 AC1.1

Evidence type

- written account
- factsheet

Task 2

Records need to be maintained in line with policies and procedures for confidentiality. Your task is to read the case study and produce notes that Alice could follow to describe key aspects of record keeping.

Case study

Alice works in a school as a teaching assistant. Her main role is to support a young boy, William, with cystic fibrosis. Alice has just finished administering medication for William.

Task instructions

- produce notes that Alice could follow to describe key aspects of record keeping in relation to:
 - documentation
 - correct recording
 - signatures
- identify the information that needs to be recorded for medicines reconciliation in relation to each individual
- explain why all records relating to medication must be kept up to date

LO and AC mapping

LO2, AC2.1, 2.3 and 2.5

Evidence type

- notes

Task 3

Legislation will guide policy development. Your tasks are to produce a handout, make notes and produce a written account.

Task instructions

Within your handout you should:

- outline the requirements of the regulatory authorities in relation to:
 - medication record keeping
 - the frequency and content of medication reviews
- include the key points of legislation relating to confidentiality with regard to:
 - who records what, where and when
 - who has access to records
 - individual rights
 - maintaining confidentiality

The headteacher asks Alice to outline the importance of maintaining confidentiality and keeping information secure.

- make notes that would help Alice supply this information to the headteacher

Alice reflects on the consequences of her actions.

Within your written account you should:

- define the terms 'accountability' and 'responsibility'
- explain the importance of accountability in relation to medication

LO and AC mapping

LO2 and LO3 AC2.2, 2.4, 2.6, 2.7, 3.1 and 3.2

Evidence types

- handout
- notes
- written account

Task 4

It is important to learn about the different requirements and responsibilities surrounding medication. Your task is to produce a booklet to be used as a resource by school staff.

Task instructions

Within your booklet you should:

- describe the responsibilities of different people involved with storage or administration of medication
- outline the potential consequences of not following agreed ways of working as set out by an employer
- explain the importance of working within own limitations
- explain what is meant by a medicines-related safeguarding incident
- describe the reporting and recording requirements in the event of a medicines-related safeguarding incident
- give examples of changes in practice that would be implemented as a result of a medicines-related safeguarding incident
- explain the importance of reporting adverse effects of medication using the 'Yellow Card' scheme

LO and AC mapping

LO3 and LO4 AC3.3, 3.4, 3.5, 4.1, 4.2, 4.3 and 4.4

Evidence type

- booklet

Contact us

NCFE
Q6
Quorum Park
Benton Lane
Newcastle upon Tyne
NE12 8BT

Tel: 0191 239 8000*
Fax: 0191 239 8001
Email: customersupport@ncfe.org.uk
Websites: www.ncfe.org.uk

NCFE © Copyright 2024 All rights reserved worldwide.

Version 1.0 September 2024

Information in this internal assessment document is correct at the time of publishing but may be subject to change.

NCFE is a registered charity (Registered Charity No. 1034808) and a company limited by guarantee (Company No. 2896700).

CACHE; Council for Awards in Care, Health and Education; and NNEB are registered trademarks owned by NCFE.

All the material in this publication is protected by copyright.

**** To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***