

<b>POLICY TITLE</b>	<b>MEDICATION ADMINISTRATION AND STUDENT OPERATING DEPARTMENT PRACTITIONERS</b>
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<b>AVAILABLE TO STUDENTS</b>	<b>YES</b>
<b>DATE REVIEWED</b>	<b>MARCH 2017</b>

**Note on March 2017 Review:**

Highlighted text within this policy indicates an update

**FACULTY OF HEALTH AND SOCIAL CARE**  
**MEDICATION ADMINISTRATION AND STUDENT OPERATING DEPARTMENT**  
**PRACTITIONERS**

**1. Introduction**

The following guidelines/standards have been consulted in the development of this policy:

CARE QUALITY COMMISSION (CQC) 2010. Essential Standards of Quality and Safety: Outcome 9 Management of Medicines [online] [http://www.cqc.org.uk/sites/default/files/media/documents/gac\\_-\\_dec\\_2011\\_update.pdf](http://www.cqc.org.uk/sites/default/files/media/documents/gac_-_dec_2011_update.pdf), [accessed 10 February 2014]

COLLEGE OF OPERATING DEPARTMENT PRACTITIONERS [ODP] 2011. BSc (Hons) Operating Department Practice: Curriculum Document. [online] [http://www.codp.org.uk/documents/BSc%20Curriculum\\_April%202011.pdf](http://www.codp.org.uk/documents/BSc%20Curriculum_April%202011.pdf), [accessed 10 February 2014]

DEPARTMENT OF HEALTH 2004. Building a Safer NHS for Patients: Improving Medication Safety. Chapter 5. [online] [http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/@dh/@en/documents/digitalasset/dh\\_4084961.pdf](http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4084961.pdf), [accessed 10 February 2014]

HEALTH AND CARE PROFESSIONS COUNCIL [HCPC] 2014. Standards of Proficiency. [online] [http://www.hcpc-uk.org/assets/documents/10000514Standards\\_of\\_Proficiency\\_ODP.pdf](http://www.hcpc-uk.org/assets/documents/10000514Standards_of_Proficiency_ODP.pdf) [accessed 3 June 2014]

HEALTH AND CARE PROFESSIONS COUNCIL [HCPC] 2016. Standards of Conduct, Performance and Ethics. [online] <http://www.hpc-uk.org/assets/documents/10003B6EStandardsOfconduct,performanceandethics.pdf>, [accessed 9 March 2016]

MEDICAL DEVICES DIRECTIVE 93/42 EEC [online] [http://ec.europa.eu/enterprise/policies/european-standards/harmonised-standards/medical-devices/index\\_en.htm](http://ec.europa.eu/enterprise/policies/european-standards/harmonised-standards/medical-devices/index_en.htm), [accessed 17 March 2014]

NATIONAL PATIENT SAFETY AGENCY [NPSA] 2007. Injectable medicines competence 2: Preparation of injectable medicines. [online] <http://www.nrls.npsa.nhs.uk/resources/?p=13>, [accessed 10 February 2014]

Norfolk, D (eds.) 2013. Handbook of Transfusion Medicine, [online] available from: <http://www.transfusionguidelines.org.uk/transfusion-handbook>. [Accessed 9 March 2017]

WORLD HEALTH ORGANISATION [WHO] Topic 11: Improving medication safety, [accessed 10 February 2014]

CARE QUALITY COMMISSION [CQC] 2015. Safer Management of Controlled Drugs: Annual report 2014. [online]

[http://www.cqc.org.uk/sites/default/files/20150729\\_national\\_group\\_controlled\\_drugs\\_2014.pdf](http://www.cqc.org.uk/sites/default/files/20150729_national_group_controlled_drugs_2014.pdf) [accessed 9 March 2016]

## 2. Scope of Document

This policy applies to all the student operating department practitioners on the BSc Hons Operating Department Practice programme at Edge Hill University. The following restrictions apply to medication administration and peripheral IV cannulation:

**2.1.** Where a Trust's/local policy is more restrictive, the Trust/local policy applies.

**2.2.** Please note that intravenous therapy relates only to ready prepared infusions of Sodium Chloride 0.9%, Glucose 5%, Gelofusine, Hartmann's solution, sodium chloride and glucose with potassium chloride already added, and heparin/sodium chloride infusion at 1unit/ml. Connection of other solutions to patients is **NOT** permitted by student ODPs. Reconstitution of intravenous drugs, including IV antibiotics, and adding intravenous drugs to infusion bags by student ODPs is **NOT** permitted both within anaesthetic and surgical practice.

**2.3.** The administration of medication via the nasogastric/gastro-jejunostomy route has been omitted as it is a high risk procedure that requires regular practice to maintain competence and is not a procedure that student operating department practitioners are regularly exposed to. Furthermore, the misplacement of the nasogastric tube is highlighted as a never event, which is considered a high risk procedure because of the potential for medications to be inadvertently administered to the lungs.

**2.4.** When preparing drugs for surgical procedures, the student ODP could be scrubbed alone with the qualified practitioner in close proximity to the trolley in order to give direct supervision. The surgeon could require local anaesthetic drugs to be drawn up. The student is required to successfully complete the pharmacology OSCE/Recovery module at level 5 before undertaking this skill.

**2.5.** Student operating department practitioners can only begin to practise the year 3 skills once they have successfully completed:

2.5.1. Pharmacology OSCE

2.5.2. Pharmacology workbook

2.5.3. A validated peripheral IV/cannulation course and associated competencies

2.5.4. The Recovery module

2.5.5. The relevant skills training outlined in the front of the Practice Assessment Document, prior to going out on placement

### 3. Definitions

#### 3.1. Direct supervision is defined as:

The registered practitioner (ODP, nurse, surgeon or anaesthetist) is physically present with the student from the commencement of the procedure until its completion. This must also enable intervention from the registered practitioner if necessary.

#### 3.2. Indirect supervision is defined as:

'The registered practitioner (ODP, nurse, surgeon or anaesthetist must be in the vicinity of the student undertaking the procedure and available to provide advice but not necessarily in close proximity.

### 4. Roles and Responsibilities

#### 4.1. Link Lecturers

It is the responsibility of the link lecturer to disseminate the policy to all the practice education facilitators (PEFs) and clinical skills facilitators (CSF) to the link hospitals within their remit. The link lecturer will also be responsible for clarifying all aspects of this policy, particularly in relation to restrictions that apply to ODP students as they progress through the course and offer support and guidance to the PEF/CSF in its implementation.

#### 4.2. PEFs/CSFs

The PEFs/CSFs will be responsible for disseminating the policy to all the mentors within the operating department and clarifying all aspects of this policy, particularly in relation to restrictions that apply to ODP students as they progress through the course. This may require approval from the Trust's Medicines safety team and/or clinical governance/risk lead. The CSF will be responsible for facilitating appropriate placements/attendance on study days so students are able to achieve competence in medication administration as well as peripheral IV cannulation.

#### 4.3. Mentors

The mentors have a responsibility to ensure that students are able to apply their knowledge of pharmacology in clinical practice when administering drugs. This will include completion of their pharmacology workbook. They will also be

responsible for providing appropriate supervision according to the student's stage of training and capability (see table attached).

#### **4.4. Students**

Students are responsible for working within the limits of their competence. If they are unsure they should seek advice from their CSF and Link Tutor and refer to both the Trust/local policy and the University Policy for further clarification (see table attached)

### **5. Monitoring and Review**

This policy will be reviewed on a biennial basis at CSF/PEF forums.

### **6. CODP Curriculum Requirements for a student ODP applying for registration**

It is vitally important that student operating department practitioners are provided with appropriate learning opportunities and support to meet the requirements of the CODP curriculum document so that they are fit for purpose/practice upon registration.

The curriculum outcomes that are pertinent to this policy are:

#### **Outcome 13: Plans and delivers evidence-based, individualised care to patients**

13.7: Exercises clinical judgement in the assessment and management of pain for patients within the practitioner's sphere of practice

13.8: Administers medication to patients in a timely and safe manner, in accordance with relevant policies, procedures and protocols.

#### **Outcome 15: Applies knowledge of pharmacology within operating department practice**

15.1 Promotes and applies statutory, national and local guidance relating to the ordering, storage, checking and administration of medicines.

15.2 Demonstrates proficiency in the preparation of prescribed medications prior to administration to patients

15.3 Accurately calculates drug dosages

15.4 Administers prescribed medications using a variety of approved techniques

15.5 Monitors the effects of drugs on patients and takes appropriate and prompt action in the event of adverse reactions

15.6 Consistently records and completes appropriate documentation relating to the administration of medicines

15.7 Demonstrates a comprehensive and evidence-based understanding of the pharmacokinetic and pharmacodynamic effects of drugs encountered within the practitioner's sphere of practice. To include:

15.7.1 Indications and contraindications for use

15.7.2 Complications and side effects

15.7.3 Interactions, especially in relation to normal and altered physiology.

15.8 Critically evaluates techniques for the management of acute and chronic pain and post-operative nausea and vomiting and applies findings to the care of individual patients

**Outcome 16: Demonstrates proficiency and safe practice in the use of medical devices within the practitioner's sphere of practice**

16.1 Promotes and applies good practice in the introduction and use of medical devices: to include:

16.1.1 Statutory and professional guidance, especially with regard to the participation of patients in clinical trials and product evaluations

16.1.2 Compliance with the principles of product liability and the role and responsibilities of manufacturers in facilitating the safe use of devices

16.1.3 Ensuring that appropriate records and tracking systems are maintained at all times.

16.1.4 Exercises professional judgement in supervising the performance and correct use of medical devices in accordance with regulations, local policies and manufacturer's recommendations

16.2 Demonstrates proficiency in the selection, preparation and, where necessary, calibration of a variety of medical devices (including invasive monitoring)

16.3 Utilises medical devices to measure and record patients' physiological parameters within the practitioner's sphere of practice

**Outcome 17: Demonstrates proficiency in the role of the ODP in anaesthesia, post anaesthesia and critical care.**

At the end of year 3 the student ODP must be able to:

Demonstrate skill in medicines management; to include drug administration, the recognition and appropriate treatment of any complications or side effects.

### Administration of Medicines and Student Operating Department Practitioners

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Single practitioner medication administration</b>	Not applicable	Not applicable	Not applicable	Not applicable
<b>Oral Medication.</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can observe only	Can administer medication under direct supervision of the Registered Practitioner after successful completion of recovery module and PAD assessment	Can administer medication under direct supervision of the Registered Practitioner and act as <b>Supernumerary (3<sup>rd</sup>) checker when administering controlled drugs</b>
<b>Intravenous (IV) medication administration &amp; (Adults only)</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can observe only	Can observe only	Can observe IV medication administration only. Flushing of cannulae is not permitted even after peripheral IV cannulation. This must be done by the supervising registered practitioner

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Subcutaneous/ Intramuscular medication administration (sc/IM) (Adults only)</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can observe only	Can observe, prepare, and administer under direct supervision of the Registered Practitioner after successful completion of recovery module and simulated skill/ PAD assessment	Can observe, prepare, and administer under direct supervision of the Registered Practitioner after successful completion of recovery module and simulated skill/ PAD assessment
<b>Intravenous Therapy (Adults only)</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can prime an infusion set only under direct supervision of the Registered Practitioner but CANNOT connect IV solutions to patients	Can prime, connect and administer under direct supervision of the Registered Practitioner after successful completion of recovery module (OSCE) assessment and year 2 PAD skills assessment	Can prime, connect and administer under direct supervision of the Registered Practitioner after successful completion of recovery module and Year 2 PAD skills assessment

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<p><b>*Transfusion of blood/blood products including collection (Adults only)</b></p>	<p>Outcomes 13.7, 13.8; 15.1-8; 17</p>	<p>Can observe only *Transfusion of blood/blood products* (Adults only)</p>	<p>Please refer to local /Trust transfusion policy          If permitted by your local policy, you can only act as a Supernumerary (3<sup>rd</sup>) checker for collection and administration. ALL student signatures need to be counter – signed by the registered practitioners present. One of whom must be the one administering the blood</p>	<p>Please refer to local /Trust transfusion policy          If permitted by your local policy, you can only act as a Supernumerary (3<sup>rd</sup>) checker for collection and administration. ALL student signatures need to be counter – signed by the registered practitioners present. One of whom must be the one administering the blood.</p>

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Medical Devices</b>				
<b>Intravenous therapy Using gravity fed or infusion devices – ready prepared clear fluids (Adults only)</b>	Outcomes 13.7, 13.8; 15.1-8; 16.1-3;17	Can Observe Only	Can prime under direct supervision of the Registered Practitioner after successful completion of recovery module, Year 2 PAD skills assessment and locally approved medical device training *cannot disconnect any medical devices without direct supervision*	Can prime under direct supervision of the Registered Practitioner after successful completion of recovery module and locally approved medical device training *cannot disconnect any medical devices without direct supervision*
<b>Epidural infusion devices – ready prepared infusions only. Adding drugs to epidural infusions is strictly prohibited</b>	Outcomes 13.7, 13.8; 15.1-8; 16.1-3;17	Can Observe Only	Can prime an infusion set only under direct supervision of the Registered practitioner after successful completion of recovery module and locally approved medical device training Can act as a Supernumerary (3 <sup>rd</sup> ) checker for Epidurals containing CDs	Can prime an infusion set only under direct supervision of the Registered Practitioner after successful completion of Recovery module and locally approved medical device training. Can act as a Supernumerary (3 <sup>rd</sup> ) checker for Epidurals containing CDs

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Total Intravenous Anaesthesia (TIVA) Infusions</b>	Outcomes 13.7, 13.8; 15.1-8; 16.1-3;17	*Strictly prohibited. It is the anaesthetist's responsibility*	*Strictly prohibited. It is the anaesthetist's responsibility *	*Strictly prohibited. It is the anaesthetist's responsibility*
<b>Controlled Drug (CDs) Management and administration</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can observe only	Can act as a Supernumerary (3 <sup>rd</sup> ) checker for CDs. ALL student signatures need to be counter – signed by one of the registered practitioners present.	Can act as a Supernumerary (3 <sup>rd</sup> ) checker for CDs. ALL student signatures need to be counter – signed by one of the registered practitioners present.
<b>Patient Controlled Analgesia –ready prepared infusions only using only pre-programmed infusion devices. Adjusting the dose, rate of infusion and lockout times is strictly prohibited.</b>	Outcomes 13.7, 13.8; 15.1-8; 16.1-3;17	Can observe only	Can prime an infusion set only under direct supervision of the Registered Practitioner after successful completion of recovery module and locally approved medical device training Can act as a Supernumerary (3 <sup>rd</sup> ) checker for CDs. ALL student signatures need to be counter – signed by one of the registered practitioners present.	Can prime an infusion set and monitor the patient under direct supervision of the Registered Practitioner after successful completion of recovery module and locally approved medical device training Can act as a Supernumerary (3 <sup>rd</sup> ) checker for CDs. ALL student signatures need to be counter – signed by one of the registered practitioners present.

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Invasive monitoring transducer sets (Adults Only)</b>	Outcomes 13.7, 13.8; 15.1-8; 16.1-3;17	Can observe only	Can prime an infusion set only under direct supervision of the Registered Practitioner but CANNOT connect to the patient. CANNOT administer drugs I.V. or withdraw blood samples. Can 'zero' transducers under direct supervision of registered practitioner	Can prime an infusion set only under direct supervision of the Registered Practitioner but CANNOT connect to the patient. CANNOT administer drugs I.V. or withdraw blood samples. Can 'zero' transducers under direct supervision of registered practitioner
<b>Per Rectum (PR) (Adults only)</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can observe only	Please refer to local Trust policy	Please refer to local Trust policy

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Inhaled therapy</b>	Outcomes 13.7, 13.8; 15.1-8; 17	<p>Can observe and administer Prescribed oxygen therapy under direct supervision of the Registered Practitioner</p> <p>*Inclusive of Pre-oxygenation prior to induction of Anaesthesia)*</p>	<p>Can observe and administer Prescribed oxygen therapy and inhaled medications (inclusive of nebulizers) under direct supervision of the Registered Practitioner after successful completion of Recovery module</p> <p>*Inclusive of Pre-oxygenation prior to induction of Anaesthesia)*</p>	<p>Can observe and administer Prescribed oxygen therapy and inhaled medications (inclusive of nebulizers) under direct supervision of the Registered Practitioner after successful completion of Recovery module</p> <p>*Inclusive of Pre-oxygenation prior to induction of Anaesthesia)*</p>
<b>Topical</b>	Outcomes 13.7, 13.8; 15.1-8; 17	<p>Can apply topical creams and solutions under direct supervision of the Registered Practitioner, EXCLUDING Instillagel, Oral, Nasal &amp; Ophthalmic Topical medication</p>	<p>Can apply topical creams and solutions under direct supervision of the Registered Practitioner, EXCLUDING Instillagel Oral, Nasal &amp; Ophthalmic Topical medication</p>	<p>Can apply topical creams and solutions under direct supervision of the Registered Practitioner, to INCLUDE*Instillagel as part of their enhanced scrub skills*</p> <p>EXCLUDING Oral, Nasal &amp; Ophthalmic Topical medication</p>

Route/Class/Activity	CODP Curriculum	Year 1	Year 2	Year 3
<b>Preparation and administration of drugs during surgical procedures</b>	Outcomes 13.7, 13.8; 15.1-8; 17	Can observe only	Can prepare medications during surgical procedures under the direct supervision of the registered practitioner. *Administration of drugs under these circumstances is not allowed*	Can prepare medications during surgical procedures under the direct supervision of the registered practitioner. *Administration of drugs under these circumstances is not allowed*
<b>Via Nasogastric Tube or Percutaneous Endoscopic Gastrostomy</b>	Not applicable	Not applicable	Not applicable	Not applicable

\*Restrictions apply- please refer to policy.