



## Medications Awareness Level 1 (VTQ)

### QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/192/MEDA

*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*



## Endorsed, CPD Certified and ISO Standards

All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.

ProTrainings: Additional quality at an affordable price.



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that lives are rewarded through the training and services we provide.

# **ProTrainings Europe Limited**

## **Specification Overview**



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## Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, the UK and across the globe.

ProTrainings EU offers qualifications designed in-house and qualifications that are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information please visit [www.ProTrainings.uk](http://www.ProTrainings.uk) for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

## Qualifications Specifications

ProTrainings EU offers policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding of how our courses are delivered and processed.

Our specifications document can be accessed on our website at [www.ProTrainings.uk](http://www.ProTrainings.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [support@protrainings.uk](mailto:support@protrainings.uk) or compliance department at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Introduction to Medications Awareness Level 1 (VTQ)

This course is available as an online, blended or 100% classroom course and must be carried out by an approved instructor. This course is built for those working in the care sector. It fulfils the requirements for Basic Life Support, Safer Moving and Handling of People, Food Hygiene, Fire Safety, and Health & Safety Awareness training. The certificate is valid for three years.

These courses can be taken before staff start work so they are ready on their first day or by existing staff to meet training requirements. We can add extra subjects if needed and develop a solution for your training. By using our online or blended courses you will save valuable work time by giving a more flexible and enjoyable solution.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence-Based Learning statement.

### Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time contact time, guidance, or supervision of a learner by an instructor, supervisor, tutor, or trainer.

GLH for this qualification is 2

**Total Qualification Time (TQT):** This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e., to achieve all learning outcomes.

TQT for this qualification is 3

Our Medications Awareness Level 1 (VTQ) course is taught over a few hours and will include practical and theoretical assessments.

### Entry Requirements

There are no specific entry requirements however, learners should have a minimum of Level 2 in literacy, numeracy or equivalent.

The qualification is suitable for learners around the age of 14+ years and above.

### Progression or Similar

**Successful learners can progress to other qualifications such as:**

- Diabetes Awareness (VTQ)
- Asthma Awareness (VTQ)
- Anaphylaxis Awareness (VTQ)
- Epilepsy Awareness and Administration of Buccal Midazolam (VTQ)
- Epilepsy Awareness and Administration Rectal Diazepam (VTQ)
- Care Certificate

## Requirements to teach the Medications Awareness Level 1 (VTQ)

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience, and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval.

Supporting evidence that clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

### Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review before certification.

A desktop review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

### Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

**Complaints - Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

#### How to complain

Complaints should initially be made in writing to the Head of Centre or your designated tutor. This can be completed using your student login for [www.ProTrainings.uk](http://www.ProTrainings.uk)

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint
- The induction will provide further details regarding this process.

# Medications Awareness Level 1 (VTQ)

PRO/192/MEDA

## Course Overview

- Introduction, Aims & Objectives
- Legislation
- Classification of Medication
- Types of Medication
- Prescribing
- Storing Medication Safely
- Safe Disposal of Medication
- Supporting Service Administration
- Supporting Self Administration
- Contra-Indications, Allergies, Overdoses
- The Monitored Dosage System
- Reporting Mistakes
- Maintaining Medication Records
- Recognising & Reporting Changes to the Individual
- Further Learning & Summary



# Learning Outcomes – PRO/192/MEDA

These learning outcomes are mapped to meet a Medications Awareness Level 1 (VTQ) criterion. Each learning outcome presents a knowledge, skill, or assessment to help students understand the curriculum in finer detail.

<b>Learning Outcomes (LO)</b> The learner will:	<b>LO</b>
<b>UNIT 1</b>	
<b>Understand the legislative framework for the use of medication in social care settings</b>	<b>LO1</b>
Understand all relevant legislation and regulations that covers medication	1.1
Understand all other relevant legislation	1.2
Other Guidelines and Policies & Procedures	1.3
<b>Understand roles and responsibilities in the use of medication in social care settings</b>	<b>LO2</b>
Awareness of the prescribing of medication	2.1
Awareness of what Patient group directives	2.2
<b>Understand what are medicines, the types, classifications, aims of medication and how medication works</b>	<b>LO3</b>
Awareness of the Medicine and Healthcare Products Regulatory Agency (MHRA) statement and definition of Medicine's and Drugs	3.1
List the different types of medication	3.2
Awareness of the classification of Medicines	3.3
List the aims and role in medication administration	3.4
Explain how medication is absorbed, distributed, active, broken down by the metabolic system and how excreted	3.5
<b>Understand techniques for administering medication, the process and be able to record and report on use of medication</b>	<b>LO4</b>
Awareness of Training and Aim of medication handing	4.1
List awareness of base levels and considerations	4.2
Demonstrate how to complete Hygiene precautions	4.3
Identify the equipment and materials needed	4.4
Recognise Medication Administration systems	4.5
Explain the administration of medication – Rights of individua	4.6
Identify the Routes of Medication	4.7

Complete the recording of information and use of MAR sheet	4.8
Understand some precautions to take when administering medication	4.9
<b>Understand the process to support self-administration</b>	<b>LO5</b>
Awareness of the risk assessment process	5.1
How to support self-administration	5.2
<b>Recognise side effects and dealing with medication errors</b>	<b>LO6</b>
Awareness of monitoring individuals for any changes when administering medication	6.1
Identify side effects and adverse reactions	6.2
Recognise contraindications, allergies and actions if overdose occurs	6.3
Explain the actions to complete if medication error occurs	6.4
<b>Understand the processes of receiving, storing and disposing of medication supplies safely</b>	<b>LO7</b>
Identify how to receive medication	7.1
Identify how to store medication	7.2
Know how to dispose of medication	7.3
<b>Know how to promote rights and respect the privacy and dignity of the individual when managing medication L</b>	<b>LO8</b>
Identify components of the following for individual: Rights, Respect, Privacy, Dignity	8.1
<b>Manager's responsibilities and the implementation of ongoing monitoring of the care worker</b>	<b>LO9</b>
Understand managers responsibilities of - Supervision, Training, Information, Instruction	9.1



## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

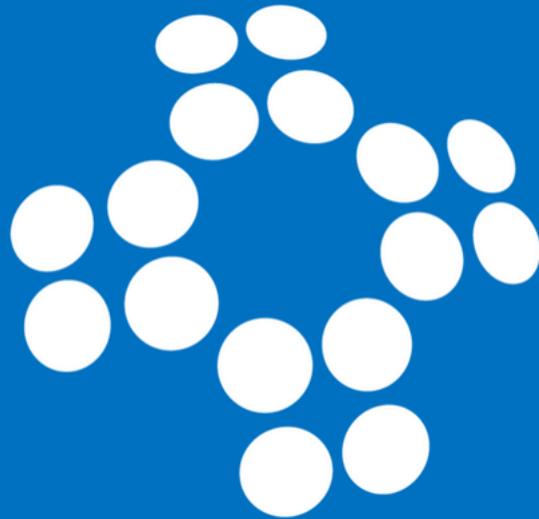
[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



**ProTrainings Europe Limited**

22 Westside Centre, London Road, Stanway, Colchester CO3 8PH

**Telephone:** 01206 805 359 / **Email:** [info@protrainings.uk](mailto:info@protrainings.uk)

**Web:** [www.protrainings.uk](http://www.protrainings.uk)