

## **Briefing note for Delegated Decision : Procurement of Medication Training for Adult Provision Care Workers**

Annual medication training is mandatory for all Adult Provision colleagues who support citizens with medicines. This is in line with Adult Provision policy and the recommendations and guidance from Skills for Care, the Care Quality Commission, NICE and the Royal Pharmaceutical Society. Effective management and administration of medicines is integral to ensuring the health and well-being of those receiving care and support, and service providers are responsible for ensuring that when care workers give medicines they have the right training and are competent to do so.

Approval is required for a procurement/tendering process for the successful provider to deliver training with these outcomes at the end of the session:

- Understand legislation, policy and procedures relevant to administration of medication
- Know about common types of medication and their use
- Understand procedures and techniques for the administration of medication
- Prepare for the administration of medication
- Administer and monitor medication safely

### **Supporting delivery of Value for Money (VfM) for the organisation through: (a) targeting resources towards meeting the needs of the people of Nottingham;**

This training will be funded within the allocated Adult Social Care training budget. The aim of this specialist training is to provide colleagues working in Adult Social Care Provision with the knowledge and understanding of how to assist citizens with their medicines. Citizens will therefore benefit from staff that are well trained and qualified to fulfil their role safely and professionally.

### **(b) Providing/commissioning services that meet the needs of local people through the most economic, efficient, and effective means;**

We will be seeking competitive quotations and a model of delivery to meet the diverse needs in relation to medication of the citizens accessing services within Adult Provision.

Tenderers will be asked to provide a programme of regular courses over a 12 month period (with the option to extend to [extension for a further one year plus one year, subject to review](#)). As a team we have systems in place to ensure that staff access the courses within their 1 year refresher period. This ensures efficient and effective targeting of training to actual need and ensures spaces are not booked inappropriately. All courses are promoted to line managers to ensure maximum uptake.

The successful provider will need to accommodate the optimum ratios of trainees to trainer within good practice guidelines. This will result in a higher number of colleagues trained per course commissioned.

### **(c) Promoting a culture of continuous improvement;**

This training will promote a culture of continuous improvement and professional development by providing up to date content regarding legislation and good practice.

**(d) Recognising and learning from good practice, both within the organisation and from other organisations.**

Having an external provider with professional and specialist expertise that we can work in partnership with contributes towards learning from other organisations and good practice leads within the Adult Social Care sector.

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