

(From the UCOL Clinical Experience Handbook)

500 (first year) level Bachelor of Nursing students

Under no circumstances are 500 level students allowed to check and/or administer ANY form of medication by ANY route in ANY clinical practice environment. This includes patient/client/health consumer held medication. Students may OBSERVE the registered nurse in the administration of medication and use the opportunity to learn about the following:

- Drugs commonly used in the clinical environment
- Patients/clients/health consumers' knowledge about their medication
- The five rights of medicine administration
- The correct procedure for checking medication
- Effects and side effects of medication

FAILURE TO ABIDE WITH THIS POLICY MAY RESULT IN FAILURE OF THE CLINICAL EXPERIENCE – BN508

Pre-clinical Drug Calculations Policy – for 600 (second year) level BN Students

- Competence must be demonstrated prior to the commencement of the first 600-level clinical experience.
- To demonstrate competence students must achieve 100% totally correct answers on a 10 question drug calculation test under supervised examination conditions, conducted as part of the BN605 course.
- Students who have received an RPL for BN605 will still need to demonstrate competence in a 10 question drug calculation test under supervised examination conditions. Tutorials and the test/s will be conducted prior to the student joining the BN programme.
- Students have a total of 3 attempts to demonstrate mastery/competence prior to the first clinical experience of the semester.
- Failure to demonstrate competence will result in the student being withheld from the 600-level clinical experiences.

Pre-clinical Drug Calculations Policy – for 700 (third year) level BN Students

- Competence must be demonstrated prior to the commencement of the first 700-level clinical experience.
- To demonstrate competence students must achieve 100% totally correct answers on a 10 question drug calculation test under supervised examination conditions, conducted as part of the BN701 course.
- Students have a total of 2 attempts to demonstrate mastery/competence prior to the first clinical experience of the semester.
- Failure to demonstrate competence will result in the student being withheld from the 700-level clinical experiences.

Drug Administration Policy - 600 (second year) and 700 (third year) level BN students ONLY.

In all agencies UCOL students and clinical lecturers will follow the specific policies for the administration of medications applicable to the clinical environment in which they are working. These policies may vary from agency to agency and these need to be clarified with the clinical lecturer and preceptor. Under NO circumstances will a UCOL student deliver any intravenous medication. Please refer to the clinical skills handbook for the appropriate clinical experience to determine expected level of skill acquisition and material associated with integrated theory/practice.

FAILURE TO ABIDE WITH THIS POLICY MAY RESULT IN FAILURE OF THE COURSE

Medications

1. Students must know the expected action, the usual dose, effects and side effects of any medications they administer.
2. A student may check and administer medication (by the oral, SC, IM, or PR routes, but not IV) under the direct supervision of a Registered Nurse.
3. Whilst checking the medication the student must ensure that:
 - Medicines are dispensed from the pharmacy containers in accordance with agency policy
 - The prescription on the drug treatment chart and the time the last dose was given are checked
 - The prescription is checked against the labelled medication container;
 - The expiry date is checked
 - The transfer of the dose from the labelled container to any other accepted receptacle is sighted
 - The dose to be administered and the route of administration are checked against the patient's drug treatment chart
4. Under the direct supervision of the Registered Nurse, the student will check the patient/client/health consumer's hospital number on the patient's drug treatment chart against the patient/client/health consumer's BRADMA prior to administering the medication. In all cases, the student must also verbally check the patient/client/health consumer's identity.
5. The student will remain with the patient/client/health consumer until the medication has been taken.
6. Administered medication will be signed for on the patient/client/health consumer's drug treatment chart only after the patient/client/health consumer has taken it.
7. The student will assess the patient/client/health consumer's response to the medication, including desired effects and side effects within 30 minutes of administration.

Controlled Drugs

- A student may only administer SC, IM and oral controlled drugs under the direct supervision of a Registered Nurse. **These drugs must be checked by two Registered Nurses with the student acting as a third checker** prior to this administration.
- Both Registered Nurses, with the student as the third checker will:

- Check the prescription order, the time last given and the route of administration.
- Check drug out of controlled drugs cupboard and document the balance in the controlled drug register. When only a portion of a controlled drug is to be administered, disposal of the surplus amount must be witnessed by the Registered Nurses and the student. Discrepancies between the Controlled Drug register and the stock numbers must be reported to the nurse in charge immediately.
- Both Registered Nurses and the student check the medication name, dose, expiry date and amount to be administered.
- The Registered Nurses and student check patient/client/health consumer's BRADMA against the drug treatment chart, and verbally verify the patient's identity. The Registered Nurse must remain while the student administers the medication.
- The Registered Nurse checking the medication will sign the drug chart, and the Registered Nurse supervising the administering of the medication will sign after its administration.
- The student and Registered Nurse will evaluate the effects and any side effects at 15 minutes and 30 minutes after the administration and take any appropriate action in case of side effects.

Intravenous Therapy

UCOL students, under the direct supervision of a Registered Nurse, can assist suitably certified nurses in the following situations:

1. On peripheral lines only, prime the line, calculate and set the rate of an IV infusion.
2. On peripheral lines only, put up bags of IV fluids (EXCLUDING those with manufacturer's additives) once they have been checked in accordance with the drug administration policy. The Registered Nurse must connect the infusion to the patient.
3. Mix and draw up, but not administer IV medications (see information regarding Transition Students at MidCentral District Health Board below).
4. Remove IV cannulas.

UCOL students CANNOT:

- Put additives into IV access devices or IV fluid containers when these are attached to the patient (see information regarding Transition Students at MidCentral District Health Board below). Manage CV/PICC (Peripherally Inserted Central Catheter) lines, Hickman lines or any other advanced vascular access device(s).
- Be assigned sole care of a patient with Epidural anaesthesia, PCA, Intrathecal or Opioid infusions.