

**The Code of Practice for Medicines Governance**  
**Agency Nurse working in NHS Ayrshire and Arran**  
**Administration of medicine competent/Assurance checklist**

The Code of Practice for Medicines Governance represents the local policy regarding how medicines are managed within NHS Ayrshire & Arran. The Code applies equally to all healthcare professionals involved in the prescribing, administration and supply of medicine. Please ensure you are aware and comply with the requirements as outline in the relevant section.

This policy is applicable to all Registered nurses and midwives working in NHS Ayrshire & Arran across all settings and the principles of good practice

**POLICY STATEMENT**

All staff must be familiar with and adhere to the NHS Ayrshire & Arran Code of Practice for Medicines Governance and the requirements of their own regulatory and/or professional bodies

**RESPONSIBILITIES**

Registered Nurses are responsible for working within the legal and professional frameworks within the NMC Code. Registered nurses are personally responsible for putting patients first and for a commitment to safety, ethics, values, principles and improvement. They are also responsible for practicing within their own scope and competence, using their acquired knowledge, skills and judgement. They are responsible for their own professional actions and for following procedure.

It is the responsibility of line managers to ensure that staff participating in administration of medicines are competent to do so.

The HEPMA **H**ospital **E**lectronic **P**rescribing and **M**edicines **A**dministration team are responsible for the ongoing administration, management, user training and system development.

Please refer to training videos on the AthenA HEPMA pages for guidance

I have read and fully understand the following document:

The current Code of practice for Medicine Governance

Caldecott principles

IT Governance

NMC Standards for Medicine Management (Section 18)

I have received appropriate training/supervision which practitioners must undertake before being authorised to administer medicine utilising the electronic medicine management system

I have completed the eLearning HEPMA Nurse Training on TURAS

<https://learn.nes.nhs.scot/50872/elearning-digital/hepma-nursing-training>

I agree to act as a practitioner within the terms of Code of Practice for medicine Governance

**Approved Practitioner:**

Name: ..... (Capitals)

Signature: .....

Job Title: ..... Agency:.....

University Hospital Ayr/Crosshouse

Approved By Senior Nurse\* Name.....(Capitals)

Signature: .....

Date: .....

\*B7 or above, page holder, Duty manager or COM's team