

# One-on-one training checklist and carer post-training competency assessment

<b>Patient name:</b>		<b>DOB:</b>
<b>Carer name:</b>		
<b>One-on-one training checklist</b>		<b>Carer competency assessment</b>
<b>1. Recognising and rating breakthrough symptoms</b> (Practical handbook reference: Pages 9,10,11,23 & 24)		
Discuss common breakthrough symptoms and how to recognise them	<input type="checkbox"/>	The carer understands how to recognise breakthrough symptoms and how and when to rate them <input type="checkbox"/>
Explain how and when to rate breakthrough symptoms	<input type="checkbox"/>	
<b>2. Knowing what subcutaneous medicines to give</b> (Practical handbook reference: Pages 12 & 25)		
Explain the importance of anticipatory prescribing	<input type="checkbox"/>	The carer can accurately select the right subcutaneous medicine for each breakthrough symptom <input type="checkbox"/>
Explain how to select the right medicine for each breakthrough symptom	<input type="checkbox"/>	
<b>3. Writing a label, opening an ampoule and drawing up medicine</b> (Practical handbook reference: Pages 13 & 14)		
Demonstrate the steps involved in writing a label, opening an ampoule and drawing up medicine as per the <i>step-by-step guide</i>	<input type="checkbox"/>	The carer can demonstrate all the steps involved in writing a label, opening an ampoule and drawing up medicine as per the <i>step-by-step guide</i> <input type="checkbox"/>
Observe the carer completing all the steps involved in writing a label, opening an ampoule and drawing up medicine as per the <i>step-by-step guide</i>	<input type="checkbox"/>	
<b>4. Giving medicine using a subcutaneous cannula</b> (Practical handbook reference: Pages 15 & 16)		
Demonstrate the steps involved in giving subcutaneous medicines using a subcutaneous cannula as per the <i>step-by-step guide</i>	<input type="checkbox"/>	The carer can demonstrate all the steps involved in giving subcutaneous medicines as per the <i>step-by-step guide</i> <input type="checkbox"/>
Observe the carer completing all the steps involved in giving subcutaneous medicines using a subcutaneous cannula as per the <i>step-by-step guide</i>	<input type="checkbox"/>	
Explain the reason for flushing the subcutaneous cannula after the last dose of medicine has been given	<input type="checkbox"/>	

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<b>5. Checking the subcutaneous cannula</b> (Practical handbook reference: Pages 17 & 22)		
Demonstrate how to check the insertion site	<input type="checkbox"/>	The carer understands how to check the subcutaneous cannula and its insertion site <input type="checkbox"/>
Explain why two subcutaneous cannulas may be inserted	<input type="checkbox"/>	
<b>6. Recording in the medicines diary</b> (Practical handbook reference: Pages 18 plus Medicines diary)		
Explain the importance of completing the diary accurately	<input type="checkbox"/>	The carer can accurately complete the medicines diary <input type="checkbox"/>
Demonstrate how to fill out the medicines diary	<input type="checkbox"/>	
<b>7. Making sure there are enough medicines in the house</b> (Practical handbook reference: Page 19)		
Explain that prescriptions are needed for all subcutaneous medicines	<input type="checkbox"/>	The carer understands that a prescription is required for all subcutaneous medicines and knows to contact the doctor/nurse practitioner for prescriptions and to contact a pharmacist in relation to supply of medicines <input type="checkbox"/>
Discuss the importance of ensuring there are always enough medicines in the house	<input type="checkbox"/>	
Discuss with the carer how they will access prescriptions and medicines	<input type="checkbox"/>	
<b>8. Safely storing and disposing of subcutaneous medicines</b> (Practical handbook reference: Page 20)		
Explain how to store medicines and dispose of unused medicines safely	<input type="checkbox"/>	The carer understands how to safely store and dispose of unused medicines <input type="checkbox"/>
Ask the carer to show you where they will store the medicines	<input type="checkbox"/>	
<b>9. Seeking further advice</b>		
Ensure that the carer has all contact details including a 24-hour phone number	<input type="checkbox"/>	The carer has the contact phone number of the responsible service provider including a 24-hour phone number <input type="checkbox"/>

**NB: It is suggested that this document is filed in the patient's notes.**

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Registered nurse name

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Registered nurse signature

/ /

Date