

Skills checklist: Pill organizers



Learner:	Mentor:	Date:
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Competency	Mentor's comments	Yes	No
Step one: Select			
Only begins pill organizer assessment after asking person to bring list of all pills and doses that will be taken regularly.			
1. Collects relevant information using assessment form and correctly identifies if person: <ul style="list-style-type: none"> Needs a pill organizer Checks caregiver is available if person needs assistance to take pills Selects type of pill organizer that best meets the user's needs 			
2. Collects relevant information using medicines list about all pills person is taking regularly <ul style="list-style-type: none"> Explains purpose of each pill in simple language Correctly records the number of pills to take for each dose 			
3. Identifies when a person needs referral and refers to the appropriate service.			
Step two: Teach			
4. Teaches the person and/or their caregiver how to load the pill organizer including: <ul style="list-style-type: none"> How to recognise each pill How to load each pill 			
5. Discusses with and/or teaches the person to plan a routine when using a pill organizer			
6. Teaches person how to look after pill organizer			
Step three: Follow up			
7. Identifies follow up actions, such as: <ul style="list-style-type: none"> Provide further training Replace product Refer to another service 			

For all steps			
Demonstrates safe and client centred practice throughout all steps.			

Notes for supervisors
<p>Use this skills checklist to help:</p> <ul style="list-style-type: none"> Evaluate how well learners perform the skills to safely provide pill organizers and whether: <ul style="list-style-type: none"> They can safely provide pill organizers independently, or Need extra mentoring and if so, which skills they most need to practise <p>Note that:</p> <ul style="list-style-type: none"> This checklist focuses on the most important skills that are covered in the TAP module There may be other skills you would like your staff to develop, depending on your service needs. You can further develop this checklist if this would be helpful. You may not be able to observe the skills for all four steps in one session, as follow up in particular will happen at a later date. <p>To use the skills checklist:</p> <ul style="list-style-type: none"> Observe learners carrying out pill organizer provision steps. This may be through role play (practising on each other) or with clients. Always make sure that practice with clients is carried out safely. Note on the form whether the learner has performed each skill correctly. Use the comments column to provide details. This may be things that are done well, or areas that need further practice. <p>Providing feedback to learners:</p> <ul style="list-style-type: none"> Discuss your observations with learners. Share their strengths, and areas needing more practice. Provide a copy of the completed checklist to the learner as their record. Continue to provide mentoring and support, and re-evaluate as they develop skills and confidence. <p>When is a learner ready to provide magnifiers and telescopes independently?</p> <ul style="list-style-type: none"> To provide magnifiers and telescopes safely, a learner should consistently complete all skills correctly. Remember: Mentoring and supervision is an ongoing process, to continue improving skills.