

Medication Training in Homecare

Evidence Checklist & Action Log

01 Check the evidence

For evidence tracking and management follow-up only. This checklist is not a clinical competency assessment or certification tool. It does not establish competence, authorise medication tasks or replace workplace assessment, care plans, medicines procedures or professional delegation arrangements.

Use one record per worker. Complete digitally or print. Reference secure records; avoid unnecessary service-user details. Attach a referenced continuation sheet if more space is needed.

Worker name / staff ID

Record reference / review date

Role / branch

Responsible manager

Medicines-support tasks included

Tasks excluded from this record

Relevant policy / procedure and version

Evidence checklist

Enter status: L = located | M = missing | C = needs clarification | N/A = not applicable

Learning: course, provider, date; certificate reference

Status

Action ref.

Knowledge check: result / discussion reference

Status

Action ref.

Workplace assessment: reference, date, secure location

Status

Action ref.

Assessor: name, role; suitability evidence reference

Status

Action ref.

Missing paperwork and an identified competence concern require different follow-up. Do not infer competence from missing evidence. Record unresolved issues on page 3.

Evidence tracking only - not competency certification

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02 Record current arrangements

Summarise existing assessment evidence and management decisions. Completing this page does not authorise medication tasks. Record restrictions clearly for those allocating visits.

Worker name / staff ID

Record reference / review date

TASK / RESPONSIBILITY 1

Task / responsibility and assessment reference / date

Existing assessment outcome / assessor (summarise the referenced record only)

Current restrictions / supervision / tasks not to be allocated independently

Responsible manager / decision date and reference

Review date or trigger / action reference

Restrictions communicated to whom, by whom and when

TASK / RESPONSIBILITY 2

Task / responsibility and assessment reference / date

Existing assessment outcome / assessor (summarise the referenced record only)

Current restrictions / supervision / tasks not to be allocated independently

Responsible manager / decision date and reference

Review date or trigger / action reference

Restrictions communicated to whom, by whom and when

Learning support: Medication Practice in Domiciliary Care | caresdemv.co.uk

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03 Track actions and review

Keep actions open until the required evidence has been checked. A booking or reminder is a progress update, not closure. Address immediate safety concerns through your existing procedures.

Worker name / staff ID

Record reference / review date

ACTION 1

Gap / required action / interim arrangements reference (see page 2)

Owner

Deadline

Status: open / in progress / closed

Closure evidence / outcome reference

Reviewed by / closure date

ACTION 2

Gap / required action / interim arrangements reference (see page 2)

Owner

Deadline

Status: open / in progress / closed

Closure evidence / outcome reference

Reviewed by / closure date

ACTION 3

Gap / required action / interim arrangements reference (see page 2)

Owner

Deadline

Status: open / in progress / closed

Closure evidence / outcome reference

Reviewed by / closure date

Final evidence review

☐ Evidence checked

☐ Open actions noted

☐ Restrictions shared

☐ Matrix updated

Evidence review completed by / date

Next review date or trigger