

MALTA

MEDICINES  
AUTHORITY



**ACADEMY**  
FOR PATIENT CENTRED  
EXCELLENCE AND INNOVATION  
IN REGULATORY SCIENCES

2021-2022 **Award in**  
**Medication Management Basics**

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# Award in Medication Management Basics

*A Further Education Programme accredited by the Malta Further and Higher Education Authority*

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A course spearheaded by the MMA Academy, intended to deliver strong and comprehensive foundational knowledge, practical skills and essential competences required for safe and effective medication management across various healthcare settings.

**EQF/MQF Level:** 4

**ECTS:** 2

**Mode of Attendance and Duration:** Part-time for a total of 50 hours, including lectures, self-study and assessment

**Dates:** 20, 21, 26, 27 of August 2025

**Venue:** Malta Life Sciences Park, San Ġwann

## Speakers:

Healthcare professionals and seasoned speakers with extensive experience related to medication management.

## Objective:

To provide a thorough understanding of the basics of medication management, equipping participants to ensure safer and more appropriate use of medications, minimising medication errors and ultimately contributing to improved patient outcomes. In tandem it shall serve as a networking platform for dissemination of knowledge and best practices.

## Learning outcomes:

### Knowledge

At the end of the course the learner will have been exposed to the following:

- Understand the fundamental concepts of medication administration and the importance of timely documentation.
- List and discuss the 5 rights of medication administration.
- Outline the processes for ordering, transporting, sorting and disposing of medications safely.
- Identify proper techniques for handling medications to prevent contamination and infections whilst ensuring efficacy.

- Gain awareness of the various forms of medications (tablets, capsules, liquids, injectables etc.) and their appropriate routes of administration.
- Understand common medication errors, their causes, and ways to prevent them.
- Appreciate the importance of effective communication and how to overcome communication barriers in medication management.
- Understand one's role in monitoring and promoting medication adherence.
- Identify different classes of common medications used in care settings and their general therapeutic uses.
- Understand the ethical and legal implications of administering covert medications.
- Recognise medications requiring time-critical administration.
- Understand the use of PRN medications.
- Appreciate the importance of accurate documentation and record keeping in medical administration.
- Identify ways in which clients can be involved in making shared decisions about their medications.
- Understand the importance of safe disposal of medications to prevent environmental harm and misuse.
- Appreciate the significance of prevention, recognition, management and reporting of adverse drug reactions in ensuring patient drug safety.
- Gain awareness of the signs of potential drug interactions, side effects and adverse drug reactions in patients.
- Explain the significance and responsibility of reporting any actions or oversights in caregiving that may pose risks to oneself, other or one's employer.

### Skills

At the end of the course the learner will be able to:

- Implement the principles of medication administration effectively across various scenarios.
- Apply the 5 rights of medication administration consistently to ensure safe practice.
- Ensure safe and efficient handling of medications.
- Demonstrate proper techniques for handling medications to prevent contamination and ensure safety and effectiveness.

- e) Support the accurate administration of medication through the correct route for each form, based on their therapeutic indications and patient needs.
- f) Develop and implement strategies to minimise and prevent medication errors, ensuring patient safety and quality care.
- g) Adapt learned skills to different caregiving environments.
- h) Utilise optimal communication skills to improve patient safety and care, through clear, supportive interactions.
- i) Collaborate with other members of the multidisciplinary team to ensure that the patient's medication needs are fulfilled.
- j) Implement strategies to support and improve patient adherence to prescribed medication regimens.
- k) Apply knowledge regarding covert medication administration in appropriate instances, ensuring ethical compliance.
- l) Ensure prompt administration of time-critical medications.
- m) Manage PRN medications correctly, responding appropriately to patient needs and symptoms.
- n) Maintain secure, accurate and up to date records of medication administration.
- o) Facilitate patient involvement in decision-making processes regarding their treatment.
- p) Dispose of medications safely.
- q) Recognise and manage adverse drug reactions effectively, ensuring prompt intervention and reporting.

### Competences

At the end of the course the participant will have acquired the responsibility and autonomy to:

- a) Uphold the principles of patient safety and ethical responsibility by rigorously applying the 5 Rights in each medication administration.
- b) Ensure that all medication handling practices adhere to the highest standards of hygiene and safety, minimising the risk of contamination and infection.
- c) Cultivate a culture of safety by actively participating in efforts to identify, report and minimise medication errors within the healthcare setting.
- d) Demonstrate the ability to apply knowledge and skills in diverse caregiving scenarios, tailoring approaches to meet the specific needs of patients and the care environment.
- e) Collaborate and communicate with colleagues and clients with confidence and credibility, handle enquiries professionally in accordance with data protection rules and regulations.
- f) Document work-related information efficiently and effectively.

- g) Monitor and evaluate patient adherence, providing ongoing support and education to ensure consistency in medication intake.
- h) Maintain a strong foundational knowledge of commonly used medications, ensuring their safe and effective use in patient care.
- i) Uphold ethical standards by ensuring that any use of covert medication is justified, documented, and carried out in the patient's best interest.
- j) Prioritise and manage the administration of time-critical medications to ensure optimal therapeutic outcomes and prevent complications arising from delayed or missed doses.
- k) Exercise clinical judgment in the administration of PRN (as required) medications, ensuring they are given only when necessary and within the prescribed parameters.
- l) Ensure that all documentation related to medication administration is thorough, precise, and compliant with legal and institutional requirements, contributing to patient safety and continuity of care.
- m) Adhere to ethical principles and standards in medication management ensuring patient safety and confidentiality, and shared decision-making in line with patient preferences and rights.
- n) Demonstrate accountability and responsibility in all aspects of medication management.
- o) Ensure that patient-provided medications are administered safely, in compliance with institutional guidelines, and with proper documentation to maintain continuity of care and patient safety.
- p) Implement and oversee safe medication disposal practices, ensuring compliance with environmental and safety requirements to prevent misuse and contamination.
- q) Appreciate the significance of preventing, recognising, managing, and reporting adverse drug reactions to ensure patient safety and mitigate risks associated with drug therapy.
- r) Engage in reflective practices to continuously improve personal performance and patient care quality.

### Target Audience:

This course is designed for individuals who aim to establish a solid understanding of the fundamental principles of medication management. It caters for a diverse range of caregivers, and support staff in healthcare, residential care workers, managerial staff in care homes, community support workers, and students reading for a diploma/degree in healthcare.

**Entry requirements:**

Target audience must have minimum qualification(s) at MQF level 3 in a related area or apply for consideration through the [Recognition of Prior Learning \(RPL\)](#).

For third country nationals, the link to Identity Malta's VISA requirement refers: <https://www.identitymalta.com/unit/central-visa-unit/>

**Delivery:**

This programme is delivered in the English Language. The Traditional/Face-to-Face learning approach ensures that the speakers and participants engage in discussions and debates, exchange ideas, and collectively analyse evolving scenarios and prospective outcomes. In tandem, participants are encouraged to work on independent critical thinking and become proactive leaders in their own learning process.

**Assessment:**

On completion of the course, participants shall complete a written summative assessment consisting of a set of multiple-choice questions.

**Certification:**

Upon successful course completion, participants are granted an Award in Medication Management Basics accredited and recognised by the Malta Further and Higher Education Authority.

**Course Fee:**

€490

**Registration:**

Interested individuals are invited to read the [MMA Academy IQA Policy](#).

Registrations may be submitted via the [Online Registration Form](#) by not later than 31 July 2025.

For further information or assistance, kindly contact the MMA Academy via [academy.medicinesauthority@gov.mt](mailto:academy.medicinesauthority@gov.mt) or 23439168 / 23439200.

