

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Clinical Care
Skills Category	Suppository Insertion
Skills Standard Title	Perform suppository insertion
Skills Standard Descriptor	Perform suppository insertion as instructed
Skills Proficiency Level	Level 1 <i>Previously 'Basic I' under CCSSF</i>
Source code	CCSSF-CC-SINS-1001-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Communication with client, which may include: ○ Greeting ○ Having conversations ○ Checking on client readiness ○ Creating small talk ○ Acquiring information ○ Checking history (e.g. past events, actions, etc.) ○ Checking for allergies • Five “rights” of patients • Verification of medicines, which may include: ○ Expiry date ○ Type of medicine ○ Colour of medicine ○ Application ○ Desired effects • Client medication records, which may include: ○ Inpatient medication records ○ Resident medication records ○ Prescriptions ○ Administration instructions • How suppositories work • Types of suppository • Reasons for using suppositories, which may include: ○ Client has seizures and cannot take medicines by mouth ○ Client unable to swallow medication for any reason ○ Client vomiting and cannot keep pills or liquids down ○ Client has blockage that stops the medication

	moving through the digestive system • Suppository sites, which may include: ○ Rectal ○ Vaginal pessary • Typical treatments using suppositories, which may include: ○ Constipation ○ Fever ○ Haemorrhoids ○ Seizure ○ Pain • Positioning of client in performing suppository insertion • Adverse reactions (or complications) to medication, which may include: ○ Redness ○ Swelling ○ Shortness of breath ○ Non-consumption ○ Rashes • Organisational procedures relating to: ○ Interpreting information on doctor's order on suppository insertion ○ Checking and verify medication with doctor's orders for suppository insertion ○ Communicating with client in relation to suppository insertion ○ Performing suppository insertion ○ Escalating all identified side effects • Standard precautions, which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling clients with infection ○ Outbreak ○ Hand hygiene • Relevant legal and/or industrial requirements in relation to support care functions, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health)
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and</i>	The ability to: • Interpret information on doctor's order on suppository insertion in accordance with organisational policies and procedures (i.e. checking the prescribed dosage, type of suppository, etc.)

<i>manage the changes at work.</i>	• Check and verify medication against prescriptions for suppository insertion in accordance with organisational procedures • Communicate with client in relation to suppository insertion in accordance with organisational procedures (e.g. seeking consent, clarifying the reasons, checking understanding of instructions, checking medicine, suppository process, checking for allergies, etc.) • Perform suppository insertion against prescriptions • Monitor client for effects of suppository insertion in accordance with organisational policies and procedures • Escalate all identified effects and/or complications in accordance with organisational procedures • Comply with National Infection Prevention and Control Guidelines for Long Term Care Facilities • Document updates on suppository insertion in accordance with organisational policies and procedures
Person Centred Care <i>This refers to having a person centred care mindset to drive the caregiver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Perform suppository insertion without causing any injuries or pain to the client • Communicate with client in relation to suppository insertion • Monitor client for effects of suppository insertion • Document updates on suppository insertion