

Train the Trainer

Train the Trainer is used when a Memorandum of Understanding (MOU) is already in place, and Issuer or AP is in situ and there are RNs currently working with MMG-N standing orders (SO).

The allocated trainer will teach/support/shadow the nurses within the same organization wanting to use the MMG-N SO and provide them with the facts they need to know.

If the Issuer is happy to sign off the RN indicating competence for use of SO, the next step is to [register for the MMG-N test](#).

Footnote: Training can be given in preparation to an AP signing the MOU.

Information for the Trainer to cover:

- The definition of a Standing Order (a written instruction issued by a medical practitioner/dentist/NP/optometrist. It authorizes a specified person or class of people who do not have prescribing rights to administer and/or supply specified medicines)
- Why do/should we use SOs? (To improve timely access)
- A SO **does not** need a script generated – the SO is the script
- The Issuer (Authorized Prescriber who signs off on the standing order) retains overall responsibility to ensure legislative requirements are met, that those using SO have the appropriate training & competency and the Issuer countersigns, audits, and reviews SO.
- If the Issuer leaves or takes an extended holiday, a new SO must be issued.
- A person using SO must have the competency and training to be able to make the assessment that the SO applies to the presenting patient, the competency to administer or supply the medicine, the knowledge to assess the contraindications and/or exclusions.
- SO users should only sign the SO that they are comfortable using. They do not have to use them all or sign them all.

- A SO **permits or empowers** users to administer and/or supply medicines; it cannot **require** them to do so.
- Medicines to be administered or supplied must be available on-site as part of the Practitioners Supply Order (PSO).
- Labelling, packing, storage, and handling requirements relating to medicines must be understood and complied with and are the responsibility of the Issuer. These requirements are specified in the Medicines Regulations 1984.
- You will need a pharmacy on board.
- The Issuer should ensure availability of necessary equipment and training for reconstitution, including awareness of penicillin allergies. Therefore, non-penicillin would be reconstituted first.
- The issuer must review the standing order at their workplace at least once a year. Development of SO and annual review for any changes in dose, use and/or evidence-based practice references is carried out by the MMG-N and uploaded to the website.

As a result of the review, any changes, amendments, additions, or deletions must be dated and signed by the Issuer and all staff affected by the changes should be identified and consulted on the changes, and all obsolete copies are replaced with new versions of the standing order.