

SCDDSN Employee Checklist - Buccal Medication

Employee:					
✓ off time	Consumer Initials	Reviewer	Credential	Date	
1					
2					
3					
SCORING: If the employee completes the task independently (without verbal prompts or manual assistance), place a 'Y' in the check off results column for YES. If the employee does not complete the task or requires verbal or manual guidance, place a 'N' in the check off results column for NO. An employee is not considered competent in administration of oral medications unless all items are rated as 'YES'.					
Does the employee complete all of the following steps independently?					
Item			✓ off time		
FOR BUCCAL MEDICATION			1	2	3
Preparation:					
Identifies when medications need to be reordered and notifies appropriate person OR a system is in place to support the employee in re-ordering medication					
Washes hands					
Confirms the identity of the consumer using at least 2 methods of identification					
Locates Medication Administration Record (MAR) and pen					
Obtains appropriate fluids or food needed to ingest the medication					
Identifies correct medication container(s)/bottle(s)/blister pack(s)/medication organizer and removes from locked storage space – 1st Medication Check					
Identifies the purpose of each medication					
Identifies the most common side effects of each medication					
Identifies who to contact if problems with medication occur					
Rechecks that the medication container(s) selected are correct – 2nd Medication Check					
Opens the correct container(s)/compartment					
Removes the correct dose from the container(s)/bottle(s)/blister pack(s)/ compartment and places it in a medication cup.					
Closes the medication container(s)					
Rechecks label(s) to ensure medication is correct – 3rd Medication Check					
Returns the medication container(s) to the appropriate locked storage space					
Administering the medication:					
Puts on clean gloves					
Assists the consumer in placing the buccal tablet between cheek and gum					
Instructs consumer not to swallow the tablet or eat, drink, or smoke until the medication is dissolved.					
Removes gloves and discards according to agency policy					
Washes hands					
Documents medications administered on MAR					
Clean up:					
Disposes of medication cup in appropriate receptacle and wipes off counter					
Returns MAR to proper location					

Signatures upon successful completion:

Reviewer: _____ Employee: _____ Date: _____