

SCDDSN Employee Checklist - Sublingual 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		
	1	2	3
FOR SUBLINGUAL MEDICATION			
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			
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 sublingual tablet under the consumer's tongue			
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: _____