

SCDDSN Employee Checklist - Oral Medications

Employee:				
✓ off time	Consumer Initials	Reviewer	Credential	Date
1				
2				
3				
<p>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'.</p>				
Does the employee complete all of the following steps independently?				
Item			✓ off time	
FOR ORAL 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 if the medication is taken whole, chewed, or by other method				
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. (For liquid medication, accurately pours the correct amount of medicine into 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:				
Hands medication cup to the consumer or assists in putting medications in mouth				
Provides enough water or other fluid for consumer to swallow medication				
Ensures the medication is completely swallowed				
Documents medications administered on MAR				
Clean up:				
Disposes of medication cups in appropriate receptacle and wipes off counter				
Returns MAR to proper location				
Washes hands				

Signatures upon successful completion:

Reviewer: _____ Employee: _____ Date: _____