

Ingersoll Support Services Inc.

Policy: Medications: Orientation	Policy # QAM 9a Section: Quality Assurance
Reviewed and Effective: August 9 2018 Revised: September 26 2016; August 9 2018 Date of Origin: September 20 2011	Ministry requirement – QAM II.7(1)3.ii
<i>An orientation to all medications and medication Policies and Procedures is provided for new staff members or for staff members providing support in new and different situations. The orientation must be completed successfully prior to the staff person independently administering medication.</i>	

Procedure:

1. Persons administering must be first oriented to medication procedures by the Supervisor or a trained designate prior to administering medications. Administration of medications is essentially based upon a relationship with the person receiving support. Procedures on the administration of medication are found in Policy QAM 8 Medications: Administration and Self-Administration.
2. Each new staff member must complete a Medication Orientation Checklist and an Administration of Oral Medication Performance Checklist (F.QAM9a1) BEFORE they can independently administer any medications or treatments.
3. The orientation prior to administration includes:
 - a. Reading and understanding all ISSI Medication Policies and Procedures, including any individualized Medication Procedures;
 - b. Reading and becoming familiarized with MAR sheets for each person;
 - c. Reading all information regarding each medication in a drug reference book or information sheets from pharmacy; and
 - d. Reviewing all current medical information regarding each person.
4. Each new staff member must give evidence of proficiency during supervised administration by being observed by the trainer 3 (three) times at separate medication times.
5. Re-orientation of staff members will be completed as required (as per Policy QAM 9b Medication Incidents, Errors and Refusals).

Medication Orientation Check List

Name of Employee: _____ Date: _____

Evaluated by: _____
(Supervisor or trained designate)

Action:	Date Completed:
1. Read ISSI Medication Policies and Procedures (QAM 8-14)	
2. Read Individual Medication Procedures	
3. Read and familiarized with MAR sheets for each person	
4. Read all information regarding each medication in drug reference book or information sheets from pharmacy	
5. Review all current medical information regarding each person	
6. Complete Administration of Oral Medication Performance Checklist	

Administration of Oral Medication Performance Checklist

*For Administration Procedures on Ear Drops, Eye Drops/Ointments,
Rectal Medications and Inhalers please see Policy QAM 8*

Employee Name: _____

Procedure: Throughout the entire medication administration procedure, ensure you are evaluating according to the '6 (six) Rights':

**Right Person
Right Dosage
Right Route**

**Right Medication
Right Date
Right Documentation**

1. **Wash hands**
2. **Gather needed equipment** – i.e. MAR sheets, pen, medication cup, spoon, bowl, apple sauce, drink of water etc.
3. **Read MAR sheet** to determine who the medication is for. Dependent of the time of administration; determine which medications are needed. If blister packs are used, rip the appropriate date/time blister pack off the page of medications. If pill bottles/other bottles are used, remove the correct bottles from storage.
4. **The 3 Checks:**
 - a) **BLISTER PACKS**
 - 1st Check – compare the mar sheet to the blister pack – name, date, medication and dosage
 - 2nd Check – compare the name and date. Compare each medication to the blister pack again placing a dot on the MAR sheet, and a checkmark on the blister pack as you confirm a match
 - 3rd Check – turn the blister pack over and compare the actual medication to the description on the MAR sheet to ensure the correct medication is in the blister pack
 - b) **PILL BOTTLES**
 - 1st Check - compare the MAR sheet to the label on the bottle – name, medication and dosage
 - 2nd Check – Compare name and medication placing a dot on the MAR sheet as you confirm a match.
 - 3rd Check – open lid of bottle and compare the actual medication to the description on the MAR sheet to ensure the correct medication is in the bottle
 - c) **LIQUID/POWDER MEDICATIONS**
 - 1st Check – compare the MAR sheet to the label on the bottle – name, medication and dosage
 - 2nd Check – compare name and medication again, placing a dot on the MAR sheet as you confirm a match
 - 3rd Check - compare name and medication one final time before taking off the lid of the medication.
5. **Pour correct amount of medication**
 - a) **Blister Packs** – tear open blister pack and pour into appropriate container for administration i.e. med cup, bowl of applesauce
 - b) **Pill Bottles** - Pour the needed pills onto the bottle lid and then into the appropriate container for administration i.e. med cup, bowl of applesauce

c) Liquid

- calculate correct dosage
- place med cup at eye level on a flat surface and pour
- pour with label facing up
- read dosage at meniscus on liquid
- wipe neck of bottle before replacing cap

- 6. Return blister pack page/bottles to locked storage place**
- 7. Approach & Identify person**
 - a) Call person by name
 - b) Confirm identification
- 8. Inform the person of what is happening**
- 9. Follow each person's individual protocols**
- 10. Wash hands**
- 11. Record accurately – initial MAR after administration**

*** To be completed only after medication orientation procedure is completed**

	Observation # 1	Observation # 2	Observation # 3	Shadow # 1	Shadow # 2	Shadow # 3
Employee Initial						
Trainer Initial						

Observing: Employee to watch trainer 3 (three) times at separate medication times

Shadow: Employee to complete medication administration under evaluator's supervision 3 (three) times at separate medication times.

Staff Signature: _____ Date: _____

Employee Signature indicates they have had sufficient medication administration training and feel comfortable administering medications independently

Supervisor Signature: _____ Date: _____

Supervisor Signature (or designate) indicating that they feel the above mentioned staff has received adequate medication administration training and are comfortable with that staff administering medications independently