

MEDICATION AND HEALTH ORIENTATION

Employee Deanna Jasper

Date 2/28/2019

Nurse or supervisor must initial each item when completed.

Orientation to medication administration

- Purpose and side effects of prescribed medications
- Over-the-counter medication list
- Procedures and guidelines for medication administration
- Medication documentation procedures
- Sources available for information on medications and/or location of drug reference book
- Procedure for reordering prescription medications
- Medication error procedure
- Psychotropic medication procedures
- Location of medication cabinet and key

Orientation to health records

- Contents and location of health records and forms
- Documentation procedures
- Confidentiality of health related information

Orientation to health and medical needs of each individual

- Health information and health care providers
- Health issues, medical and psychiatric diagnosis
- Seizure plan of care
- Medical equipment and procedures

Orientation to general health care information

- Information about contacting the nurse, pharmacist and physician
- Notification procedures and emergency resources
- Information on infection control procedures
- Location of first aid kit and protective equipment
- Location and use of the *Medication and Health Care Policy and Procedure Manual*

Medication training and an observed skill assessment are required prior to administering any medication. Training in the use of medical equipment and medical treatments also require an observed skill.

I fully understand the above information and am willing to assume the responsibility of medication administration and/or medical treatments.

Deanna Jasper
Staff signature

[Signature]
Supervisor signature

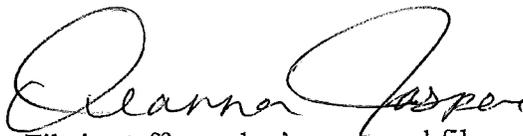
Barbara A Halvorsen, RN
Nurse signature

OBSERVED SKILL ASSESSMENT

Name of staff member Deanna Jasper

The staff member has successfully demonstrated the ability to administer medications by the following routes, according to facility procedures:

Route	Date	Nurse Signature
Oral	<u>02/28/19</u>	<u>Barbara A Halverson, RN</u>
Skin/topical	<u>"</u>	<u>" " "</u>
Ear drops	<u>"</u>	<u>" " "</u>
Eye drops	<u>"</u>	<u>" " "</u>
Buccal	<u>_____</u>	<u>_____</u>
Sublingual	<u>_____</u>	<u>_____</u>
Inhaler	<u>_____</u>	<u>_____</u>
Nasal Spray	<u>_____</u>	<u>_____</u>
Gastrostomy	<u>_____</u>	<u>_____</u>
Subcutaneous Injection	<u>_____</u>	<u>_____</u>
Other <u>Epi Pen</u>	<u>_____</u>	<u>_____</u>
Other <u>epinephrine injection</u>	<u>_____</u>	<u>_____</u>
Other <u>_____</u>	<u>_____</u>	<u>_____</u>


2/28/2019
 File in staff member's personnel file.

Health Counseling Services

Medication Administration

CERTIFICATE OF COMPLETION

This Certificate of Completion verifies that

Deanna Jasper

has attended six hours of training in Medication Administration

on 2/27/19 (Date test was taken)

and has received a score of 96 % on the written examination.

Passed Written Examination Did not pass Written Examination

A score of 85% or greater is required to pass this examination.

Health Counseling Services recommends that staff members who do not pass the course:

- Retake the complete HCS Medication Administration course;
- Attend the HCS Review and Retest course;
- or Discuss the medication administration requirements and procedures with the facility registered nurse and take an alternate test at the registered nurse's discretion.

This course is designed for unlicensed staff who are responsible for medication administration or assistance in community settings. These facility settings include group homes, foster care homes, assisted living sites, board and lodging residences, halfway houses, day training, sheltered workshops, and residential treatment centers. Course content includes training on:

- Medications common in community settings.
- Classifications and indications.
- Side effects and allergic reactions.
- Medication administration procedures.
- Medication transcription procedures.
- Documentation and reporting errors.
- Abbreviations and terminology.
- Using a drug reference resource.
- Medication storage and security.
- Legal responsibility and accountability.

This certificate indicates the above-stated person has received six hours of medication administration training. Separate documentation is required for observed skill assessment. This course is not intended to compete with or replace the state-approved forty-hour medication training course necessary to become a Trained Medication Aide.

HCS recommends that you discuss specific policies and procedures with your facility supervisor and any additional requirements your facility may have for medication administration.

HCS encourages students to keep a duplicate copy of this certificate for their personal records.



Health Counseling Services

7851 Metro Parkway, Ste 250, Bloomington, MN 55425

Tel: 612-345-8522 • Fax: 612-345-9199

www.healthcounselingservices.com

Amie Kendall W.
Health Counseling Services Staff

HCS 03/10

Health Counseling Services

Medication Administration

CERTIFICATE OF COMPLETION

This Certificate of Completion verifies that

Deanna Jasper

has attended six hours of training in Medication Administration

on 2/5/19 (Date test was taken)

and has received a score of 82 % on the written examination.

Passed Written Examination

Did not pass Written Examination

A score of 85% or greater is required to pass this examination.

Health Counseling Services recommends that staff members who do not pass the course:

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- Attend the HCS Review and Retest course;
- or Discuss the medication administration requirements and procedures with the facility registered nurse and take an alternate test at the registered nurse's discretion.

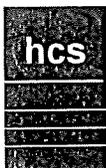
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Health Counseling Services

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Antto Kendall

Registered Nurse
Health Counseling Services

HCS 03/10