



## Training Acknowledgment

Employee Name: Ashley Bowman Policy/Procedure/Topic: 6 rights of medications  
Trained By: Ben Sowa-Green Date Trained: 4/16/20

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Ashley Bowman  
Employee Signature

4/16/20  
Date

Ben Sowa-Green  
Home Manager Signature

4-16-20  
Date

Copy to Employee  
Copy to Employee Personnel File/HR



Severity of Medication Error Guidelines and Disciplinary Action Required

Type of Error	Severity Type Level (A)	Severity Type Level (B)	Severity Type Level (C)
Wrong Medication	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident
Wrong Resident	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident
Wrong Dose	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident
Wrong Time	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident
Wrong Route	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident
Wrong Documentation, Procedure or Process	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident
Dose Omission	The error occurred but did not reach the Resident	The error had the potential to cause harm to the Resident but did not cause harm	The error occurred and caused harm to the Resident



## Severity of Medication Error Guidelines and Disciplinary Action Required

### Disciplinary Action Required

**NOTES:**

- When any medication error occurs the Home Manager, Nurse Manager and/or Nursing Staff will evaluate to determine where the system failed first prior to any disciplinary action. The following will occur depending on the severity and occurrence of each error
  - Med errors will fall off an employee's file after six months of first occurrence. Staff may pass meds after repeating DMA training/evaluation (if applicable)
  - If any occurrence results in any kind of harm, depending on the severity, the Progressive Action may result in more than a written reprimand, up to termination

Type of Severity Level	1st Occurrence PA is Discussion Only	2nd Occurrence of a Similar Incident PA is Verbal	3rd Occurrence of a Similar Incident PA is Written
A	Home Manager and medical staff will evaluate to determine if the error was due to system failure, if found to be human error, management staff will meet with DMA and review the 6 "rights" of medication administration	Additional mentoring or training in the form of a DMA class and/or DMA evaluation	<ol style="list-style-type: none"> <li>1. Review overall employment record of employee</li> <li>2. Review record to see how many med errors occurred in the past 6 months</li> <li>3. Employee taken off meds for 30 days and retrained through DMA Class and train with mentor</li> <li>4. If 4th occurrence within 6 months will be demoted down 1 level for 90-days and repeat steps 1-3</li> <li>5. If 5th occurrence within 6 months will be demoted to level 1 for 6 months and repeat steps 1-3</li> <li>6. Disciplinary Actions will be reviewed case by case</li> </ol>
B	Staff will be required to attend additional training in form of DMA evaluation	Some type of disciplinary action may occur, if it is determined that the incident is one due to human error/negligence and not a result of a failure of the system. Level B disciplinary action will begin with a written warning or additional disciplinary actions as deemed necessary by the Nurse, medical staff, and HR; additional mentoring or training in the form of a DMA class and/or DMA evaluation	<ol style="list-style-type: none"> <li>1. Review overall employment record of employee</li> <li>2. Review record to see how many med errors occurred in the past 6 months</li> <li>3. Employee taken off meds for 30 days and retrained through DMA Class and train with a mentor</li> <li>4. If 4th occurrence within 6 months will be demoted down 1 level for 90-days and repeat steps 1-3</li> <li>5. If 5th occurrence within 6 months will be demoted to level 1 for 6 months and repeat steps 1-3</li> <li>6. Disciplinary Actions will be reviewed case by case</li> </ol>
C	Off meds and must pass meds with mentor until attending additional training in form of DMA class and DMA evaluation	Some type of disciplinary action may occur, if it is determined that the incident is one due to human error/negligence and not a result of a failure of the system. Level C disciplinary action will begin with a written warning or additional disciplinary actions as deemed necessary by the Nurse, medical staff, and HR; additional mentoring or training in the form of a DMA class and/or DMA evaluation	<ol style="list-style-type: none"> <li>1. Review overall employment record of employee</li> <li>2. Review record to see how many med errors occurred in the past 6 months</li> <li>3. Employee taken off meds for 30 days and retrained through DMA Class and train with a mentor</li> <li>4. If 4th occurrence within 6 months will be demoted down 1 level for 90-days and repeat steps 1-3</li> <li>5. If 5th occurrence within 6 months will be demoted to level 1 for 6 months and repeat steps 1-3</li> <li>6. Disciplinary Actions will be reviewed case by case</li> </ol>

**Note: The Operations Director, Medical Department, and Home Manager, will consult with one another on all disciplinary actions. Operations Director will include Human Resources when needed**