

---

# *Medication Administration Monitoring & Management Policy*

---

## **Purpose**

---

This policy is a supplement to address specific areas that require more individualized detail to the procedures provided by the Lifeworks Health Consultant and to meet licensing and accreditation requirements for medication administration, monitoring and management.

## **Scope**

---

The policy applies to all Lifeworks employees with job duties to monitor or administer client medications and have completed the Medication Administration certification training as well as the Observed Skills Assessment. Employees classified as subs, temporary or drivers may not be required to complete the Medication Administration certification training or the Observed Skills Assessment and have a limited role in the policies and procedures of Medication Administration.

## **Policy**

---

Lifeworks has adopted a policy to administer, monitor and manage client medications in compliance with licensing and accreditation requirements

Lifeworks utilizes the individual's CSSPA and Medical Authorizations and Acknowledgements form to clarify Lifeworks responsibilities related to medications for individual's receiving intensive or basic services.

## **Rights & Responsibilities**

---

Lifeworks Health Consultants must review and approve all Lifeworks Medication and Health Care Policies and Procedures annually.

All Lifeworks employees must comply with this policy and all corresponding processes and procedures.

Failure to comply with this policy will result in disciplinary actions as detailed in the Disciplinary Action Policy.

## Resources

---

- Health Counseling Services Medication and Health Care Policy and Procedure Manual
- Health & Safety Manual
- On-line Health & Safety Manual
- Medication Administration, Monitoring and Management Procedures
- Minnesota Statute 245D
- Medical Authorizations and Acknowledgements
- CSSPA

<b>Version No</b>	2	<b>Status</b>	Final
<b>Author</b>	Connie Giles	<b>Revision Date</b>	04/27/2017
<b>Approver/Owner</b>	Marie Rutz	<b>Approval Date</b>	01/22/2013
	Connie Giles	<b>Review</b>	4/18/2018
	Connie Giles	<b>Revision</b>	4/12/2019