

Medication Administration Policy



Within residential settings, passing medications is an essential job function for every direct care employee. All residential direct care employees are expected to take and pass a medication administration class and become certified to pass medications by the house nurse as part of their orientation and training period and maintain their status as a certified medication passer. Employees who are not able to complete medication administration during the orientation period must have an approved ‘Med Administration Training Extension’ that is signed by the site Nurse, Program Manager, and Regional Director.

Living Well Disability Services has established the following guidelines for medication administration. If at any point the safety of a Med Passer is a concern, action taken will be at the discretion of the Nurse and Program Manager in conjunction with Human Resources and the Director of Nursing. The inability to safely administer medications and maintain status as a certified Med Passer will result in disciplinary action, up to and including termination of employment.

Living Well Disability Services utilizes a points system to track and maintain a consistent approach to Medication discrepancies. Points accrue on an ongoing basis. For every 2 weeks an employee makes no error, the total will be reduced by 1. Living Well reserves the right to use any step of the discipline policy, up to and including termination of employment. Points may not go negative; “banking” of points will not be permitted.

TYPE OF ERROR: POINT VALUE SYSTEM

1 point	2 points	4 points	6 points
Wrong time Wrong date	Wrong dose Expired medication Medication not given Unordered medication Medical protocol error Treatment error Wrong route	Allergy to med received Wrong medication	Missed medication pass *Points occurred per instance, per person.

For each error that occurs, a medication/treatment discrepancy form will be completed. Med Checker who fails to catch a Discrepancy will receive half the point total of the med passer.

1-5 points:	The Nurse and staff will review and complete medication/treatment discrepancy form/s.
6-10 points:	Nurse communication involving the Nurse and Program manager. The staff will state goals and objectives (approved by the nurse) to ensure that medications will be given correctly.
11-20 points:	Written counseling report involving the Nurse and Program Manager. The staff will meet with the nurse for additional review session/s to ensure safe medication administration. PM and Nurse will review previous goals and objectives with the staff. Staff may be shadowed during one or more med passes by Nurse, Program Manager, Assistant Program Manager or designated med passer.
21-25 points:	Suspension (unpaid) and written counseling report, involving Nurse and Program Manager. Staff will be required to retake the medication administration course or do other training as requested by nurse and program manager, to learn how to be a safe and accurate Med Passer.

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> 26 points: Suspension of medication passing privileges. Staff will be subject to termination. Passing medications is included in the “essential job functions” for every direct service professional in the organization. The inability to safely administer medications is grounds for termination.

Medication Discrepancy Procedure:

When a medication discrepancy, as defined above, is discovered complete the following steps:

1. Call the responsible med passer to confirm.
2. Once confirmed, contact the nurse. Follow the nurse notification procedure if necessary.
3. Complete a Med Discrepancy form
4. Document findings, actions, and nurse’s instructions in a Health T-log.

Hole/Missed signature:

Med Passer discovering the missed signature will immediately call staff person who made the error. If the medication was administered, the staff person that made the error **MUST** complete the documentation within 24 hours of receiving the call or work with the Nurse/Program Manager on when they will complete the documentation. If medication was not administered, the Med Passer discovering the discrepancy will follow the Medication discrepancy procedure.