

OAKRIDGE HOMES AND WOODVIEW RESIDENTIAL SERVICES

Medication Administration and CPR Orientation Documentation

Date: 8/14/23

Staff Orientated: Jennifer Rono
Print clearly

ORH/Woodview Facility working at: Park

The above staff has attended the Oakridge Homes Medication class. Achievement of a score of 84% is required to be able to pass medications in an Oakridge/Woodview facility. The score is achieved as a combination of written test and demonstration of skills.

	Meets Expectations	Doesn't Meet Expectations	Comments
Participation	✓		
Medication Administration Procedure	✓		
Oral Medications	✓		
Liquid Medication	✓		
Narcotic Procedure	✓		
Syringe Usage - Doses	✓		
Epi Pen	✓		
Standing Medication Orders	✓		
Glove Application – Removal	✓		
Hand Washing	✓		
Blood Pressure, Pulse, Respirations Temperatures	✓		
Adjusting Medications and Treatments on the MAR	N/A		
CPR	✓		
Heimlich	✓		

Written Test Score (25 Possible) 24

Pass ✓ Fail _____

Patty Bemstetter RN-BC
 Course Provider's Signature and Title

MEDICATION ADMINISTRATION OBSERVATION CHECKLIST

Upon passing the medication administration class, staff must then have a trained staff watch them pass medications on three separate occasions. One med pass = all of the medications for the whole house at 8am or 8pm. Once all three med passes have been completed, the PC needs to scan and email this form to the RNs. The staff IS NOT allowed to pass medications without supervision until the RN has responded that this form was received and approved.

House: Park Ave

Staff Name: Jennifer Rono

2023

DID THE STAFF???	Date/Time: 8/16 8pm		8/18 4p-8p		8/21 8p	
	Y	N	Y	N	Y	N
1. Wash hands immediately before beginning med pass?	✓		✓		✓	
2. Select appropriate medication pass and sort by time?	✓		✓		✓	
3. Select the client on QuickMAR	✓		✓		✓	
4. Unlock medication storage area?	✓		✓		✓	
5. Take one client's medications from the storage area. Check the labels on the side of the SafeDose box (or on the card/bottle) against order listed on QuickMAR comparing the Client Name, Medication, Dose, Route, and Time/Date of administration? First Check	✓		✓		✓	
6. Check the label on the SafeDose packet (or on the card/bottle) against order listed on QuickMAR, comparing the Client Name, Medication, Dose, Route and Time/Date of administration? Check the description of the pill's color/shape. Place a mark on the packet next to each med as you check it. SCAN EACH MED AFTER COMPARING PACKET TO MAR Second Check	✓		✓		✓	
7. Remove the medications from their package and put in the medication cup?	✓		✓		✓	
8. Recheck the label on the now empty packet (or card/bottle) against QuickMAR and compare the Client Name, Medication, Dose, Route, and Time/Date of administration. Count the number of tablets/capsules to be given on QuickMAR, packet/card/bottles, and compare to what is in your med cup. Third Check	✓		✓		✓	
9. Follow any special instructions, ie: crush, shake well, take pulse or blood pressure first, pour liquids at eye level. Etc.	✓		✓		✓	
10. Ask the person to come to the staff to receive their medications? Speak to the client using their name before administering their medications. If the staff delivered the meds to the person, did they put the medications back into medication storage area and lock first?	✓		✓		✓	
11. Watch the client swallow the medications?	✓		✓		✓	
12. Immediately after client has swallowed the medications, click the ok button in box on QuickMAR to finalize administration.	✓		✓		✓	
13. Use skin cleanser or wash hands before moving on to the next person?	✓		✓		✓	
14. Repeat all of the above steps for the remaining people in the house?	✓		✓		✓	
15. Buddy Check self for all of the people in the house to make sure nothing was missed, by checking to ensure all clients are greyed out on QuickMAR and there are no items to be synced on QuickMAR?	✓		✓		✓	
16. Ensure the medication storage area is locked up before leaving the area?	✓		✓		✓	

PROCEDURE	Demonstrated Correctly?		If med is not used in house, did they explain the procedure correctly or indicate where to find instructions?		COMMENT
	YES	NO	YES	NO	
Oral Medications, tablets, or capsules	✓				
Liquid medication	✓				
Topical Medications	✓				
Eye drops	✓				
Eye ointments	✓		✓		
Nasal spray			✓		
Ear drops			✓		
Rectal medication- Enema & Suppositories			✓		
Applying a medical patch			✓		
Removing a medical patch			✓		
Inhalers			✓		
Nebulizer treatments			✓		
Glucometer testing			✓		
Insulin Administration			✓		
Gastrostomy tube feedings			✓		
Gastrostomy flushes			✓		
Gastrostomy tube medication administration			✓		

Signature of Staff Being Trained:  DSP

Signature of Staff Observing Med Pass #1: Patricia Longwell DSP

Signature of Staff Observing Med Pass #2: Patricia Longwell DSP

Signature of PC/DC/RN Observing Med Pass #3: Patty Bernstetter RN-BC

RN Approved: Patty Bernstetter RN-BC Date: 8-21-23

Required reminders to complete med pass per policy - improved + able to do all the required steps. Patty Bernstetter RN-BC