

TITLE: Staff Orientation to Medication Program

Number: 408.00

Policy:

It is the policy of Thrive Behavioral Network, LLC that all direct service staff members that have received the orientation related to the client medication program and have been observed by the facility nurse will be allowed to provide supervision of the self-administered/staff administered medications and assist with necessary non-sterile treatments for clients.

Procedure:

408.10 Content Areas of Orientation

Orientation Related to Supervision of Client Self-Administered Medications/Staff Administered

All direct service staff will participate in an orientation before being allowed to supervise medication administration. A Registered Nurse (RN) will develop areas to be covered during orientation. These areas will include, but not be limited to:

- Basic first aid procedures for accidents or illnesses which include reading selected first aid material and demonstrating understanding.
- Individual client's healthcare needs including treatments or other pertinent health care concerns specific to each client.
- Location of healthcare supplies including first aid supplies, medication storage area, medication destruction area and medical-related forms.
- Review of all policies regarding client healthcare, medication, and nutrition.
- Facility nurse will observe the newly hired staff member supervising self-administration of client medications at least once.
- Reviewing the materials on psychotropic medications.

408.20 Documentation

Upon completion of the orientation, the staff member and the facility nurse will sign and date the Form 4008 – Medication Orientation Checklist.