

**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 medications.

All direct service staff will participate in an orientation before being allowed to supervise medication administration. A Registered Nurse (RN) will administer medication training as developed by the company, 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 healthcare 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 administration of client medications at least once, however additional observations should be made until the facility nurse is satisfied with the staff members ability to perform all tasks safely.
- Reviewing the materials on psychotropic medications.
- How to complete a medication/incident report utilizing, Form 4029 – Medication Incident/Error Report
- The best practice for medication administration
- The layout of and how to utilize the MAR/eMAR
- The facility standing orders, Form 4000A – Medical Professional Standing Orders
- How to complete a leave of absence form, Form 4004 – Leave of Absence Medication Documentation
- How to count controlled medications, Form 4012 – Controlled Medication Shift Count and Form 4031 – Controlled Substances Count Log
- How to transcribe medication order
- What to do in an emergency
- When to notify the on-call nurse

# Thrive Behavioral Network, LLC

## 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.

Staff who have been approved to assist clients with medications will date, print their name, sign their name and title and initial Form 4032 – Medication Administration Master Signature List. This form will be included in each client's medical record.