



## Medication Administration New Provider Policies and Procedures Checklist

The checklist below is a summary of the policies and procedures mentioned in *the New Provider Medication Administration Introduction* lesson. The policies and procedures are presented based on the Medication Cycle consisting of the following: observation, reporting changes, communication for health care practitioner visit, recording and storing, and administration and documentation. Providers are responsible for ensuring that all policies and procedures conform to all applicable statutes and regulations.

Policies and Procedures	
<b>Reporting</b>	
<input type="checkbox"/>	Establish a standard internal format for staff to use to report incidents like medication errors.
<input type="checkbox"/>	Establish procedure for emergency, urgent, certain time, and routine reporting. The procedures should include what to report, when to report, who to report to, where to document and what was reported.
<input type="checkbox"/>	Establish procedure for reporting missed and refused medication. The procedures should include what to report, when to report, who to report to, where to document and what was reported.
<input type="checkbox"/>	Written Notes: <ul style="list-style-type: none"> <li>• Establish where and when staff will document notes</li> <li>• The format in which the notes will be written</li> <li>• Develop strategies for recording graphic data in the medical record</li> </ul>
<b>Communication for Health Care Practitioner Visit</b>	
<input type="checkbox"/>	Develop a procedure and forms for taking summarized information to the health care practitioner visit.
<input type="checkbox"/>	Develop a procedure and forms to bring information back from the health care practitioner visit.
<b>Record and Store</b>	
<input type="checkbox"/>	Storage of Medication: <ul style="list-style-type: none"> <li>• Know the regulatory requirements for the storage of medication including medications that require refrigeration.</li> <li>• Identify if medication must be in a locked location.</li> <li>• Identify how controlled substances will be secured and double locked.</li> <li>• All medication that is not self-administered must be in its original labeled container.</li> <li>• Identify other specifications based on specific regulations.</li> </ul>
<input type="checkbox"/>	Establish where medication will be kept.
<input type="checkbox"/>	Determine who will have access to the medication.

<input type="checkbox"/>	Establish how staff will obtain new medication from the pharmacy.
<input type="checkbox"/>	Establish a procedure for refilling medication before the container is empty so that the individuals supported do not miss receiving their medication.
<input type="checkbox"/>	Determine a medication record to use.
<input type="checkbox"/>	Define hours of administration.
<input type="checkbox"/>	Determine the range of time a medication can be administered per provider's regulations.
<input type="checkbox"/>	Develop a procedure around the counting of controlled substances and the documentation of the count.
<input type="checkbox"/>	Develop a procedure for the disposal of medication.
<b>Administration and Documentation</b>	
<input type="checkbox"/>	Identify what type of medication cup staff will place medication into prior to administering it.
<input type="checkbox"/>	Identify a strategy to indicate a medication was removed from the medication container.
<input type="checkbox"/>	Determine the types of codes that will be used to document when people are not present at the provider to receive their medication.
<input type="checkbox"/>	Determine how to document when a medication has been refused, discontinued or stopped.
<input type="checkbox"/>	Determine how PRN medications will be documented.
<input type="checkbox"/>	Develop a procedure to obtain written orders from the health care practitioner.
<b>Self-Administration</b>	
<input type="checkbox"/>	If applicable, develop policies and procedures for self-administration according to provider regulations. (Self-Administration of medications is not covered in the Medication Administration Training Course)