

Assistance with Self-Administration Skills Checklist

Employee observed / trained: _____

YES Not Applicable

- Has been oriented to the policies and procedures for Assistance with Medication Self-administration:
- Checks Service and Health Care Plans, as appropriate, for special instructions:
- Checks Medication Administration Record (MAR), noting medications, changes, and instructions accurately:
- Accurately confirms resident identity to MAR, and accurately verifies the Five Rights
 1. Right Resident
 2. Right medication
 3. Right dose
 4. Right time and date
 5. Right route.
- Reports to RN or supervisor any medication discrepancies, and does not give medication until instructions received:
- Properly assists resident with self-administration of medications, following all instructions:
- Accurately documents medications received by resident on the MAR.
- Accurately documents missed or refused medications.
- Verbalizes understanding that medication errors, and adverse or unexpected medication reactions, must be reported to the resident's physician.
- Appropriately assists resident with prn (as needed) medications. Verifies understanding that residents that Cannot self-administer prn medications must have those medications administered by a Licensed Health Care Professional (LHCP).
- Demonstrates ability to appropriately and accurately take resident vital signs when required.
- Demonstrates consistent and proper use of Universal Precautions, including hand washing and glove use.
- Consistently locks medication storage area when not in use.

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- Demonstrates ability to accurately count and document narcotics / controlled substances.

- Verbalizes understanding of the reason for, and adverse effects of, ordered medication, or demonstrates the ability to find the information.

- Demonstrates ability to notify RN or supervisor of the need for reordering medications according to the facility reordering policy and procedure.

- Checks medications for expiration dates, and follows the facility policies and procedures for outdated medications, including over-the-counter medications and herbal supplements.

- Demonstrates ability to keep refrigerated medications at the required temperatures according to the Label, and demonstrates understanding that refrigerated medications must be kept separated from food.

Additional comments: _____

Employee Signature: _____ **Date:** _____

Supervisor / Trainer Signature: _____ **Date:** _____