



QUARTERLY MEDICATION ADMINISTRATION

Employee Competency Skills Check

This form is to be completed, scanned and filed in the electronic system.

To be completed quarterly for each employee as scheduled on the Emergency Drill Data Sheet.

Employee:	Location:	Date of Hire:						
STEP-BY-STEP ACTIONS TAKEN BY EMPLOYEE								
Please fill in the appropriate box for each given step that should be taken.								
<i>If a "N" is noted, additional information is to be documented in the Comments/Feedback/Correction Given box.</i>								
Appropriate Employee Action/Response:	Did the employee's action/response align with procedure? Y or N				Employee varied from expected action/response: Y or N			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Dispense medications in clean, well-lighted place, away from others.								
Make sure others know you are about to administer medications and cannot be interrupted.								
If at any time you must leave the area in the process of giving medications, you are to finish administering that specific person's medication or label the med cup with the person's initials, and then lock all medications in the cabinet before the leaving the area.								
Make sure hands are clean before preparing and administering medication; using proper hand washing techniques.								
Check the medication record sheet (MAR) to make sure another staff has not already given the medication.								
Check the medication record sheet (MAR) for the person's medication type, time and dose. (Make sure it is not different from the last time you passed this medication!)								
Check the label of the medication container to make sure that this matches the MAR so that the Right Medication in the Right Dose will be given.								
Follow directions for dispensing the medication. (There may be instructions such as "Shake Well" or "Give with a full glass of water.") If a measured dose is to be given (such as with liquid medication), always use a measuring spoon/cup/dropper designed for that purpose.								
Do not prepare more than one medication at a time.								
Make sure you have the Right Person. Have the person come or be brought to you.								
Give the medication to the person. If oral medication, make sure the person has swallowed the medication, with enough water to help it be carried to the stomach, not just part of the way down.								
Initial the electronic and/or back-up paper medication record sheet (MAR) immediately after the medication is given. Never initial a MAR before the medication is given, in case something happens in the process of giving it. If the person refuses or is unable to take the medication for any reason, follow the Missed Medication Procedure.								
Make sure that after medication is given, the container is secured, any spills are cleaned up, and the medication is returned to the proper place.								
Comments/Feedback/Correction Given:								
Employee Signature	Type of Skills Check – Check Box	Date of Successful Demonstration		Trainer Signature & Date				
	☐ Tabletop Exercise ☐ Full-Scale Exercise ☐ Walk through/Simulated							
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