

**State of Connecticut
Department of Developmental Services**

Guidelines for Checklist B of the On-Site Practicum Process

Checklist B is the approved documentation format identified by DDS that is used by the RN or DDS Authorized LPN (annual or recertification only) to record the observed performance of a non-licensed staff during demonstration of the identified skill components of the task of medication administration. This section of the On-Site Practicum process shall occur within the timeframes identified in NS# 08-4 On-Site Practicum Process, and only when the non-licensed staff presents a current certification card to the RN or Authorized LPN. If the staff does not have a current card, the DDS Medication Certification Unit shall be contacted for direction.

Explanation of documentation expectations:

Identifying Information should be printed clearly on the first line of the form

- Legal name should be used; Print any changes to name since last practicum (marriage, divorce, etc.)
- Agency name must be listed. May add current work site.

Status of practicum must be identified

- “Initial certification” should be checked for those persons seeking certification for the first time or, those previously certified whose certification lapsed and they are seeking to become certified again
- “Recertification” should be indicated for those certified staff that are meeting this requirement on a timely basis (prior to expiration of their current certification)
- “Other” should be indicated for those practicums that occur at a secondary site, are done for certified staff person who is new to the agency, for the purpose of documentation of additional trials, are done for the required annual observation, done as part of the identified re-training, and/or are done at the discretion of the supervising nurse.

Requirements for success

- Employee must minimally demonstrate the ability to prepare, administer and record the administration of medication by successfully completing 3 trials with 100% accuracy. A trial is defined as the pour and pass of one medication, but the supervising nurse may use clinical judgment to expand the trial to ensure that the non-licensed staff demonstrates possession of the knowledge and skills necessary to safely and correctly administer medications to meet DDS standards.

Practicum Site must be identified

- Indicate where practicum is occurring so as to distinguish from other on-site practicums (initial or recertification practicum by delegating RN vs. on-site practicum at another work site or agency where the certified person also works).

Identification of the Date of each trial observed

- The indication of the date of each pour and pass trial is necessary since the nurse conducting the practicum may determine that trials will occur/ need to occur on different dates due to staff performance or issues involving medication availability.

Route

- The route of each medication passed must be indicated for each trial. If the nurse determines that a trial will include multiple medications that are administered by more than one route, then the nurse shall document the prevalent route for that trial.
- **It is recommended that the nurse observe the staff person’s skills in each route of medication administration expected at the site to ensure competency.**

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Identified codes

- The identified codes are to be used to document the performance of the non-licensed staff when they are demonstrating their skill or knowledge of the elements identified in Checklist B.
 - ◇ Non-licensed staff must perform each element of the checklist **without prompting or reminder** from the nurse in order to achieve a score of “S”.
 - ◇ A “U” will be indicated when the non-licensed staff does not complete the required element correctly or appropriately.
 - ◇ “N/A” can be used on a very limited basis to document that it is not applicable to “Checks that the person has swallowed the medication” when the documented route is other than oral.

Expectations for Completion of Checklist B Components

Defines desired effects of the medication

- The staff must demonstrate the ability to identify the reason the medication is being administered and the expected therapeutic effect of the medication.
- The supervising nurse may use clinical judgment in determining how staff need to demonstrate this information. Acceptable methods include but are not limited to:
 - ◇ Memorization of pertinent information about the drug and expected effects
 - ◇ Demonstration of ability to use reference materials to access desired information
 - ◇ Use of notes detailing pertinent information about the drugs and expected effects to assist staff to relay information to nurse
- The supervising nurse may use clinical judgment in determining what medications the staff must demonstrate knowledge about during the practicum (i.e., all medications in home, only medications administering during practicum)

Describes side effects of medication

- The staff must be able to identify the expected side effects, potential adverse effects, and possible allergic effects of the medications.
- The supervising nurse may use clinical judgment in determining how staff need to demonstrate this information. Acceptable practices are noted above.
- The supervising nurse may use clinical judgment in determining what medications the staff must demonstrate knowledge about during the practicum (i.e., all medications in home, only medications administering during practicum)

Calmly approaches task

- The non-licensed staff needs to demonstrate that they are focused and prepared to fulfill the responsibility of medication administration. The nurse will use judgment to determine if the staff is demonstrating “nervousness” related to performance, or is displaying anxiety that may interfere with their ability to perform the tasks.

Allows no distractions

- The staff must be able to concentrate on the preparation of medication to be administered in order to achieve a satisfactory determination from the nurse.
- The staff person cannot multi-task when they are preparing medications.
- The staff person appropriately handles any potential distraction that may arise.

Assembles appropriate equipment

- Staff must demonstrate understanding of what is needed for complete medication administration for that individual at that time (e.g., oral medications require cup for beverage, or food base and spoon, topical medication require use of gloves, gauze pad, dressing, etc.)

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Uses good hand washing techniques

- Staff are expected to demonstrate universal precautions and to wash hands before unlocking the medication cabinet, after the administration of medications to each individual, before and after using gloves.
- The use of hand sanitizers to substitute for hand washing is acceptable according to the judgment of the supervising nurse.

Compares prescriber's orders to Medication Administration Record (MAR)

- Staff are expected to know the location of the prescriber's orders at the site
- Staff are expected to identify that orders are current and contain all elements (name of person and medication, dose, route, frequency, and duration)
- Staff are expected to check the 5 Rights when comparing the current orders to the Medication Administration Record (MAR)
- Staff are expected to comprehend abbreviations used in orders
- Staff are expected to identify discrepancies in medication orders or labeling of medication bottles and to notify the RN and follow agency policy if this occurs
- Staff are knowledgeable about the medication and are able to recognize usual vs. unusual dosages (10 tablets vs. 10 mg)

Checks drug label three times (demonstrates Rule of 3 and 5 rights)

- Staff reads the label of each medication to be administered and compares it to the Medication Administration Record (MAR) a minimum of three times **prior** to administration of the medication to the individual
- Staff checks the 5 rights when reading the label of each medication to ensure it is: the right **person**, the right **medication**, the right **dose**, the right **time**, and the right **route**

Prepares medications correctly

- Staff person is expected to demonstrate that they are to remove medications from a blister pack by positioning a medication cup under the desired blister and pushing on the clear covering to expel the tablet/capsule into the cup.
- Staff person is expected to demonstrate that they remove caps or tablets from a bottle by pouring the medication into the bottle cap one at a time and then into a medication cup or only when they have the correct number of tablets in the cap for the dose
- Staff are expected to demonstrate the ability to pour liquids into a disposable medication cup that is imprinted with measurements around the side. Liquid meds are poured at the eye level and into a cup that is on a flat surface for accurate measurement.
- Staff are expected to demonstrate the preparation of any other form of medication that is to be administered according to the procedure identified by the nurse.
- Staff demonstrates that they understand the prescribed dose by accurately preparing it for the individual.
- Staff prepares the medication without touching it.
- Staff person demonstrates the preparation of medication to meets the needs of the individuals (i.e., crushing medications, opening caps, splitting scored tables, thickening liquids)

Identifies the correct person

- The nurse shall determine this based on the staff person's familiarity with the persons to whom they will administer medications. The staff person shall know that the expectation is that they would check photo ID and verify with familiar staff before administration if there is any question about the identify of a person.

Administers medication properly

- Staff person administers medication by the prescribed route using the correct technique for that route.
- Staff person demonstrates understanding of special needs during medication administration (i.e., take with food, take before or after eating)

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- Staff person obtains individual's cooperation to take meds
- Staff person identifies ways to encourage individual's medication compliance (i.e., preferred beverage or food base, preferred time, gives positive reinforcement prior to requesting individual to take meds or after meds are taken)
- Staff person displays knowledge of procedure for dropped medications

Checks that person has swallowed the medication

- Staff person observes the individual as they are swallowing and reports any observations that may indicate that the individual is having a difficult time swallowing the medication(s) (i.e., coughing, gagging, crying)
- Staff person checks the individual's mouth to ensure medication is swallowed
- This section can be coded "NA" when the route of the medication administered is other than oral

Keeps medication storage areas locked at appropriate times

- Staff person is expected to maintain the security of the keys to the medication cabinet at all times.
- Staff person does not leave any medication storage area open/unlocked and move away during the preparation of medication, during administration, or between administration to individuals.

Documents correctly

- Staff documents the administration of medication correctly on the MAR
 - ❖ Places initials in the appropriate box
 - ❖ Identifies initials with a signature in the appropriate area
 - ❖ Uses codes when applicable
- Staff documents the removal of controlled medication and ensures that the resulting count remains correct
- Staff documents the administration of PRN medications and displays knowledge of additional documentation requirements (indication of effect on back of MAR.

Comments

- The nurse may document any enhancement beyond the minimum requirements of the process in this section
- The nurse may identify initial problems/ failure of certain elements and actions taken to correct staff performance.
- The nurse **must** select one of the options indicated

Required Signatures

- The signature of the certified staff is required on this document **after** all the requirements of Checklist B have been fulfilled/form is completed. This signature indicates that the staff person attests to his/her participation in this practicum, the participation and observation by the nurse, and that the information identified was reviewed with them by the nurse as specified.
- The signature of the authorized LPN is required **only** if the elements of Checklist B were observed and documented by her/him. This signature indicates that the LPN has been delegated this responsibility and has made truthful statements about this process.
- The signature of the delegating RN is required to indicate that the elements of Checklist B were observed and documented by them or by the authorized LPN to whom they have delegated the task.. This signature indicates that the RN attests to her/his participation in this practicum **or** attests that to the best of their knowledge the information documented by the authorized LPN is true.

Acceptable process for addition/corrections to this documentation

- If it is noted at a later time that an area was left incomplete or was documented incorrectly, the RN may correct or add the missing information. This addition/correction must then be initialed and dated by both the employee and the RN.