

BASIC MEDICATION ADMINISTRATION TRAINING CHECKLIST

Trainer will assure that the following is completed for the Basic Medication Administration unit.

- ✓ Direct Support Professional (DSP) will read the Basic Medication Administration unit.
- ✓ Trainer should give the DSP Basic Medication Activity #1, #2, and #3; the DSP may complete the activities as they are reading the unit.
- ✓ Trainer should have the DSP review the handouts “Common Medication Categories” and “Psychiatric Disorders and Psychotropic Medications Used for Treatment”.
- ✓ Trainer should review the activity worksheets with the DSP and answer any questions.
- ✓ Trainer will give the DSP the “Physicians Orders and Transcribing packet” to review and complete the “Transcribing Worksheet”.
- ✓ Trainer will review the “Transcribing Worksheet” with the DSP and answer any questions on any of the materials.
- ✓ Trainer will give the Basic Administration test to the DSP.
- ✓ Trainer will review the test with the DSP and answer any questions.
- ✓ Trainer will show the DSP the location and storage of all medications and medical supplies necessary for medication administration.
- ✓ Trainer will show the DSP the medication sheets, medication count sheets, treatment sheets, medication disposal forms, medication log and review documentation requirements for all medical forms.
- ✓ Trainer will review any internal policies or agency guidelines related to purchasing, transcribing, administering, and disposal of medications in this licensed residential home.
- ✓ Trainer will review each individual’s daily medications with the DSP, and provide information regarding side effects, time to be given, and any special instructions.
- ✓ Trainer will demonstrate how to set up and administer medications for all individuals who live at the home.
- ✓ Trainer will show the DSP “Behavioral Objectives for the Administration of Medications”, and explain that the checklist will be used to observe and monitor the DSP as they are beginning to administer medications. Trainer must assure that there is adequate time for the observation, that the area is distraction free

(for example not talking to other staff during the observation, answering the phone or having a phone conversation.) All trainers must observe the trainee during set up and administration for all individuals living in the home and then initial and date the form at the end of the observation.

- ✓ The DSP must be monitored and practice administering medications to all individuals who live at the home at least three times prior to being placed on the schedule as a medication passer.
- ✓ The trainer will review AFC administrative rules 400.14312 (1-7) [400.15312 (1-7)] and 400.14309(1-8) [400.15309(1-8)]. The trainer should assure the DSP knows where the AFC licensing rules are located in the home for easy reference.

**Remember the individuals who live in the home should be involved and provide as much training as possible to the new DSP. **