Presentation 15: Completion

Instructions

Below is your presentation for the face to face classroom training. There are a few things to keep in mind as you prepare for your presentation.

- During the session, we will not use actual materials during the review of the steps of administration. The trainer candidate presenting this part of the lesson should pantomime the activities. You will use the actual materials when teaching students at your provider.

- The regular font of the script is the material you will present. Information in brackets and italics in the script represents instructions for you as the trainer. You may need to convey some of that information during your presentation.

- You will receive the trainer manual when you arrive and register the day of the class. At the end of this script is the page number of the manual where your presentation begins.

Presentation Script

Part 3 – Completion

[Put up SLIDE 22 — with the third five or completion steps for medication administration - You should alter the order of step 4 on the slide to match the set-up of your environment and/or add details as it relates to the provider procedures.]

[Tell the students:]

The last part of medication administration is completing the process. This part is just as important as the others as it connects back into the medication cycle. It includes the documentation of what you have done so that others will know that this person got their medication as directed. Sometimes people feel that this part of the process is not as important as the others. However, it is crucial for you to document the administration so that it doesn’t get administered twice by another person. This is particularly important for people who cannot reliably tell you that they got their medication and cannot self-administer it. Although it is important for everyone because even if people can remember in the short term, how many people remember that they took their medication a week ago.
**Step 1** is when you look again. You can consider this as a fourth check. It occurs when you come back to the room where you prepared the medication and once again verify the 5 Rights. As you are preparing to document the administration, look again for the five rights to make sure that you administered the medication correctly. This look comes when the administration is fresh in your mind and if something wasn’t right, then you are more likely to catch it now and perhaps prevent any problems from an error. If you identify a problem, then you must contact the designated person immediately.

**Policy and Practice**
[At this time tell staff who the designated person will be at the worksite—e.g. house manager, provider nurse, supervisor, etc.]

**Step 2** is the documentation of the medication administration on the MAR or med log. This document contains all of the information including the details about the administration. Documentation of the administration is done by writing your initials in the box that corresponds to the medication administration date and time. You will always use ink to document as this is a permanent record. You will also document any observations in the place where your provider keeps notes. These may include side effects, good effects, or other observations.

**Policy and Practice**
[If you use an electronic MAR, you should teach both the paper process using this guidance and how to use the electronic system. You can mention that you use an electronic system here, but instructions for when to teach how to use the system appear under the documentation section and you should wait to teach the electronic MAR then.]

[Tell the students:

**Step 3** is to return the medication and the MAR to their storage area. Don’t forget to lock the medications, if needed, so that they will be safe and no one can access them.

**Step 4** is handwashing. You should wash your hands after the administration of the medication. You may do this immediately following administration and prior to the administration of medication to another person or after documentation if this is your last administration for this time.

**Step 5** is to observe the person for effects from the medication. These may be desired or unwanted effects. Remember that part of the medication cycle is to observe for side effects after administering medication. While you may not see these immediately, it is important to remember to look. This serves as your reminder about that.

*(Begins on Page 35 of Trainer Manual)*