

## ASSIST CUSTOMERS WITH MEDICATION – INTERNAL ASSESSMENT

### Practical Demonstration Checklist – Residential and NDIS Medication

**Trainee Name:**

Prior to administration of medication	Date	SV Initial	Date	SV Initial	Date	SV Initial	Date	SV Initial	Comments
1. Washes and dries hands									
<b>Practical Demonstration</b>									
2. Takes medication trolley from locked treatment room with any aids required (e.g., water, tissues, teaspoons, medicine measures, incl Insulin pens). Containers for disposal e.g., sharps, clean waste bag									
3. Logs on to available digital medication system (DMS)									
4. Locates the correct medication chart / signing sheet for the correct client on DMS / paper record									
<b>Medication to be administered from blister pack</b>									
1. <b>Check the medication record for:</b> <ul style="list-style-type: none"> <li>• Client's name</li> <li>• Name of medication</li> <li>• Dose</li> <li>• Route</li> <li>• Time of medication</li> <li>• Method</li> </ul>									

Prior to administration of medication	Date	SV Initial	Date	SV Initial	Date	SV Initial	Date	SV Initial	Comments
2. Checks medication has not been given									
3. Checks label on blister/Webster packs against medication charts/DMS / signing sheet									
4. Introduces themselves and explains to the client that they are going to assist with their medication									
5. Checks photo of client; as well as asking client their name									
6. Checks number of pills is correct against number on label of Webster pack and signing sheet/device									
7. Push the dosage from the blister pack to a pill cup/container or the Customer's hand									
8. Pour liquid medication from original cup to measuring cup									
9. Hands the client the medication cup with a glass of water									
10. Ensure the client ingests the medication and that they are comfortable									
11. Sign/record that medication has been administered									

Prior to administration of medication	Date	SV Initial	Date	SV Initial	Date	SV Initial	Date	SV Initial	Comments
12. Records that medication has been refused (if applicable)									
13. Records a PRN									
14. Cleans/replaces/disposes of equipment, medication, containers, PPE appropriately in accordance with Workplace Health & Safety standards and Poisons and Therapeutic Goods Regulations									
15. Establishes further supply of medication is at hand if required, places orders for medication if required									
16. Disposes of refused / discarded medication as per documented process									
17. Stores Webster pack in a safe and secure location according to policy and procedure									
18. Logs off from DMS device									
<b>Medication in original manufacture packaging/container</b>	<b>Yes</b>	<b>No</b>							
1. Checks the label on the box/bottle against the client medication chart/signing sheet									

Prior to administration of medication	Date	SV Initial	Date	SV Initial	Date	SV Initial	Date	SV Initial	Comments
2. Removes the medication from the labelled container/pack into an appropriate container, e.g., medication cup, measuring cup									
3. Identifies client by referring to the photo, medication chart, signing sheet and/or asking name									
4. Checks label against the medication chart and signing sheet									
5. Follows procedures number 5 to 15 above.									

## BGL, INSULIN AND MEDICATION RECORDING

Practical Demonstration	Date	SV Initial	Date	SV Initial	Comments
1. How to find app for the relevant Digital Medication System (DMS)					
2. When would you use a paper copy for medication?					
3. How do you find a customer's name on the DMS?					
4. How do you record a BGL on DMS?					
5. How do you record that medication has been administered?					
6. How do you record that a PRN has been administered					
7. What route would you follow if a BGL reading is over 15?					
8. What route would you follow if a BGL is 3 or below?					
9. What route would you follow if they have a reading of 3 or below after food?					
10. Where do you record ketone levels?					
11. If a ketone is 1.5, what route would you follow?					
12. What signs would lead you to call an ambulance for a client with readings in the scenarios above?					

## Supervisor Legend

Initials	Name	Role	Initials	Name	Role

Overall, would you be happy to sign off this person as competent in all the areas listed above?	
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<b>Identify any further training needs:</b>

<b>Any other comments:</b>

<b>Trainee signature:</b>	<b>Date:</b>
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<b>Assessor signature:</b>	<b>Date:</b>
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