Comprehensive Home Care Provider
Medication Administration Observation/
Drug Storage

When possible, the surveyor will observe medication administration to verify that staff administers medications using the proper technique and that medications are administered as ordered. *If possible, the surveyor will observe at least 10 medications being administered, by three or more different staff, by three or more different routes, at three or more medication times.*

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Name of Staff Person/Title Observed</th>
<th>Client Name</th>
<th>Drug, Dosage, Route</th>
<th>Notes</th>
<th>Prescriber’s Order? Yes or No?</th>
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Observation Findings:

During observation of medication administration, did you identify problems such as:

- Incorrect medication administered to client;
- Incorrect medication dose administered to client;
- Medication administered without a prescriber’s order;
- Medication not administered as ordered before, after, or with food/antacids;
- The administration of medications without adequate fluid as manufacturer specified such as laxatives;
- Failure to check pulse and/or blood pressure prior to administering medications when ordered;
- Medication administered after date of expiration on label;
- Medication administered to client via wrong route;
- Prior to medication administration gastrostomy tube placement not checked;
- Gastrostomy tube not flushed with the required amount of water before and after medication administration as prescribed;
- Improper technique used for Intravenous/Intramuscular/Subcutaneous injections;
- Insulin Suspensions the failure to “mix” the suspension without creating air bubbles;
- The failure to “shake” a drug product that is labeled “shake well.”
- IM/SQ injection sites not rotated;
- Transdermal patch sites not rotated;
- Inhaler medication not administered according to prescriber’s orders/manufacturer’s guidelines;
- Multiple eye drops administered without adequate time sequence between drops;
- Staff did not observe the complete medication administration.
- Other (describe).

1. Was the observed medication preparation or administration in accordance with the prescriber’s orders, accepted professional standards, and/or manufacturer’s specifications?

- Yes
- No

Drug Storage and Labeling

- Is there a system, with written policies and procedures, that addresses requesting and receiving prescriptions, preparing and giving medications, verifying medications are administered as prescribed, documenting medication management, control of medications, storing of medications, monitoring medication use, resolving medication errors, communicating with the prescriber, pharmacist or client, educating clients about medications and disposition of medications?
- Were drugs and biologicals stored in locked compartments under proper temperature controls and permit only authorized staff to have access to keys?
- When controlled substances are being managed, are there policies and procedures that identify how the provider will ensure security and accountability for the overall management, control and disposition of these substances? Were over the counter drugs that are retained in general stock supply kept in the original labeled container?
- Were prescription drugs kept in their original container bearing a prescription label and not used or saved for the use of another client?

2. Are all drugs and biologicals stored and labeled properly?

- Yes
- No