



MEDICATION DELIVERY JOB TOOL

Your goal is to teach the person to complete the following as independently and safely as possible.

1	Recognize the time	Right Time - Remember the two-hour window (one hour before and one hour after designated time). Teach the person to recognize the correct time to take his/her medication.
2	Wash hands thoroughly	This promotes good hygiene and reduces chance of infection.
3	Gather equipment	Get medication lock box and other needed supplies (e.g., adaptive equipment, teaching aids, gloves, medication documentation, cups, water, etc.)
4	Find a quiet area	Assist only ONE person at a time. This will help the teacher and learner concentrate. Also, it prevents accidental disclosures of protected health information.
5	Compare medication labels with the MAR.	TRIPLE CHECK that you have the right person, medication, and time. Teach the person to compare the MAR and the medication label.
6	Remove correct dose	Right Dose – Show the person how to remove the correct dose, ensuring that no errors are made. Occasionally, the pharmacy will make a mistake, so check closely!
7	Prepare to take medication	Ensure that you have followed therapy recommendations related to seating and positioning. Teach the person about his/her medication, including how the medication should help the person.
8	Take medication	Right Route – Make sure the medication goes into the person’s body through the correct route. Is it a topical medication? Does the person take the medication orally?
9	Complete documentation	Right Documentation – Document on MAR and a controlled substance log (if necessary). Initial bubble pack if required. Make sure to count controlled medication. If the person can initial the MAR, have him/her do so; if not, then you model how to do it.
10	Store everything properly	Put supplies away. Remember to lock up medications and ensure that protected health information is placed in a secured area. Remember to teach the person proper storage procedures for his/her medication.
11	Observe for medication effects	Check to see if the desired effect is occurring. Document and report health concerns. If necessary, follow emergency procedures. Also, make sure to teach the person about possible side effects and drug or food interactions with his/her medication(s).