

TriStar Southern Hills Medical Center

Instructor/Student Medication Administration Process

PURPOSE

To direct and standardize instructor and/or student medication administration practices.

POLICY:

1. **Patient care areas that instructors and/or students are not allowed to prepare and administer medications**
 - A. Cardiac: Invasive (CCL and EP)
 - B. Cardiac: Non-Invasive
 - C. Endoscopy
 - D. OR
 - E. PACU
2. **Patient populations that instructors and/or students may not administer medications**
 - A. Neonatal
3. **Classifications of medications that instructors and/or students may not administer**
 - A. Chemotherapeutic Agents
 - B. High Alert Medication Infusions: Anticoagulant and Heparin
 - C. High Alert Medication as outlined in the TSHMC policy, except subcutaneous insulin and anticoagulants
 - D. IVIG
 - E. Medications Associated with Moderate Sedation
4. **Routes for medication administration that instructors and/or students may not use**
 - A. Epidural
 - B. IV Push (excludes saline flush before and after infusion and contrast agents administered in Imaging Departments)
 - i) Intravenous (IV) Push Medications: Time factor: 5 minutes or less. The administration of intravenous push medications refers to medications administered from a syringe directly into an ongoing intravenous infusion or into a saline or heparin lock.
 - C. Intraperitoneal
 - D. PCA
5. **The following persons may have access to medication dispensing systems**
 - A. Instructors: Yes
 - B. Students: No
6. **The following persons may have access to narcotic keys**
 - A. Instructors: Yes
 - B. Students: No
7. **Students may not prepare and administer medications alone: An instructor or TSHMC staff member and/or a credentialed/privileged staff member must be present.** If in a preceptorship may be waived. Will involve consensus of hospital and school leadership staff.

See Attachment A: Student Medication Administration Processes Checklist

Attachment A: Instructor/Student Medication Administration Processes Checklist

Start of Shift (All Except Where Indicated)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide daily report to unit regarding the types of medications the students will and will not be administering (nursing instructor). <input type="checkbox"/> Attend bedside report and walking rounds as applicable (assigned and new - admission & transfer). <input type="checkbox"/> Agree on plan that clarifies and details the responsibility for administration of each ordered medication. <input type="checkbox"/> Agree on plan that clarifies and details the responsibility for how NEW medication orders received during the shift will be handled. <input type="checkbox"/> Agree on plan that clarifies and details the responsibility for how HOLD medication orders received during the shift will be handled. <input type="checkbox"/> Agree on plan that clarifies and details the responsibility for how DISCONTINUED medication orders received during the shift will be handled. <input type="checkbox"/> Agree on huddle times to review medication administration record MAR for administration and omissions.
During the Shift (All)	<ul style="list-style-type: none"> <input type="checkbox"/> Review all sources of documented drug administration (patient transfer from a different level of care or unit). <input type="checkbox"/> Use MAR (facility policy) when preparing and administering medications (NO WORK SHEETS). <input type="checkbox"/> Avoid unsafe abbreviations, minimally includes, U, IU, QD (in all formats) QOD (in all formats), a trailing zero, lack of a leading zero, MS, MSO4, MgSO4. <input type="checkbox"/> Verbalize appropriate indication/use for medication including any contraindications, side effects or potential for adverse reactions. <input type="checkbox"/> Check vital signs before administering medications that may alter heart rate and/or blood pressure. <input type="checkbox"/> Check laboratory values before administering electrolytes. <input type="checkbox"/> Bring the patient's MAR to the bedside and scan the medication and patient bracelet before administering the medication. <input type="checkbox"/> Use two unique identifiers before drug administration (name and birth date). <input type="checkbox"/> Observe "No Interruption Zone" around persons preparing medications. <input type="checkbox"/> Prepare one patient's medications at a time, at the patient's bedside and administer those medications before preparing another patient's medications. <input type="checkbox"/> Use correct type of syringe when preparing medications (oral, intramuscular, subcutaneous and parenteral). <input type="checkbox"/> Date multi-dose vials are dated when opened according to organizational policy (28 Days). <input type="checkbox"/> Double check high risk medications with a qualified person (instructor or staff nurse) (concentrated electrolyte, heparin and insulin) <input type="checkbox"/> Administer the medication as scheduled <input type="checkbox"/> Trace a tube or catheter from the patient to the point of origin before connecting any new device or infusion (administration of medications or enteral feedings via tubing). <input type="checkbox"/> Tell patient the purpose of the medication (every time – always). <input type="checkbox"/> Tell patient the side effects of the medication (every time – always). <input type="checkbox"/> Observe the patient take the medication(s). Leave no medications at the bedside. <input type="checkbox"/> Document drug administration immediately after the patient has taken the medications (real time). <input type="checkbox"/> Lock medication carts/rooms when not in use. <input type="checkbox"/> Assess patient within 2 hours (minimum) after administration of new or pain medication. Assessment and documentation should include desired effects and adverse drug reactions.
End of Shift (All)	<ul style="list-style-type: none"> <input type="checkbox"/> Review MAR with staff nurse assigned to patient to confirm medications that were administered, started, held and discontinued.

All = staff nurse, nursing instructor and student