

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

CLINICAL PROCEDURE

NUMBER: DC1076

**NAME: PROCEDURE FOR STAFF TRAINING FOR MEDICATION
ADMINISTRATION**

INITIAL APPROVAL DATE:	06/12/2002	BY: Administrative Committee
(LAST) REVISION DATE:	10/19/2023	BY: Policy Committee
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

To establish a procedure for the training of staff who are responsible for administering medication.

II. APPLICATION

Populations: **ALL**

Programs: Direct **ALL**
Contracted **ALL**

III. POLICY

All CMH Staff designated to dispense medications to individuals or staff whose job description requires that they receive medication training, will be required to satisfactorily complete the Department of Community Mental Health Basic Medication module of the Group Home Curriculum in Relias prior to dispensing any medication. The above staff will also be required to complete an annual medications refresher training in person or self-study online.

IV. DEFINITIONS

V. STANDARDS

A. Training will include:

GENERAL IN-SERVICE

1. Work area and needed materials
2. Storage of medication
3. Hand washing
4. Medication identification
5. Infection control
6. Preparation of liquids
7. Identification of person served
8. Medication administration

9. Documentation
10. Disposal of medications
11. PRN medication administration
12. Completion of Incident Reports

SPECIFIC

1. Name of drug
 2. Purpose of drug
 3. Potential side effects
 4. Dosage, route, time
- B. Training will be a requirement of the job title. Should a supervisor feel that a staff may benefit from this training, it will be the responsibility of the immediate supervisor to notify the Training Department of any new staff members needing training.

VI. **ATTACHMENTS**

VII. **REFERENCES**