

## ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS CQI OBSERVATION AUDIT

DATE: \_\_\_\_\_

NURSE'S NAME: \_\_\_\_\_

Each nurse on each shift will be observed during a medication pass at least biannually along with the review of documentation of the administration of medications on the Medication Administration Record. Additional audits as performance indicates.

#	Criteria for Observation of Administration & Documentation	Yes	No	Comments
1.	Sets up medication cart			
2.	Washes or sanitizes hands prior to administration of medications			
3.	Officer present on tier with nurse			
4.	Meds prepared at time of administration in front of patient			
5.	Verifies allergies			
6.	Performs the 8 Rights			
6a.	Right Patient			
6b.	Right Medication			
6c.	Right Dose			
6d.	Right Route			
6e.	Right Time			
6f.	Right documentation: see item 9-12 below.			
6g.	Right Reason			
6h.	Right Response			
7.	Observes patient take medication at the cart (mouth check)			
8.	Nurse counsels the patient regarding medication side effects			
9.	Immediately documents the administration at the correct time on the MAR with initials as per policy			
10.	(Or) Documents the reason for not administering the medication			
11.	Refusal documented on the MAR with notification to the physician			
12.	Legibly documents initials and signature on the back of the MAR in original ink as per policy			
13.	Reconciles MAR at the end of medication process – check for medication not administered, patient not present, etc.			
14.	Cleans medication cart at the end of the med pass			
15.	Med pass started on time			
16.	Med pass ended timely			
17.	Nurse's interaction with patient appropriate			
18.	Nurse maintained focus on med administration			
19.	Incorrect medications segregated and reported to Pharmacy			
20.	Missing medications requested from Pharmacy as per policy			
21.	Medication error? If yes:			
21a.	Medication error documented on incident report			
21b.	Medication error reported to appropriate manager and provider			
22.	Potential safety issues noted (inmates crowding cart, officer not controlling situation, nurse talking with officer while preparing medications, etc.)			

Corrective Action/Comments:

Conducted by: \_\_\_\_\_ Nurse Manager

Acknowledged by: \_\_\_\_\_ Nurse

Recommended Next Audit: \_\_\_\_\_