

Date Adopted	11/08	Section	800 Medications
Date Revised	1/2012, 08/14, 7/15	Subject	812 Medication Error Disciplinary Policy and Process
Rule Referenced	5123:2-3-09, Prescribed Medications and Health Related Activities Training Manual		

812 MEDICATION ERROR DISCIPLINARY POLICY AND PROCESS

CICL provides training to employees to ensure proper medication administration for the individuals we assist. Whenever there is any uncertainty in how medications should be administered, it is EXPECTED for phone calls to be made to the supervisor and/or Delegating nurse for clarification. Medication errors can result in serious consequences for these individuals. The most common types of medication errors include, but are not limited to:

- Wrong medication
- Wrong dosage
- Wrong route
- Wrong date/time
- Wrong consumer
- Incorrect documentation

To appropriately address medication errors supervisors and the delegating nurses will assess the error and use the following steps as guide for training and performance management for employees:

FIRST MEDICATION ERROR (in a 12 month period beginning with first error)

- Supervisor review with employee, coaching, performance enhancement training.
- Supervisor documents training with Med Check-off form. (give copy to HR)

SECOND MEDICATION ERROR (in a 12 month period beginning with first error)

- Supervisor review with employee, coaching, performance enhancement training.
- The Program Director and the Delegating Nurse will review and recommend curriculum and action appropriate for the situation for the employee. (document and give copy to HR)
- Do Med Check Form, document and give copy to HR
- Supervisor provides a written performance improvement plan with statements of performance expectations to employee and HR.

THIRD MEDICATION ERROR (in a 24 month period beginning with first error)

- Supervisor review with employee, counseling, performance enhancement training.
- One day suspension from work without pay
- One on One training with Delegating nurse including observation of med pass
- Attend two hour medication review (Document and give copy to HR)
- Supervisor provides a written performance improvement plan with statements of performance expectations. All is documented and copied to HR.

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FOURTH MEDICATION ERROR (in a 24 month period beginning with first error)

- Supervisor review with employee, counseling, performance enhancement training.
- Two day suspension from work without pay
- Attend two day Medication Administration class (Document and give copy to HR)
- Do Med Pass, document and give copy to HR
- Supervisor provides a written performance improvement plan with statements of performance expectations (documented and copied to HR)

FIFTH MEDICATION ERROR (in a 24 month period beginning with first error)

- Termination

MEDICATION ERROR DISCIPLINARY GUIDELINES

In order to provide quality services to the people we assist, it is vital that the administration of Medications be done in an accurate and timely manner. Staff are thoroughly trained and no margin of error is allowed.

Every time a medication error occurs, an Unusual Incident Report must be completed. The Delegating Nurse reviews all UI/MUI and determines which are medication errors for an employee. Program Administrators and Program Directors will follow up with an appropriate response up to and including following the policy guidelines above. All follow up is required to be documented with copies provided to the HR department.

Medication errors will be classified as either Minor or Major:

Minor

Documentation errors

Major

- Medication not given as prescribed
- Wrong Route
- Wrong Dosage
- Wrong Medication
- Wrong Individual
- Wrong date/time

Minor Medication errors are typically less dangerous to an individual's health and safety. The agency will take this into consideration when determining termination disciplinary actions.

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