

MEDICATION ADMINISTRATION TRAINING

According to the Institute for Safe Medication Practices, over [1.5 million](#) preventable medication errors occur annually in long-term care settings in the U.S. When caregivers manage multiple residents, high-risk medications, and complex schedules, one missed step can have serious consequences. In many cases, these mistakes can occur during the med-pass process.

A clear, step-by-step med-pass checklist not only protects the residents you care for, but it also safeguards caregivers from preventable errors and compliance issues.

Importance of a Reliable Med-Pass Checklist

Medication administration is never just about giving a pill. It involves identifying the resident, confirming dosages, checking for recent changes, documenting the interaction, and ensuring everything is done in accordance with regulations. Multiply this process by 20 or 30 residents per shift, and the margin for error grows exponentially.

Having a detailed med-pass checklist helps caregivers avoid missteps. It ensures the same standard of care is applied across every shift and every staff member. More importantly, it ensures each resident receives the right medication, at the right time, in the right dose, and through the correct route.

The Essential Med-Pass Checklist for Long-Term Care Settings

Below is a practical Med-Pass Checklist designed specifically for caregivers in long-term care facilities.

Checklist Items in Every Med-Pass Stage

- Preparation
 - Wash hands and gather necessary supplies (gloves, water, MAR, scanner, cups)
 - Review each resident's MAR and recent physician orders
 - Check for allergies, recent changes, or PRN notes
 - Verify controlled medication counts (if applicable)
- Before Administration
 - Confirm the [Six Rights of Medication Administration](#)
 - Use two resident identifiers (name, photo, or ID band)
 - Check medication expiration dates and packaging integrity
 - Wear gloves before handling any medication
- During Med-Pass
 - Organize and administer medications individually for each resident
 - Use a scanning device if available to confirm accuracy
 - Monitor the resident during the medication administration process
 - Note down any incidents (if applicable)
- After Administration
 - Document immediately in the MAR chart
 - Following the approved drug destruction protocol
 - Recheck the cart for omissions or errors before moving on
 - Sanitize hands and prepare for the next resident

THE 6 RIGHTS OF MEDICATION ADMINISTRATION

Ask these 6 questions before you administer any medication. And come back to this list, print it, do whatever you need to remember them!

1. RIGHT PATIENT

Have I verified the patient's identity with at least two identifiers (e.g., name and date of birth)?



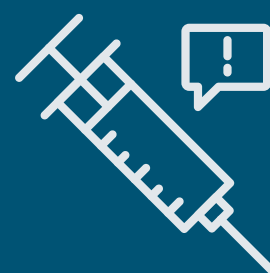
2. RIGHT DRUG

Have I checked the medication label against the prescription and the patient's medication record?



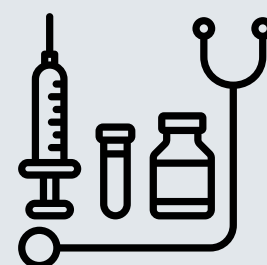
3. RIGHT DOSAGE

Have I confirmed the correct dosage and measured it accurately?



4. RIGHT ROUTE

Am I administering the medication by the correct route (e.g., oral, intravenous, intramuscular)?



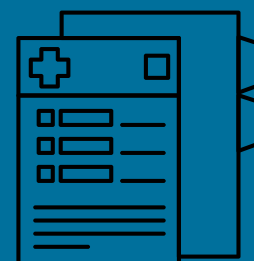
5. RIGHT TIME

Am I giving the medication at the correct time as prescribed?



6. RIGHT DOCUMENTATION

Have I documented the medication administration accurately in the patient's record?



Detailed Breakdown: Key Med-Pass Checklist Elements

1. Thorough Preparation

The med-pass begins before a single pill is handed out. Reviewing each resident's chart and current medication orders is a non-negotiable requirement. Many errors stem from outdated information or miscommunication; eliminating this step sets the tone for failure. Prepare all necessary tools before beginning to avoid interruptions during the med-pass.

2. Verification with Intention

Always confirm the [Six Rights](#). While familiar, they're frequently rushed. Use at least two identifiers for each resident, even if you are familiar with them. Trust systems over memory, especially during busy shifts.

3. One-Resident Focus

Prepare and administer medications for one resident at a time. Multi-tasking increases the risk of mix-ups. Finish documentation for each resident before proceeding.

4. Real-Time Documentation

Whether digital or paper-based, record the med-pass immediately. Delayed charting can lead to confusion, double-dosing, or missed administration.

5. Post Med-Pass Clean-Up

Dispose of any medication appropriately, especially refused or expired meds. Secure controlled substances and always lock med carts when unattended.

Medication Administration Training

Name: _____

Signature _____

Title _____

Date _____