

## The Joint Commission · Medication Management Chapter Checklist

**Note: The Joint Commission considers over-the-counter (OTC) drugs medication, therefore all OTCs fall under the Medication Management Standards**

### Occupational Health Clinics

- ☐ Clinical staff is familiar with and readily able to access FOH medication policies and nursing protocols and procedures.
- ☐ Clinical staff follows FOH policies and procedures for medication administration.
- ☐ Medication that are client-provided (i.e., allergy meds) are clearly labeled with two client identifiers (name and date of birth), in addition to the medication's name, lot number, and expiration date.
- ☐ There is an FOH Formulary that includes strength and dosage for dispensing readily available on site.
- ☐ All medications, including OTCs, are stored according to the manufactures' recommendations.
- ☐ All medications, including OTCs, are stored behind a locked cabinet or door to prevent unauthorized individuals from obtaining them.
- ☐ All medications, including OTCs, are labeled with the manufacture's label and a clearly indicated expiration date.
- ☐ All expired, damaged, or contaminated medications are removed from the medication storage area, labeled appropriately, and segregated from the medication storage area until they can be returned to Guaranteed Returns for disposal.
- ☐ Clinical staff inspects the medication storage areas on a daily/weekly basis and remove any medications or components that are expired or damaged. Shipping boxes are not stored in the medication cabinet or medication closet.
- ☐ Medications are administered as ordered.
- ☐ Known medication allergies are documented in the client record and updated/confirmed at each client visit.
- ☐ The medication reconciliation (current medication list is updated) is performed at each client visit.
- ☐ Emergency drug supplies are fully stocked and readily accessible.
- ☐ Emergency drugs in "go bags" are routinely inspected to ensure they do not contain expired medications.
- ☐ There is a process to immediately replace emergency medications after use or upon expiration.
- ☐ Emergency medications in "go bags" are in unit-dose, age specific, and ready to administer forms.
- ☐ All staff is aware of look-alike/sound-alike medications on the FOH Formulary.
- ☐ All staff is aware of high alert and hazardous medications on the FOH Formulary and has been trained in the safe handling of these medications.
- ☐ All staff is aware of the medication substitution protocols.

- ❑ Needles and other “sharps” medical waste are disposed of according to FOH policy and federal regulation. Staff can identify what waste must be disposed of as bio-hazardous waste.
- ❑ Procedures for monitoring, reporting, and recording of medication errors are established and followed.
- ❑ Medication administration areas are well-lighted and well-ventilated.
- ❑ Medication storage areas are clean and uncluttered.
- ❑ Medications are not stored in bathrooms, utility rooms, kitchens, or under sinks.
- ❑ Medications are stored in an orderly manner according to category, temperature requirements, flammability, security requirements, and manufacturers’ recommendations.
- ❑ The keys or combinations to locks for the medication area are under the control of authorized staff.
- ❑ Cleaning agents, germicides, disinfectants, and other substances that are considered poisonous or hazardous are stored separately from medications.
- ❑ Non-medication items are not stored with medications.
- ❑ Medications that require refrigeration (i.e. influenza vaccine) are stored in a refrigerator that is only used to store medicines (no food items should be present).
- ❑ Medications that are stored in the refrigerator are secured by a locked door or a locking mechanism on the refrigerator.
- ❑ Any discontinued and expired medications are properly identified and disposed of in accordance with the facilities policies and procedures (sent to Guaranteed Returns).
- ❑ Client-provided medications are identified and visually evaluated for medication integrity by FOH staff.
- ❑ Flu vaccine is never administered without a written order from a physician.
- ❑ Administration of medication is documented in an employee health record.
- ❑ There is a system to alert Nurse Coordinators of medication recalls.
- ❑ FOH clinics do not accept medication returns.
- ❑ Before administration, FOH staff:
  - Verify that the selected medication matches the medication order and product label
  - Visually inspects medications for particulates, discoloration, or other loss of integrity
  - Verifies that the medication is not expired
  - Verifies that no contraindications exist
  - Verifies that the medication is being administered at the proper time, in the prescribed dose, and by the correct route
- ❑ When indicated, client response to medication is monitored.
- ❑ Investigational medications are never administered in an FOH clinic.

## Wellness Fitness Centers

- ❑ Not applicable, Wellness Fitness Centers do not store, handle, prescribe or dispense any type of medication.
- ❑ If your Wellness Fitness Center stocks any medications, including OTCs, please contact your program manager.

## Employee Assistance Program Offices

- ☐ Not applicable, EAP offices do not store, handle, prescribe, or dispense any type of medication.