



Demonstration Competency Chart for Oral Medication Administration: Liquids Using a Medicine Cup

The goal of this practice demonstration is to help both you and your partner prepare for the skills demonstration competency.

Directions: The following is an example of what your MAT Trainer will use to evaluate your ability to safely give medication while you perform your randomized skills demonstration. You should use this form to evaluate your partner. As your partner completes each step successfully, mark a ✓ in the box. If your partner does not complete a step leave the box blank. If your partner performs an error while performing a step or forgets to perform a step in the process, write down your observations but do not interrupt the demonstration.

There are three steps marked with a ★, one in the administration phase and two in the documentation phase. These are considered critical steps. These steps must be completed exactly as written on the chart. For example, one of the critical steps is you must document the administration of the medication before returning the medication or helping the child rejoin the group. If your partner does not document the medication administration before helping the child to rejoin the group, you should let him/her know immediately that he/she missed a critical step. During the skills demonstration this will be an automatic failure of the demonstration.

When your partner completes each phase (preparation, administration and documentation), he/she should review each of the steps in that phase using the Medication Administration Phases handout before telling you that he/she has completed the phase. Completing this review will help to trigger your partner if he/she did not complete a step. At this point, if your partner realizes he/she did not complete a step and has not yet started the administration phase, it is acceptable for your partner to verbalize the completion of the step. As noted earlier, critical steps must be performed at the proper time in the medication administration process. These cannot be corrected verbally.

After your partner has stated the completion of each phase, you should stop and review any errors you observed before your partner starts the next phase. If there are no errors, do not interrupt the demonstration.

Once your partner has completed the demonstration, you and your partner should switch roles. Your MAT Trainer will give you a new chart. You can reuse the scenario, Written Consent Form and the Log of Medication Administration. You should cross out the documentation of the medication from the previous practice session.

Name of person completing the demonstration: _____

Name of person completing the evaluation: _____



Participant Practice Demonstration Skills – MAT Trainer Evaluation Chart

Administering oral medication – liquids using a medicine cup	Observed Skill?
<p style="text-align: center;">Preparation Phase</p> <p>The following steps must be completed <u>before</u> the participant begins the administration phase. It does not matter in what order the steps are completed.</p>	X
<p>The participant verbalized that at the beginning of each day, he/she reviewed the written medication consent forms for all children receiving medication in his/her care. The participant verbalized that he/she made note of all times that a medication is to be given so he/she can schedule the day.</p>	
<p>***The participant checked the child’s Log of Medication Administration to be sure that the medication has not already been given. This includes verifying if any doses were given before the child arrived at the program. <i>In this scenario, the participant does not know if the child received any Tylenol at home or in the last 4 hours. Therefore, the participant should verbalize that he/she cannot give the medication without knowing if the parent gave it at home. If the participant verbalizes this, you should tell the participant that the mother said she has not given any Tylenol to Alan in the last 24 hours. If the participant does not verbalize this he/she cannot pass the demonstration.</i></p>	
<p>The participant verbalized that he/she washed his/her hands.</p>	
<p>The participant verbalized that he/she verified the right child. The participant may do this by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> knowing the child, <input type="checkbox"/> asking the primary provider or <input type="checkbox"/> having a picture stapled to the written consent form. <p>The participant made sure the child was ready to take the medication and then brings the child to the medication administration area.</p>	
<p>The participant brought the child’s Written Medication Consent Form to the medication storage area.</p>	
<p>The participant removed the correct medication from the storage box or refrigerator by comparing the medication label to the child’s written medication consent form and checking the <u>Five Rights</u>.</p> <p>The participant verbalized and pointed to the five rights on the child’s Written Medication Consent Form and the medication label. Mark each right as the participant correctly verifies the Five Rights:</p> <p><input type="checkbox"/>Children’s Strength Tylenol <input type="checkbox"/>as needed for fever <input type="checkbox"/>one teaspoon <input type="checkbox"/>oral <input type="checkbox"/>Alan Barth</p>	
<p>The participant did not leave the medication unattended once removed from the safe storage area.</p>	
<p>The participant checked the medication or pharmacy label for an expiration date. <i>There is an expiration date so participant must identify if the medication is expired.</i></p>	
<p><input checked="" type="checkbox"/> Put a check mark in this box if the participant successfully completed all of the steps in the preparation phase before starting the administration phase.</p>	



Participant Practice Demonstration Skills – MAT Trainer Evaluation Chart

<p style="text-align: center;">Administration Phase</p> <p>The following steps must be completed <u>before</u> the participant begins the documentation phase. In this phase the second check of the five rights must be performed <u>before</u> the participant gives the child the medication.</p>	
<p>The participant identified the desired measurement on the cup. If he/she marked the correct dose on the cup with a pen, he/she marked next to the measurement line not over it.</p>	
<p>The participant shook the medication well as indicated on the medication bottle.</p>	
<p>The participant poured the liquid medication into the medicine cup to the desired level. With the medication cup on a flat surface, he/she checked the medication level by bringing his/her eye to the same level as the cup. The participant verbalized if the dose was correct or not.</p> <p>If the participant verbalized the dose was correct, the MAT Trainer must also verify the dose is correct by checking the medication at eye level while on the flat surface.</p>	
<p>If the participant poured too much medication into the medicine cup, he/she poured the excess into a disposable cup. The participant used the medication in the disposable cup to reach the correct dose if needed. The participant may return any excess medication to the bottle. The participant re-checked the medication level again at eye level (while cup is on a flat surface) to verify the correct dose.</p> <p>If the participant poured the dose correctly without over-pouring, mark n/a in this box.</p>	
<p>★ The participant completed the second check of the Five Rights <u>before</u> giving the medication to the child. He/she verbalized and pointed to the five rights on the child’s Written Medication Consent Form and the medication label. Mark each right as the participant correctly verifies the Five Rights:</p> <p><input type="checkbox"/>Children’s Strength Tylenol <input type="checkbox"/>as needed for fever <input type="checkbox"/>one teaspoon <input type="checkbox"/>oral <input type="checkbox"/>Alan Barth</p>	
<p>The participant hands the medicine cup to the child. The participant verbalized that he/she assisted or watched the child drink the medicine.</p>	
<p>The participant put a small amount of water in the medicine cup.</p>	
<p>The participant swished the water around to “catch” any left over medicine and verbalized the child drank this liquid as well.</p>	
<p>The participants gave the child a cup of water.</p>	
<p><input checked="" type="checkbox"/> Put a check mark in this box if the participant successfully completed all of the steps in the administration phase before starting the documentation phase.</p>	



Participant Practice Demonstration Skills – MAT Trainer Evaluation Chart

<p style="text-align: center;">Documentation Phase</p> <p>The following steps must be completed before the participant completes the skills demonstration. In this phase the participant must document the administration <u>before</u> returning the medication and must return the medication to the storage area <u>before</u> returning the child to the group.</p>	
<p>The participant completed the final check of the Five Rights. He/she verbalized and pointed to the five rights on the child’s written medication consent form and the medication label. Mark each right as the participant correctly verifies the Five Rights:</p> <p><input type="checkbox"/>Children’s Strength Tylenol <input type="checkbox"/>as needed for fever <input type="checkbox"/>one teaspoon <input type="checkbox"/>oral <input type="checkbox"/>Alan Barth</p>	
<p>The participant correctly and thoroughly documented the administration in the child’s Log of Medication Administration. This includes:</p> <p><u>Date</u> – 2/4/05 <u>Dose</u> – 1 teaspoon <u>Time</u> – 10:10am or can adjust to time taken to give – must include am or pm <u>Route</u> - oral <u>Signature</u> – must provide signature where indicated <u>Side Effects</u> - leaves the side effects section blank as it is too early to note any side effects <u>Parents Notified</u> - leaves the side effects section blank as it is too early to note any side effects <u>“As Needed”</u> - identifies medication given for temp of 102°F <u>Parents Notified</u> – checks that parents were notified</p>	
<p>★ The participant documented <u>before</u> returning the medication to the safe storage area or returning the child to the group.</p>	
<p>★ The participant returned the medication to the safe storage area <u>immediately</u> after documenting the administration. He/she did not bring the medication out of the safe storage area.</p>	
<p>The participant verbalized that he/she assisted the child rejoin the group.</p>	
<p>The participant verbalized that he/she washed his/her hands.</p>	
<p><input checked="" type="checkbox"/> Put a check mark in this box if the participant successfully completed all of the steps in the documentation phase before concluding the skills demonstration.</p>	



Participant Practice Demonstration Skills – MAT Trainer Evaluation Chart

If you marked a \surd in 3 boxes with a symbol, you may give your partner a passing score. If not, indicate below why your partner did not pass.

Participant Score: Circle One:

Pass

Fail explain: _____

Incomplete explain: _____

Rater's Signature: _____

You must turn this sheet in to your MAT Trainer when completed.