



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Joe Manchin III
Governor

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Secretary

**MEDICATION PASS OBSERVATION WORKSHEET
AMAP**

Facility _____
Date _____ Observed by _____ Time _____

Directions: Check yes, no,

PREPARATION	Yes	No	N/A
1. Medication cart or storage area:			
A. Prepared prior to pass			
B. Clean/organized/ no meds on top			
C. Always visible to AMAP			
2. Keys retained by AMAP at all times			
3. Juice, water, applesauce covered properly			
4. Client identified per policy before medication is poured			
5. Vital signs taken per policy before medication is poured			
6. Hands washed using appropriate technique			
7. Patient positioned properly			
MEDICATION ADMINISTRATION			
8. Medication removed from container properly			
9. Label checked X3			
10. Client observed to insure medication is swallowed			
11. MAR signed immediately after administration			
12. If necessary, Controlled Substance log signed immediately			
13. Medications administered at correct time.			
14. Full cup of fluid offered			
15. Correct dose administered			
A. Meds crushed using proper technique			
B. Can medication be crushed?			

C. Does MAR say "crush"?			
	Yes	No	N/A
17. Liquids poured at eye level with label in palm			
18. Eye drops:			
A. Client seated and instructed to put head back			
B. Hands washed appropriately			
C. Separate tissues used for each eye			
D. Drops instilled per order			
19. Inhaler administration			
A. Inhaler shaken well			
B. Instructed client to breathe out fully			
C. Instructed client to breathe in deeply while depressing the top of the cannister.			
D. Instructed client to hold breath as long as possible.			
E. Waits one (1) minute between puffs of same medication			
F. Waits five (5) minutes between puffs of two different meds			
20. Medication pass is not interrupted			
21. Chart omissions, e.g. prn medication, refusals, etc.			
22. Narcotic drawer is locked during medication pass			
23. Medication cart is locked and/or within site at all times			
24. Client rights observed			
A. Knocks on door			
B. Medication patches, creams, etc. are applied in privacy			
C. Appropriate response to medication refusal			
D. Treats client with respect			

Comments:

Number of clients observed

Number of errors

Number of meds passed

AMAP error rate