

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
EDUCATION AND CONSULTING SERVICE
POLICY AND PROCEDURE MANUAL**

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Subject: MEDICATION/I.V. ADMINISTRATION EVALUATION	Original Issue Date: March, 1995	Policy #: 800
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Committees Consulted: EDCOS Faculty	Reviewed & Approved by: EDCOS Shared Governance Council	Approved by: Dean, EDCOS

PURPOSE:

To validate the competency and safety of medication/intravenous (I.V.) administration practices by licensed nursing staff.

POLICY:

Successful completion of the Medication Policies and Procedures Module and Posttest is a required component of Central Orientation for all RNs and LVNs. In addition, a simulated medication/IV administration evaluation is required for all RNs and LVNs who have less than one year of recent experience (within 18 months) similar to current assignment.

Exception:

RNs and LVNs who meet the following criteria are exempt:

- LAC College of Nursing graduates within one year of graduation
- Licensed nursing staff newly hired for the Operating room.

Failure of the first medication/I.V. administration evaluation will result in a second medication/I.V. administration evaluation conducted by two instructors either in the patient care area or at the College of Nursing within five business days of the date of first failure or dependent upon instructor availability.

Exception:

Nurse managers may require any RN or LVN to complete a medication/I.V. administration evaluation at any time.

PROCEDURE:

Orientation Instructor will:

- Schedule date for medication/I.V. administration evaluation
- Review the "Medication/I.V. Clinic Standards of Evaluation" form (included in Central Orientation packet) with the employee prior to scheduled date for medication/I.V. administration evaluation

If the orientee fails the first medication/I.V. administration evaluation, the orientation instructor will:

- Indicate sections failed and overall failure on "Medication/I.V. Standards of Evaluation" form
- Complete Central Orientation Report of First Failure of Medication/I.V. Clinic form and obtain employee signature
- Notify the nurse manager of the first failure and inform the manager that the nurse may not administer medications without direct supervision by the preceptor until they pass the medication clinic

Subject:

MEDICATION/I.V. ADMINISTRATION EVALUATION

- Schedule a second medication/I.V. administration evaluation within five business days of the first failure or dependent upon instructor availability
- Review reasons for failure with the orientee.

If the orientee fails second medication/I.V. administration evaluation, the instructor will:

- Notify the nurse manager and Associate Nursing Director
- Indicate sections failed and overall failure on "Medication/I.V Standards of Evaluation" form
- Complete Central Orientation Report of Second Failure of Medication/I.V. Clinic form
- Recommend termination of the employee to the nurse manager.

PROCEDURE DOCUMENTATION:

Medication/I.V. Clinic Standards of Evaluation form
Central Orientation Reports of First and Second Failure forms

REFERENCES:

Department of Nursing Services and Education Policy Manual
Policy 516: Employee Orientation

EDCOS Policy and Procedure Manual: Grading System

EDCOS RN/LVN Medication and Intravenous Clinic Evaluation Protocol