

**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
		Supersedes: December 8, 2010	Effective Date: June 12, 2014
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 and Certified Medical Assistants (CMAs).

POLICY:

Successful completion of the Medication Policies and Procedures Module and Posttest is a required component of Central Orientation for all RNs, LVNs, and CMAs. In addition, a simulated medication/IV administration evaluation is required for all CMAs as well as 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 within five business days of the date of first failure or dependent upon instructor availability.

Nurse managers or nursing administration may require any RN, LVN, or CMA to complete a medication/I.V. administration evaluation at any time. If the request is related to employee's performance, two instructors will conduct the evaluation. In this situation, if the employee fails, a second evaluation will be done only upon the request of nursing administration.

Oversight from nursing administration may also be requested as indicated.

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

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- Notify the nurse manager(and cc the Assistant Nursing Director and Clinical Nursing Director) of the first failure and inform the manager that the orientee may not administer medications without direct supervision by the preceptor until they pass the medication clinic
- 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, Assistant Nursing Director, and Clinical 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 to the nurse manager that the employee be terminated from service.

PROCEDURE DOCUMENTATION:

Medication/I.V. Clinic Standards of Evaluation form

Central Orientation Reports of First Failure of Medication/IV Clinic form and Second Failure form

REFERENCES:

Department of Nursing Services Policy # 516: Employee Orientation

EDCOS Policy # 300: Grading System

EDCOS RN/LVN Medication and Intravenous Clinic Evaluation Protocol

REVIEW DATES:

March 1995

January 23, 2004

August 7, 2006

February 2, 2010

December 8, 2010

June 12, 2014