

Checklist – Bar Code Medication Administration

Document and forward any additional questions that you are unable to answer to the appropriate member of the team. Do not leave concerns open-ended; YOU are responsible for following up.

Please note the following are priorities during your time with the nurse:

- Ensure access to the Medication Administration Wizard (MAW)
- They can scan without difficulty (Scanners should have been configured)

Date: _____

CI Name: _____

Staff Member Name: _____

Staff Position: _____

Task	Yes	No	N/A
1. Access Medication Administration Record (MAR)			
Ability to open MAR			
Review medications to determine what medications are due and when			
2. Access Medication Administration Wizard (MAW)			
Able to open the MAW			
3. Patient Wristband Scan			
Verbally verify correct patient			
Successful scan of patient wristband			
Ability to override wristband scan when appropriate			
4. Scan Medication			
Successful scan of medication(s)			
Ability to address applicable alerts			
5. Bypass Medication Scan			
Bypass Medication Scan if unable to scan at time of administration			
Documentation of accurate date/time			
6. Document Self-Administered Medication (if applicable)			
Scan patient wristband			
Scan self-administered medication			
Open the result box window			
Highlight name in Performed By field			
Type: Patient			
Patient, Self-Administered appears			
7. Chart Medication Not Given			
Able to open the MAR			

Bar Code Medication Administration Checklist

Right-Click on the medication task			
Chart Not Done			
Document reason for medication not given			
<i>If Patient Wristband and Medication has been scanned</i>			
Open the result box window			
Click the box Not Given			
Document reason for medication not given			
8. Unchart Medication			
Able to navigate to MAR			
Right-Click on task			
Select Unchart			
Able to document reason			
9. Weird Gotchas			
10. Review where to find more materials			
11. Comments/Concerns			