

## Supervised Medication Administration Round

Completed forms to be signed off then submitted to the Graduate Nurse Coordinators: [SVHM.Education.GNP@svha.org.au](mailto:SVHM.Education.GNP@svha.org.au) and  
Mandatory training [svhm.education.mandatorytraining@svha.org.au](mailto:svhm.education.mandatorytraining@svha.org.au)

Name: ..... Employee ID: ..... Clinical Area: .....

### EN Graduates:

- Complete a minimum of **two** supervised medication rounds during the first 2 supernumerary shifts demonstrating all criteria outlined below. These supervised rounds must be with your preceptor or buddy nurse (Registered Nurse Grade 2 Year 2 or above).

### RN Graduates:

- Complete a minimum of one supervised drug round during the first 2 supernumerary shifts demonstrating all criteria outlined below. These supervised rounds you must be with your preceptor or buddy nurse (Registered Nurse Grade 2 Year 2 or above).

**No Graduate can independently administer medications without completing and submitting their supervised medication round/s form.**

Criteria	Date	Date
For all medication administration the Graduate is able to:	Signature of preceptor	Signature of preceptor
• Safely and correctly administers all prescribed medications during one entire shift to a minimum of 3 patients, discussing the indications, common side effects, and dosage of each medication to be administered.		
• Identifies resources available to assist with medication administration. (MIMS, AIDH, Pharmacy, Specific protocols for specific medications)		
• Checks that the National Inpatient Medication Chart (NIMC) treatment sheet is current and that the medication has not yet been given and signed for, or that 'withhold' (W) is not documented.		
• Considers circumstances where medication may need to be withheld. (e.g. patient hypotensive, bradycardic, fasting, pain free, or has loose bowel actions).		
• Identifies correct procedure for following up on medications that need to be withheld. (e.g. inform and discuss with medical staff).		
• Identifies correct checking procedure - Identifying who a Graduate nurse can check medications with.		
• Able to discuss the policy around the administration and disposal of Schedule 4D and Schedule 8 medications.		
• Able to access Enkey and demonstrates correct administration of either Schedule 4D or Schedule 8 medication.		
• Interacts appropriately with patient, explains procedure and ensures privacy.		

<ul style="list-style-type: none"> <li>• Ensures each medication administered follows these rights: <ul style="list-style-type: none"> <li>• Right patient</li> <li>• Right medication</li> <li>• Right dose</li> <li>• Right route</li> <li>• Right time</li> <li>• Right reason</li> <li>• Right expiry</li> <li>• Right frequency</li> <li>• Right to refuse</li> <li>• Identifies if patient has any allergies or sensitivities</li> </ul> </li> </ul>		
• Stays and observes the patient until all medication has been taken.		
• Correctly documents all medications administered or withheld on the NIMC.		
<b>IV Medication Administration</b>		
• Assesses the IV site. If there are any signs of inflammation, swelling, redness or incorrect positioning DO NOT PROCEED. Note the date of IVC insertion and when/if resite is required.		
• Prepares any IV medication/infusion according to protocol and ANTT guidelines. Gathers appropriate equipment to take to bedside.		
• Correctly flushes port before and after medication/fluid administration to ensure patency using ANTT principles.		
• Administers IV medication/fluid correctly using ALARIS pump.		
• Monitors patient and IV site throughout administration of medication/fluid.		
• Discards equipment/sharps safely and appropriately.		
<b>Medication Management on the ward</b>		
• Identifies correct procedure to order/replace medications from pharmacy.		
• Identifies correct procedure for reporting an adverse reaction/medication error.		

<b>Preceptor/ Buddy Nurse's name (please print):</b>			
<b>Signature</b>		<b>Date</b>	