

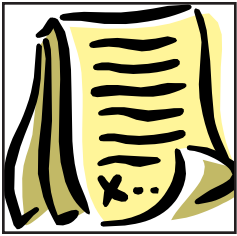
# QUALITY MATTERS

Summer 2008

## HAMILTON COUNTY BOARD OF MRDD QUALITY IMPROVEMENT DEPARTMENT

### FOCUS ON MEDICATION ADMINISTRATION

This edition of Quality Matters focuses on medication administration. The Quality Improvement Department routinely receives questions about medication administration. Many of the questions are about self-administration of medications. The information in this issue are to provide clarity in this area.



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### MEDICATION ADMINISTRATION

For an individual to self-administer (take their medications independently), an assessment must be done to determine if the person is able to safely take their own medications.

This assessment is usually done by the service facilitator. The assessment places an individual in one of three categories:

- \* *Self- Administration*
- \* *Self-Administration with Assistance*
- \* *Total Support from Staff*

### Self -Administration

#### *Individual is self-administering - they must:*

##### *Know*

- Medications they take by name, observation or what they are for
- What time to take their medicine
- How much to take either by number of milligrams or # of pills
- What to do to get more medicine
- When they are feeling different/ ill and know who to tell/ what to do

##### *Be able to*

- Get their medicine out of the bottle or package when it comes from the pharmacy
- Physically take their medicine without any assistance

##### *What this means for staff*

- Staff working with them DO NOT NEED to and CANNOT assist them in any aspect of taking their medication
- Staff do NOT need to have any special training or certification

## MEDICATION ADMINISTRATION (CONTINUED)

### Self -Administration with Assistance

#### *Individual needs help to self-medicate because*

- They know what medications they take by name, observation or what they are for
- They know what time to take their medicine
- They know how much to take either by number of milligrams or # of pills
- They know what to do to get more medicine
- They know when they are feeling different/ ill and know who to tell/ what to do

#### **BUT they need:**

- Someone to remind them when to take their medicine -OR-
- Someone to open the container and/or take the medicine out of the package -OR-
- They need help because they know what to take, when to take it, etc. But physically, they cannot get the medication to their mouth to take it without spilling it

#### *What this means for staff*

Staff who are working with them ARE NOT required by rule or law to have any special training or certification but they can assist by:

1. Reminding them when to take their medicine -OR-
2. Opening the container and/or taking the medication out of the package -OR-
3. Under the individual's direction, take the medication from the package because the individual cannot physically do that and staff put it to their mouth because the individual cannot do it without spilling the medicine

**THIS IS THE ONLY TYPE OF ASSISTANCE ALLOWED**

### Total Support

#### *Individual needs their medication administered to them because*

1. They may know some of the things listed above, *but they cannot answer all of the questions on the self-medication assessment appropriately*



2. They may not take their medication safely

#### *What this means for staff*

1. Staff working with them are required by rule and law to have special training and be certified to administer medications (MRP Certificate issued by ODMR/DD)
2. They must take special classes and be able to do certain skills to become certified
3. Each year, they must renew their certification so they can continue to administer medication

**If you have questions about medication administration call QI Nurse,  
Georgia Strupe (559-6660)  
or email [Georgia.Strupe@hamiltonmrdd.org](mailto:Georgia.Strupe@hamiltonmrdd.org).**

## TIPS FOR REPORTING MAJOR UNUSUAL INCIDENTS

*The MUIP Unit is providing a tip sheet of steps to take when reporting MUIs.*

### Action Steps for Reporting PROTOCOL CASES

1. Ensure health & safety (remove or minimize threat), check and care for injury
2. Notify law enforcement or 241-KIDS immediately
3. Notify MUIP Unit within 4 hrs.
4. Notify guardian, SF, provider (must be within the same day)
5. Send written report to MUIP by 3:00pm the next working day

### Action Steps for Reporting NON- PROTOCOL CASES

1. Ensure health & safety (remove or minimize threat), check and care for injury
2. Notify guardian, SF, provider (must be within the same day)
3. Send written report to MUIP by 3:00pm the next working day

### Protocol Incidents

The following incidents are considered protocol incidents and must **always** be reported as MUIs.

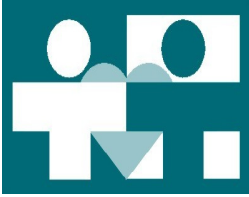
- » Physical, Verbal & Sexual Abuse
- » Peer to Peer Acts
- » Suspicious or Accidental Death
- » Neglect
- » Prohibited Sexual Relations
- » Rights Violations (when individual suffers reasonable risk of harm)
- » Failure to Report (when victim suffered or was at reasonable risk of harm)
- » Exploitation
- » Misappropriation

### Non- Protocol Incidents

The following incidents are considered non- protocol incidents and must be reported as MUIs when they occur in the care of a paid provider, MR/DD staff or when such staff provide the intervention.

- » Natural Death
- » Attempted Suicide
- » Missing Individual
- » Law Enforcement
- » Medical Emergency
- » Unapproved Behavior Support
- » Unscheduled Hospitalization
- » Known Injury
- » Unknown Injury

For Questions about reporting MUIs, please contact MUIP Unit Manager, Eric Metzger (559-6695) or email [Eric.Metzger@hamiltonmrdd.org](mailto:Eric.Metzger@hamiltonmrdd.org).



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[alice.pavey@hamiltonmrdd.org](mailto:alice.pavey@hamiltonmrdd.org)

## NEW STAFF

### New Director



Alice Pavey joined the agency on May 1 as the Director of Quality Improvement, replacing Charlie Stenken, who retired.

With over 25 years of experience in the field, Pavey comes most recently from Montgomery County Board of MR/DD. She was Assistant Superintendent for Residential and Family Services, directing quality assurance and intake, among other duties.

She has a Master of Science in Administration from Central Michigan University and a Bachelor of Science from Antioch College.

“I am very excited to have an opportunity to work with the most innovative and progressive Superintendent in the State of Ohio,” said Alice. “Under Ms. Phipps’ direction, I look forward to developing the best quality services for the people we serve in Hamilton County.”

### Quality Improvement Nurse

Georgia Strupe is the new QI Nurse, taking over for Cindy Noeth, who left the agency earlier this year.

Georgia has a Master of Social Work from the University of Cincinnati and a Bachelor of Science in Nursing from Indiana University. She has a wide variety of experience including psychiatric emergency services and adolescent/adult psychiatry.

Georgia will perform medication administration quality assurance reviews for individuals receiving supported living services and collaborate nursing services within the Hamilton County Board MR/DD system. She will also provide a vital link between nursing-related activities in various community settings and the Ohio Department of MR/DD.

