

**JWCH INSTITUTE, INC.
Recuperative Care Program**

**Assisted Medication Program
Policy and Procedure**

Policy:

Residential staff are responsible to assist residents in complying with prescribed medication regimens, when indicated. For residents on an Assisted Medication Program, residential staff are responsible for insuring that residential clients have access to already prescribed medication at the prescribed time and tracking adherence by recording appropriate information on the medication sheet. Any concerns about adherence with medication need to be brought to the attention of the clinic staff, provider, or JWCH Chief Medical Officer.

Procedures:

1. Healthcare staff, in consultation with residential and clinical team members, will determine if a resident will be placed on "Assisted Medication" regimen. This determination will be based upon the client's demonstrated consistency in taking medication, their stability, cognitive state, adherence barriers etc.
2. The Person In Charge (PIC) is responsible for ensuring that clients enrolled in the "Assisted Medication Program" take their medication as prescribed and the documentation thereof. Enrolled clients will have their medication placed in a Medication Cart that will be locked and maintained in a safe and secure area.
3. At the beginning of the shift, the PIC or designated staff reviews the client and medication(s) that are to be observed during the shift.
4. The PIC or designated staff (see above) is responsible for ensuring that medications are made available to clients at the time they are prescribed.
5. The designated staff hands the medication bottle to the client and the client is then instructed to check the bottle to verify ownership. The designated staff then observes the resident taking the medication as prescribed. When the client has finished taking their medication, the designated staff will ensure that the Med Cart is locked.
6. If the client does not come to the designated area to take their medications, the designated staff will attempt to find the patient and encourage them to comply.
7. The PIC or designated staff then records on the med log the following:
 - o The date and time, and either T, A, or R (Taken, Absent, Refused) and signs the corresponding box

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- If the client is absent or refuses to take their medication then the Case Manager and Provider need to be emailed the information.
8. The PIC will maintain the medication log and ensure the medication is kept in a safe and secure area.
 9. In order to ensure confidentiality of other clients, only one client at a time will be taken by the designated staff person to get their medication. The staff person will hand the medication bottle to the client to avoid the client from seeing other client's names on the medication bottles or containers.
 10. If a client is no longer residing in the building and does not pick up their medication prior to departure, the medication will be removed from the cart and disposed of in a predetermined manner. Under no circumstances is the medication to be reused or given to another client.
 11. Policies and Procedures will reviewed and approved annually by Chief Medical Officer.