

**Illinois Department of Human Services
Division of Developmental Disabilities**

ONSITE 116 REVIEW

DATE OF REVIEW: (__/__/__) through (__/__/__) **MED TRACKING #** _____

BQM REVIEWERS: _____, Quality Review Nursing Specialist
_____, Quality Review Nursing Specialist

PROVIDER AGENCY: _____		PHONE#: (__/__ - __)
AGENCY DIRECTOR: _____,	PHONE#: (__/__ - __)	Email: _____
AGENCY CONTACT: _____,	PHONE#: (__/__ - __)	Email: _____
AGENCY RN-TRAINER: _____,	PHONE#: (__/__ - __)	Email: _____

CILA SITE REVIEWED: _____ **PHONE#:** (__ / __ - __)

INDIVIDUALS REVIEWED: (INDIVIDUAL#) (INDIVIDUAL#) (INDIVIDUAL#) (INDIVIDUAL#)
(INDIVIDUAL#) (INDIVIDUAL#) (INDIVIDUAL#) (INDIVIDUAL#)

ADSP STAFF REVIEWED: (ADSP#)
(ADSP#)

**Illinois Department of Human Services
Division of Developmental Disabilities**

RULE 116 REVIEW MODULE REPORT DOCUMENT

Agency Name: _____

POLICIES & PROCEDURES

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-A	MET	NOT MET	N/A	<p>Has the agency developed written policies and procedures governing the supervision and monitoring of Authorized Direct Support Personnel (ADSP)?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision addressing the required qualifications of the RN-trainer. 2. Verify the policies and procedures state that only a RN-trainer may delegate and supervise the task of medication administration. 3. Verify the policies and procedures includes a provision addressing the requirement that prior to training non-licensed staff to administer medication, each RN-trainer shall perform: <ol style="list-style-type: none"> a. An assessment of each individual’s medical history, including a physical and mental status exam. b. An evaluation of each individual’s medication orders and prescribed medications. 4. Verify the policy and procedure includes provisions for the transfer of responsibility of selected tasks which do not require nursing judgments or include the performance of nursing duties. 5. Verify the policy and procedure defines supervision as an active process, in which the RN monitors, directs, guides, and evaluates the outcomes of a delegated task. 6. Verify the policy and procedure specify the RN retains professional accountability for the outcome of delegated tasks and all nursing care as subcomponents of total patient care delegated to qualified competent personnel. 7. Verify the policy and procedure includes a provision that stipulates an RN, RN-trainer, physician, or physician assistant will be on duty or on call at all times for all residential programs utilizing ADSP staff to administer medication. 	<p>116.110a) 1)</p> <ol style="list-style-type: none"> 1. 116.30b-c) 2. 116.40a) 3. 116.40b) <ol style="list-style-type: none"> a. 116.40b) 1) b. 116.40b) 2) 4. 116.20 (Delegation) 5. 116.20 (Supervision) 6. 116.20 (Delegation) (Supervision) 7. 116.50c) 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-B	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the training of ADSP employees?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure specifies all ADSP staff shall meet required criteria prior to authorization including: <ol style="list-style-type: none"> a. Verification the ADSP is age 18. b. Verification the ADSP has completed high school or its equivalency (GED). c. Verification the ADSP is functionally literate. d. Verification the ADSP has satisfactorily completed all components of the DSP Basic Health and Safety, or a DHS/DDD approved equivalent. e. Verification the ADSP has successfully completed the standardized medication curriculum required for non-licensed employees to administer medications. f. Verification the ADSP has received specific additional training and assessment by the RN-Trainer whenever a change of medication occurs or a new individual enters the program. g. Verification the ADSP has successfully passed the required DHS comprehensive examination with a minimum score of 80%. h. Verification the ADSP has scored 100% on a required competency-based training assessment (CBTA) specifically pertinent to those medications that staffs are responsible to administer as evaluated by the RN-trainer. 2. Verify the policy and procedure also includes verification the ADSP has current certification in CPR and First Aid. 3. Verify the policy and procedure also includes verification the ADSP has current EpiPen certification (if applicable). 	<p>116.110b) 6)</p> <ol style="list-style-type: none"> 1. 116.40c) 1-8) 2. DHS/DD/CSA/ Attachment A) 3. 12/02/08 DDD Director's Memo 	
I-C	MET	NOT MET	N/A	<p>Has the provider developed written policies and procedures governing the recording and reporting of all instances of retraining and retesting for failure to qualify as an ADSP employee?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision addressing additional education and testing following an employee's failure to qualify as an ADSP staff following initial training and testing. 2. Verify the policy and procedure includes provisions for the revocation of a staff's authorization to administer medication. 	<p>116.110a)4)</p> <ol style="list-style-type: none"> 1. 116.40f) 2. 116.40h) 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-D	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the annual review and necessary retraining of ADSP employees in medication administration?</p> <ol style="list-style-type: none"> 1. Verify the policies and procedures include provisions for annual review of ADSP in theory and practice. 2. Verify the policies and procedures include provisions for necessary individual specific retraining of ADSP by the RN-trainer whenever a change of medication occurs or a new individual enters the residential program. 3. Verify the policies and procedures include provisions that the RN-trainer perform a nursing assessment for each individual to whom medications will be administered by authorized staff <u>prior to</u> providing individual specific additional training and evaluation, and/or annual direct care staff re-authorization. 	<p>116.110a) 2)</p> <ol style="list-style-type: none"> 1. 116.40e) 2. 116.40e) 3. 116.40b)1-2) 	
I-E	MET	NOT MET	N/A	<p>Has the provider developed written policies and procedures governing the training, review and necessary retraining of ADSP employees addressing the required documentation and maintenance of personnel and training files?</p> <ol style="list-style-type: none"> 1. Verify the policies and procedures include a provision stating that clear documentation of training, retraining, and evaluation shall be kept in each staff or contractual person's personnel file by each provider where ADSP are employed. 	<p>116.110b)6)</p> <ol style="list-style-type: none"> 1. 116.40i) 	
I-F	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures, consistent with rules, regulations, federal and State law, governing the assessment of the individual's health status?</p> <ol style="list-style-type: none"> 1. Verify the policies and procedures include provisions for an annual assessment of the individual's health status by the RN. 2. Verify the policies and procedures include provisions for the annual assessment of each individual's ability to self-medicate with the Self Administration of Medication Assessment (SAMA) tool. 	<p>116.110c)</p> <ol style="list-style-type: none"> 1. 116.90a) 2. 116.60a)2) 	
I-G	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing medication administration by routes other than oral or topical?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision that only a licensed nurse may administer injections. 2. Verify the policy and procedure includes the provision that only a licensed nurse may administer suppositories by rectal or vaginal routes. 	<p>116.110b) 2)</p> <ol style="list-style-type: none"> 1. 116.50b) 2. 5/19/2000 DHS Rule 116 Memo to Providers 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-H	MET	NOT MET	N/A	<p>Has the provider developed written policies and procedures governing the assessment and systematic review of all incidents relating to medication administration to identify contributing factors and plan individual specific corrective action to identify medication goals in the Individual Service Plan (ISP).</p> <p>1. Verify the policy and procedure includes provisions that the individual's service plan address the medication administration training required to ensure safety.</p>	<p>116.110a) 3)</p> <p>1. 116.60c)</p>	
I-I	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures, consistent with applicable rules, regulations, and federal and state law, governing the development of a comprehensive Individual Service Plan (ISP) to assist each individual in attaining the highest level of independent functioning possible?</p> <p>1. Verify individuals are permitted to participate in their total health care program.</p> <p>2. Verify the comprehensive ISP addresses obtaining health services and medication administration skills.</p> <p>3. Verify the comprehensive ISP addresses the development of programs to provide individuals with medication training as identified in each individual's treatment/service plan.</p> <p>4. Verify the RN contributes to the comprehensive ISP as a member of the Community Support Team (CST) or Interdisciplinary Team.</p>	<p>116.110c)</p> <p>1. 116.60a)</p> <p>2. 116.60a) 1)</p> <p>3. 116.60a)3)</p> <p>4. MH/DD Administrative Act [20 ILCS 1705/]</p>	
I-J	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the distribution of medications, including controlled substances, and persons authorized to distribute medications?</p> <p>1. Verify the policy and procedure specifies all medication shall be given only upon the written order of a physician, advanced practice nurse, or physician assistant.</p> <p>2. Verify the policy and procedure includes the provision that only licensed medical staff can take and sign off on a telephone order.</p> <p>3. Verify the policy and procedure includes the provision that all telephone orders are to be countersigned, or documented by facsimile prescription, by the physician within ten working days.</p>	<p>116.110b) 1)</p> <p>1. 116.70a)</p> <p>2. 116.70a)</p> <p>3. 116.70a)</p>	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-K	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the administration of medications addressing the requirement that a Medication Administration Record (MAR) be maintained for each individual?</p> <p>1. Verify the policy and procedure includes a provision addressing the MAR requirements.</p> <ul style="list-style-type: none"> a. the individual's name; b. the name and dosage form of the drug; c. the name of the prescribing practitioner; d. the dose; e. the times of administration; f. the route of administration; g. the date and time given; h. the most recent date of the order; i. allergies to medication; j. any special considerations. 	<p>116.110b) 2)</p> <p>1. 116.70b) 1) A-J)</p>	
I-M	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the administration of medications addressing the required documentation in the MAR?</p> <p>1. Verify the policy and procedure includes a provision that the MAR be kept with the medications, or present when and where the medications are taken, for appropriate notation.</p> <p>2. Verify the policy and procedure includes provisions that each MAR has a section which contains the full signature and title of each person who initials the MAR.</p> <p>3. Verify the policy and procedure specifies the MAR shall be completed and initialed immediately after administered.</p> <p>4. Verify the policy and procedure includes the provision that any changes in medication must be noted on the MAR by a licensed medical professional and reported to the registered professional nurse in charge prior to the next dose.</p> <p>5. Verify the policy and procedure specifies all refusals must be noted in the MAR with an accompanying progress note and notification of the registered professional nurse in charge.</p>	<p>116.110b) 2)</p> <p>1. 116.70b) 2)</p> <p>2. 116.70b)3)</p> <p>3. 116.70b)3)</p> <p>4. 116.70b) 4)</p> <p>5. 116.70b)5)</p>	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-N	MET	NOT MET	N/A	<p>Has Provider developed written policies and procedures governing the administration of controlled substances and required documentation?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision that the RN shall maintain a separate controlled substance count sheet (CSCS) for each controlled drug; and that each CSCS shall document an inventory and record of administration indicating: <ol style="list-style-type: none"> a. the name of the individual; b. the name of the prescriber; c. the serial number of the prescription; d. the name of the drug and strength; e. the amount used; f. the amount remaining; g. the time and date administered; h. the name of the individual administering the medication; i. documentation of a shift count done by the ADSP. 2. Verify the policy and procedure states that any discrepancies shall be reported to the nurse-trainer for review and action. 	<p>116.110b) 2)</p> <ol style="list-style-type: none"> 1. 116.70e)1-9) 2. 116.70e) 9) 	
I-O	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the administration of PRN medications by the ADSP?</p> <ol style="list-style-type: none"> 1. Verify there is a PRN protocol approved by the RN-trainer and prescribing practitioner addressing required documentation. <ol style="list-style-type: none"> a. the name of the individual; b. the specific name, route, and dosage form of the medication; c. the specific dosage or quantity to be taken; d. the specific frequency or times of administration; e. the specific conditions for which the medication may be given; f. contraindications for each PRN medication; g. a specific maximum or stop dosage; h. any special directions/precautions for preparation and administration; i. common severe side effects or adverse effects or interactions and the action required if they occur; and j. proper storage. 2. Verify the policy and procedure state that PRN medication must be available for immediate administration. 	<p>116.110b) 2)</p> <ol style="list-style-type: none"> 1. 116.50d) 1-10) 2. 12/02/08 DDD Director's Memo 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-P	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the storage and safekeeping of stock PRN medications?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure specifies that only drugs regularly available without prescription at a commercial pharmacy may be stocked for use as PRN medications. 2. Verify the policy and procedure states that stock PRN medications can only be given upon the written order of a prescribing practitioner. 3. Verify the policy and procedure states stock PRN medications are administered from the original container and recorded in the MAR. 	<p>116.110b) 4)</p> <ol style="list-style-type: none"> 1. 116.50e) 2. 116.50e) 3. 116.50e) 	
I-Q	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing of the storage and safekeeping of medications which addresses the labeling of each medication?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision that all medications are to be stored in their original containers. 2. Verify the policy and procedure includes all prescription medications must have a label with the same information as would appear on a pharmacy label to show; <ol style="list-style-type: none"> a. the pharmacy name and address where the prescription is dispensed; b. the name/initials of the person authorized to practice pharmacy; c. the date on which the prescription was filled; d. the name of the patient; e. the serial number of the prescription as filed in the prescription files; f. the last name of the prescribing practitioner; g. the directions for use as contained in the prescription; h. the proprietary name or names or the established name of the drugs, the dosage, and the quantity. 	<p>116.110b) 4)</p> <ol style="list-style-type: none"> 1. 116.80d) 2. 116.80e)1-8) 	
I-R	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the disposal of medications, including controlled substances?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure state that disposal of all medications is in accordance with federal and state laws. <ol style="list-style-type: none"> a. Verify the policy and procedure specifies a witness must observe and document wasting of controlled substances. 	<p>116.110b) 5)</p> <ol style="list-style-type: none"> 1. 116.80f) 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-S	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the distribution of medications that addresses access to medications including controlled substances?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision that all drugs must be stored in locked compartments or within the locked medicine container, cabinet or closet. 2. Verify the policy and procedure specifies that access be limited to only licensed and authorized staff. 3. Verify the policy and procedure includes an up-to-date list of ADSP staff is to be maintained at each residential site. 	<p>116.110b) 1)</p> <ol style="list-style-type: none"> 1. 116.80a) 2. 116.80b) 3. 116.80b) 	
I-T	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the distribution of medications which addresses the requirements necessary to consider an <u>individual determined to be competent to self-administer medications?</u></p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes demonstration that the individual has achieved the training requirements. <ol style="list-style-type: none"> a. The individual knows the name and/or can identify each medication prescribed. b. The individual understands the dosage and/or quantity of each medication to be taken. c. The individual knows the route of each medication. d. The individual knows the frequency or times of each medication's administration. e. The individual understands each medication's purpose, special instructions, side effects, and potential consequences of not taking the medication properly. f. The individual knows when to seek medical assistance and/or what action to take in the event of a medication error, or adverse reaction. 	<p>116.110b) 1)</p> <ol style="list-style-type: none"> 1. 116.60c) 1-6) 	
I-U	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the storage and safekeeping of medications, including controlled substances, by <u>individuals determined to be competent to self-administer their own medications?</u></p> <ol style="list-style-type: none"> 1. Verify the policy and procedure addresses the safeguarding of medication kept in an individual's possession. 2. Verify the policy and procedure includes a provision for a back-up system (i.e. duplicate key, a copy of the combination, etc.) if needed for emergencies. 	<p>116.110b)4)</p> <ol style="list-style-type: none"> 1. 116.80c) 2. 116.60f) 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-V	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the distribution of medications, including controlled substances, and persons authorized to distribute medications which address access to medications by <u>individuals determined to be competent to self-administer their own medications?</u></p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes the provision that the individual has been determined to be capable by a registered professional nurse or advanced practice nurse 2. Verify the individual's Community Support Team has approved the self-administration of medication by the individual. 3. Verify the policy and procedure includes the provision that there be a written order by the physician for the individual to self-administer his/her own medications. 	<p>116.110b)1)</p> <ol style="list-style-type: none"> 1. 116.60b)1) 2. 116.60b) 2) 3. 116.60b) 3) 	
I-W	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the administration of medications which addresses the assistance for <u>individuals determined to be competent to self-administer medication, but physically impaired?</u></p> <ol style="list-style-type: none"> 1. Verify the policy and procedure specifies assistance is done upon the individual's request and guidance when needed. 	<p>116.110b)2)</p> <ol style="list-style-type: none"> 1. 116.60d) 	
I-X	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the development and implementation of a quality assurance system (for <u>individuals determined to be competent to self-administer medication</u>) to ensure that self administered medications are taken in accordance with prescribed orders?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision addressing the development and implementation of a quality assurance system for individuals who independently self administer their medications which ensures all medications are taken in accordance with prescribed orders. 2. Verify the policy and procedure includes a provision which addresses the documentation in the clinical record of all observation and assistance by ADSP staff of each medication self-administration. 	<p>116.110b) 3)</p> <ol style="list-style-type: none"> 1. 116.70b)6) 2. 116.60e) 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-Y	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing a systematic review of all adverse drug reactions to identify contributing factors and plan corrective action?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision for the immediate reporting of the signs and symptoms of a suspected drug reaction to the registered professional nurse. 2. Verify the policy and procedure includes provisions for the documentation of a suspected adverse drug reaction in the clinical record and an adverse drug reaction report completed within eight hours or before the shift ends. 	<p>116.110a) 3)</p> <ol style="list-style-type: none"> 1. 116.70d) 2. 116.70d) 	
I-Z	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the systematic review of all medication errors to identify contributing factors and plan corrective action?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision for the immediate reporting of medication errors to the registered nurse to receive direction on any action to be taken. 2. Verify the policy and procedure includes provisions for the documentation of medication errors in the clinical record and a medication error report completed within eight hours or before the end of the shift and sent to the RN-trainer 3. Verify the policy and procedure includes provisions for the reporting of adverse medication errors to the DHS Bureau of Quality Management (BQM) and to the Office of the Inspector General (OIG) as applicable. 4. Verify the policy and procedure includes provisions that all medication error reports are to be maintained as a part of the provider's quality assurance program. 	<p>116.110a) 3)</p> <ol style="list-style-type: none"> 1. 116.70c) 2. 116.70c) 3. 116.70c) 4. 116.70c) 	
I-AA	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the quality assurance (QA) medication review that addresses the required review of all medication errors?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure specifies the RN-trainer will conduct a QA review of all medication errors within seven days for the purpose of recommending corrective action. 2. Verify the policy and procedure specifies the QA reviews of all medication errors are to be included in the annual review. 3. Verify the policy and procedure addresses the reporting of medication errors as possible abuse or neglect. 	<p>116.110b) 3)</p> <ol style="list-style-type: none"> 1. 116.100c) 2. 116.100c) 3. 116.100f) 	

I	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
I-BB	MET	NOT MET	N/A	<p>Has the Provider developed written policies and procedures governing the quality assurance (QA) medication review that addresses the QA review process?</p> <ol style="list-style-type: none"> 1. Verify the policy and procedure includes a provision the QA review must be done by a registered nurse, advanced practice nurse, licensed practical nurse, pharmacist or physician. 2. Verify the policy and procedure includes a provision the QA reviews medication orders; labels; and medications on the MAR; to ensure they match physician orders. 3. Verify the policy and procedure include a provision that the QA of the MAR includes a review of: <ol style="list-style-type: none"> a. Documentation medication was administered as ordered. b. Documentation of refusals by the individual. c. Documentation of full signatures for all initials used. 4. Verify the policy and procedure includes a provision that the medication QA review shall be done at least quarterly, but may be done more frequently at the RN-trainer's discretion. 5. Verify the policy and procedure includes a statement that documentation of each medication QA review and the date of each review shall be retained for at least five years. 6. Verify the policy and procedure includes the provision that all medication QA records are confidential and only disclosed in accordance with the provisions of Part 21 of Article VIII of the Code of Civil Procedure [735 ILCS 5/8-2105]. 	<p>116.110b) 3)</p> <ol style="list-style-type: none"> 1. 116.100a) 2. 116.100a)1-2) 3. 116.100a) 3) <ol style="list-style-type: none"> a. 116.100a)3)A) b. 116.100a)3)B) c. 116.100a)3)C) 4. 116.100b) 5. 116.100d) 6. 116.100e) 	
I-CC	MET	NOT MET	N/A	<p>Does each Provider have a copy of policies and procedures related to medication administration on file and available?</p> <ol style="list-style-type: none"> 1. Verify ADSP staff know how to access the medication policy, procedure and protocol information addressing: <ol style="list-style-type: none"> a. Best practice standards related to individual rights; legal and ethical responsibilities; agency procedures and communication pertaining to medication administration. b. Best practice techniques used with medication administration. c. Classes of drugs, therapeutic effects, and side effects. d. Specific information regarding the individuals whom the staff will administer medication to, and information regarding the medications the staff will administer. e. Techniques to check, evaluate, report, and record vital signs necessary for safe administration of medication. 	<p>116.110d)</p> <ol style="list-style-type: none"> 1. 116.40d) <ol style="list-style-type: none"> a. 116.40d)1) b. 116.40d) 2) c. 116.40d) 3) d. 116.40d)4) e. 116.40d)5) 	

II	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
II-B	MET	NOT MET	N/A	Is the authorized DSP certified in CPR and First Aid as required? 1. Verify there is documentation of the American Heart Association or American Red Cross <u>CPR certification</u> in the employee's training and/or personnel file. 2. Verify there is documentation of the American Heart Association or American Red Cross <u>First Aid certification</u> in the employee's training/personnel file. 3. Verify EpiPen certification/training (if applicable).	DHS/DD/CSA/ Attachment A) 3. 12/02/08 DDD Director's Memo	
II-C	MET	NOT MET	N/A	Has the agency registered professional nurse met the required criteria to be approved as an RN-trainer? 1. Verify the nurse is currently licensed as a registered professional nurse or advanced practice nurse in Illinois. 2. Verify the Nurse-Trainer certification is signed by the DDD Clinical Director.	116.30b&c)	
II-D	MET	NOT MET	N/A	Have the authorized employees been re-evaluated by the RN-trainer at least annually, or more frequently, to ensure the employee's competency to administer medications? 1. Verify there is completed documentation of an annual (365 days) individual specific re-evaluation by the RN-Trainer. 2. Verify the RN-trainer has performed a nursing assessment for each individual to whom medications will be administered by authorized staff <u>prior to</u> an annual employee re-evaluation and re-authorization.	116.40e) 2. 116.40 b)1-2)	
II-E	MET	NOT MET	N/A	Has the agency ensured clear documentation of training, retraining, and evaluation is kept in each authorized employees personnel file? 1. Verify training documentation is readily available for review. 2. Verify training documentation is complete.	116.40i)	

**Illinois Department of Human Services
Division of Developmental Disabilities**

RULE 116 REVIEW MODULE REPORT DOCUMENT

Agency Name: _____

INDIVIDUAL SERVICE PLANNING

III	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
III-A	MET	NOT MET	N/A	<p>Has the RN-trainer performed a nursing assessment which includes an evaluation of the individual’s physical status, mental status and medication?</p> <ol style="list-style-type: none"> 1. Verify a RN-trainer has performed a nursing assessment for each individual. <ol style="list-style-type: none"> a. Verify the nursing assessment includes a mental status exam and a physical status exam. b. Verify the nursing assessment is consistent with the individual’s goals and needs addressing prevention of disease and wellness. 2. Verify the nursing assessment includes a medication history review along with an evaluation of medication orders and medications. <ol style="list-style-type: none"> a. Verify the nursing assessment is consistent with the Self-Administration of Medication Assessment (SAMA). b. Verify the nursing assessment is consistent with the individual’s medication goals and needs. 	<p>116.40b) 1-2)</p> <ol style="list-style-type: none"> 1. A HRST does not meet Rule 116 nursing assessment requirements. 	
III-B	MET	NOT MET	N/A	<p>Does the agency have a comprehensive Individual Service Plan (ISP) addressing participation in a total health care program including (at a minimum); promotion of wellness, prevention of disease, and self-administration of medication?</p> <ol style="list-style-type: none"> 1. Verify there is a comprehensive ISP. 2. Verify the ISP addresses issues pertinent to the health, safety, and welfare of the individuals. 	<p>116.60a)</p>	

III	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
III-C	MET	NOT MET	N/A	<p>Has the RN-trainer done an annual assessment of each individual's capabilities using the DHS required standardized screening and assessment instrument (the Self Administration of Medication Assessment (SAMA))?</p> <ol style="list-style-type: none"> 1. Verify a current SAMA has been done within the past 365 days. 2. Verify the SAMA has been signed by the RN-trainer. 3. Verify the assessment is consistent with observations. 4. Verify the assessment is consistent with the ISP medication goals and objectives. 	116.60a)2)	
III-D	MET	NOT MET	N/A	<p>In consultation with the Community Support Team (CST), has a program been developed in each individual's ISP to provide medication self-administration training?</p> <ol style="list-style-type: none"> 1. Verify there is a medication training program identified in the ISP. 2. Verify the RN-trainer is a member of the CST and has contributed to the ISP regarding medication and related medical issues. 3. Verify authorized employees are trained in the implementation of each individual's medication program. 	<p>116.60a) 3)</p> <ol style="list-style-type: none"> 2. MHDD Administrative Act [20ILCS1705] 	
III-E	MET	NOT MET	N/A	<p>Is there an annual nursing assessment of each individual's health status?</p> <ol style="list-style-type: none"> 1. Verify the annual nursing assessment of each individual's health status include an updated evaluation of the individual's physical status, mental status, and medication orders. 2. Verify the most recent annual nursing assessment has been done within 365 days. 3. Verify the assessment has the RN's signature. 4. Verify the assessment is consistent with the individual's ISP. 	116.90a)	

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MEDICATION ADMINISTRATION RECORD

IV	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
IV-A	MET	NOT MET	N/A	Are all medications listed on each Medication Administration Record (MAR) consistent with prescribed orders? 1. Verify all medications listed on the MAR are being given upon a written order of a physician, advanced practice nurse, or physician assistant. 2. Verify all orders have been followed as prescribed. 3. Verify telephone orders are taken by the RN or LPN and have been countersigned within 10 working days. 4. Verify how a new medication order is documented and communicated to authorized employees.	116.70a)	
IV-B	MET	NOT MET	N/A	Is a MAR maintained for each individual receiving medication? 1. Verify each MAR documents the individual's full name and matches the POS. 2. Verify each MAR documents the name and dosage form of each drug prescribed. 3. Verify each MAR documents the name of the prescribing physician, physician assistant, dentist, podiatrist, or certified optometrist. 4. Verify each MAR documents the dose of each drug ordered. 5. Verify each MAR documents the frequency or times of administration for each medication prescribed. 6. Verify each MAR documents the route of administration for each drug prescribed. 7. Verify each MAR documents the date and time of administration for each prescribed drug. 8. Verify each MAR documents the most recent order date. 9. Verify each MAR documents allergies to medications. 10. Verify each MAR documents other special considerations.	116.70b) 1) A-J)	

IV	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
IV-C	MET	NOT MET	N/A	<p>Does each MAR have a section that contains the full signatures and titles of each employee who initials the MAR?</p> <ol style="list-style-type: none"> 1. Verify each MAR has been completed and initialed for every medication administered for each individual? 2. Verify there are full signatures and titles for every initial noted on the MAR. 	116.70b)3)	
IV-D	MET	NOT MET	N/A	<p>Does the MAR documentation reflect that medication changes are immediately noted by licensed personal, and reported to the registered professional nurse in charge of the program prior to the next dose?</p> <ol style="list-style-type: none"> 1. Verify, for the past three months, any medication change has been properly documented. 2. Verify, for the past three months, any medication change is signed and dated by a licensed medical staff. 	116.70b)4)	
IV-E	MET	NOT MET	N/A	<p>Are refusals of medication by individuals properly documented?</p> <ol style="list-style-type: none"> 1. Verify the refusal is noted on the MAR. 2. Verify there is a notation, by authorized or licensed staff, documenting the refusal. 3. Verify there is documentation demonstrating the registered professional nurse in charge has been notified. 4. Verify with the ADSP what they are required to do in the event of a refusal. 	116.70b) 5)	
IV-F	MET	NOT MET	N/A	<p>Are all injectable medications and all rectal and/or vaginal routes of medication administered by <u>licensed</u> medical staff?</p> <ol style="list-style-type: none"> 1. Verify all injectable medications have been administered by a licensed staff. 2. Verify all medication administered by rectal and/or vaginal routes have been administered by a licensed staff. 	<p>116.50b)</p> <p>2. 05/19/00 DDD Director's Memo</p>	
IV-G	MET	NOT MET	N/A	<p>Are prescribed PRN medications kept as "stock", only those drugs that are regularly available without prescription at a commercial pharmacy?</p> <ol style="list-style-type: none"> 1. Verify there is a written physician's order for all PRN medications kept as stock. 2. Verify the MAR accurately documents the administration of all prescribed stock PRN medications. 	116.50e)	

IV	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
IV-H	MET	NOT MET	N/A	<p>Are authorized staff following an approved PRN protocol for each individual for each prescribed PRN medication which includes:</p> <ol style="list-style-type: none"> 1. The name of the individual; 2. Verify documentation of each PRN medication’s specific name, route, and dosage form to ensure no judgment is required by authorized staff to administer. <ol style="list-style-type: none"> a. Verify PRN medication is available for immediate administration as ordered. b. Verify PRN medication is not used for behavioral intervention. 3. Verify documentation of the specific dosage or quantity of each prescribed PRN medication to ensure no judgment is required by authorized staff to administer. 4. Verify documentation of the specific frequency or times of each prescribed PRN medication to ensure no judgment is required by authorized staff to administer. 5. Verify documentation of the specific conditions for which each prescribed PRN medication may be given to ensure no judgment is required by authorized staff to administer. 6. Verify documentation of contraindications for each prescribed PRN medication which ensures authorized staff will know what action to take if a contraindication is noted. 7. Verify documentation of a specific maximum or stop dose for each prescribed PRN medication; including limited time frames to inform authorized staff when administration should begin and end. 8. Verify documentation of any special directions and precautions for each prescribed PRN medication’s preparation and administration; including the reason a PRN medication was given and the follow-up efficacy. 9. Verify documentation of common severe side or adverse effects or interactions for each prescribed PRN medication and the action required if they occur. 10. Verify each medication is stored properly. 	<p>116.50d)1-10)</p> <ol style="list-style-type: none"> a. 12/02/08 DDD Director’s Memo b. 09/07/10 DDD Bureau of Clinical Services Official Stance on Use of PRN Medications as Restraint 	

IV	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
IV-I	MET	NOT MET	N/A	<p>Is there a separate Controlled Substance Count Sheet (CSCS) which maintains an inventory and record of use for every controlled drug prescribed?</p> <ol style="list-style-type: none"> 1. Verify each CSCS documents the name of the individual for whom the controlled substance was prescribed. 2. Verify each CSCS documents the name of the physician, advanced practice nurse, or physician’s assistant who prescribed the controlled drug. 3. Verify each CSCS documents the serial number of the prescription. 4. Verify each CSCS documents the name and strength of the drug. 5. Verify each CSCS documents the amount of each controlled medication administered. <ol style="list-style-type: none"> a. Verify controlled drugs are not used on a PRN basis for behavioral intervention. 6. Verify each CSCS documents an accurate medication count following every administration of each drug. 7. Verify each CSCS documents the dates and times of every administration. 8. Verify each CSCS documents the full name of the licensed or authorized employee administering the controlled drug. 9. Verify each CSCS documents an accurate shift count done by licensed or authorized staff for every drug. <ol style="list-style-type: none"> a. Verify each shift count demonstrates: <ul style="list-style-type: none"> • A count of each controlled drug <u>at the beginning of each shift</u> by the licensed and/or authorized employee working that shift. • A count of each controlled drug <u>when administered</u> by the licensed and/or authorized employee who administered the medication. • A count of each controlled drug <u>at the end of each shift</u> by the licensed and/or authorized employee working that shift. 10. Verify all discrepancies found on the CSCS have a corresponding Medication Error Report. 11. Verify discrepancies found on the CSCS have been reviewed by the nurse trainer and corrective action implemented. 	<p>116.70) e) 1-9)</p> <p>a. 09/07/10 DDD Bureau of Clinical Services Official Stance on Use of PRN Medications as Restraint</p>	

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OBSERVATION

V	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
V-A	MET	NOT MET	N/A	<p>Is each individual’s medication administration training program being implemented as written?</p> <p>1. Verify the ADSP followed each individual’s medication training program accurately, and documented progress accordingly.</p>	116.60c)	
V-B	MET	NOT MET	N/A	<p>Does the ADSP demonstrate competency related to the rights of individuals, legal and ethical responsibilities, agency procedures, and communication pertaining to medication administration?</p> <p>1. Verify the ADSP ensures the medication area is clean and private. 2. Verify the ADSP obtains medication from a locked compartment. 3. Verify the MAR/Clinical Record is kept with the medications. 4. Verify the ADSP immediately documents the medication administration on the MAR following each administration. 5. Verify controlled medication counts have been documented upon each administration and each shift. 6. Verify administered PRN medications have documented the reason/s for administration. 7. Verify administered PRN medications have documented a follow-up assessment of effectiveness. 8. Verify the ADSP discards used equipment, uses bio-hazard waste appropriately, secures medications in a locked compartment, and leaves the medication administration area clean.</p>	116.40d) 1)	

V	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
V-C	MET	NOT MET	N/A	<p>Does the ADSP demonstrate competency related to best practice medication administration nursing techniques?</p> <ol style="list-style-type: none"> 1. Verify the ADSP assembles needed equipment in advance. 2. Verify medications of different consistencies/routes are stored separately. 3. Verify the ADSP washes their hands and each individual's hands before preparing medication for administration. 4. Verify the ADSP focuses on preparing and administering medications regardless of distractions and/or interruptions. 5. Verify the ADSP checks the medication with the MAR before removal; administration; returning and securing the medication. 	116.40d) 2)	
V-D	MET	NOT MET	N/A	<p>Does the ADSP demonstrate competency related to: classes of drugs, their purpose and side effects; information regarding individuals and their medications; and techniques to check evaluate report and record vital signs when necessary?</p> <ol style="list-style-type: none"> 1. Verify the ADSP reviews the MAR for allergies and/or changes before preparing medication for administration. 2. Verify the ADSP identifies each individual and matches the name/face with the name/picture on the MAR. 3. Verify the ADSP follows special directions and knows specific parameters for the medications to be administered and checks vitals when indicated. 4. Verify the ADSP shakes/mixes liquid medication or powders with appropriate fluids and/or foods. 5. Verify the ADSP selects correct medication, dosage, date, time, route and consistency when administering medication. 6. Verify the ADSP assists the individual as needed. 7. Verify the ADSP observes the individual to insure medication has been consumed and monitors for reactions. 	116.40d) 3-5)	
V-E	MET	NOT MET	N/A	<p>Is there an RN, RN-trainer, physician, or physician assistant on duty or on call at all times for every program utilizing ADSP to administer medication to individuals?</p> <ol style="list-style-type: none"> 1. Verify a posted on-call number for the RN or RN-trainer. 2. Verify the ADSP can explain how to get a hold of the RN-trainer for medical (including medication) concerns. 3. Verify the ADSP can explain the provider agency's protocol concerning medical (including medication) calls. 4. Verify medical calls are not screened by non-licensed staff. 	116.50c)	

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STORAGE & DISPOSAL

VI	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
VI-A	MET	NOT MET	N/A	Are all drugs and medications stored in locked compartments or within a locked medicine container, cabinet or closet? 1. Verify all medications are secure and accessible only to licensed and authorized staff.	116.80a)	
VI-B	MET	NOT MET	N/A	Does each residential program maintain an up-to-date list of employees who are authorized to administer medications to individuals living at that site? 1. Verify there is an up-to-date list of authorized or licensed staff. 2. Verify the names on the list cross-reference with the signatures and initials noted in the MAR.	116.80b)	
VI-C	MET	NOT MET	N/A	Are medications kept in an individual's room or possession secured? 1. Verify the safeguarding of all prescribed medications, including personal stock PRN medications, kept by individuals deemed to be independent.	116.80c)	
VI-D	MET	NOT MET	N/A	Are all medications stored in their original containers? 1. Verify all prescribed medications, including stock PRN medication, are stored in original containers. 2. Verify all prescribed medication labels, including stock PRN medication labels, do not have an expired expiration date.	116.80d)	

VI	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
VI-E	MET	NOT MET	N/A	<p>Is each prescribed medication labeled with the same information as would appear on a pharmacy label consistent with the MAR and POS?</p> <ol style="list-style-type: none"> 1. Verify each medication label includes the name and address of the pharmacy where the prescription is sold or dispensed; 2. Verify each medication label includes the name or initials of the person authorized to practice pharmacy. 3. Verify each medication label includes the date the prescription was filled. 4. Verify each medication label includes the name of the patient. 5. Verify each medication label includes the serial number of the prescription. 6. Verify each medication label includes the last name of the practitioner who prescribed the prescription. 7. Verify each medication label includes the directions for use as contained in the prescription. 8. Verify each medication label includes the proprietary name or established name of the drug, the dosage, and the quantity. 	116.80e) 1-8)	
VI-F	MET	NOT MET	N/A	<p>Disposal of all medications shall be in accordance with Federal and State laws.</p> <ol style="list-style-type: none"> 1. Verify the ADSP knows the agency's protocol for disposal of medications. 2. Verify the wasting of controlled substances have a witness signature and date documented when wasted. 	116.80f)	

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MEDICATION SELF-ADMINISTRATION

VII	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
VII-A	MET	NOT MET	N/A	<p>Can the individual demonstrate he/she has successfully achieved the minimal training requirements to be considered capable of safely self-administering his/her own medications?</p> <ol style="list-style-type: none"> 1. Verify the individual knows the name of each medication or can provide an accurate description of each medication. 2. Verify the individual understands the dosage and/or quantity of each medication to be taken. 3. Verify the individual understands the route of each medication to be taken each time. 4. Verify the individual knows the frequency/times of administration for each medication. 5. Verify the individual understands the purpose of each medication, special instructions, common side-effects and potential consequences of not taking the medication or of not taking the medication properly. 6. Verify the individual knows when to seek medical assistance and any action to be taken in the event of a missed dose, medication error, or adverse drug reaction. 	116.60c) 1-6)	
VII-B	MET	NOT MET	N/A	<p>Has a registered professional nurse or advanced practice nurse determined the individual is capable of medication self-administration?</p> <ol style="list-style-type: none"> 1. Verify documentation the RN-trainer has evaluated the individual capable of self-administration of medications. 2. Verify the RN-trainer has signed the current SAMA. 	116.60b) 1)	
VII-C	MET	NOT MET	N/A	<p>Has a physician, licensed to practice medicine in all of its branches, authorized the individual to self-administer his/her medications?</p> <ol style="list-style-type: none"> 1. Verify there is a physician order stating the individual may independently self-administer their own medication. 	116.60b) 3)	

VII	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
VII-D	MET	NOT MET	N/A	<p>Has the Community Support Team (CST) approved the individual to self-administer his/her medications?</p> <ol style="list-style-type: none"> 1. Verify the ISP addresses the individual's medication self-administration. 2. Verify the SAMA is consistent with the self-administration of medication programming being implemented. 3. Verify the individual can access his/her medications. 	116.60b) 2)	
VII-E	MET	NOT MET	N/A	<p>Are individuals requiring physical assistance, able to ask and direct the authorized staff in assisting with their oral and/or topical medication administration?</p> <ol style="list-style-type: none"> 1. Verify the individual is able to identify; each medication, when to take each medication, and the amount to take. 2. Verify the individual can explain the directions they need to provide to ADSP staff when assisting them with their medication administration. 	116.60d)	
VII-F	MET	NOT MET	N/A	<p>Are individuals, who self-administer their own oral and/or topical medication, observed by authorized staff to ensure; medications are taken as prescribed, medication errors are prevented, and to safeguard against adverse drug reactions?</p> <ol style="list-style-type: none"> 1. Verify documentation of all observations and/or assistance by authorized staff with self-administration of medication. 2. Verify authorized employees can explain what to do in case of a medication error or a drug reaction. 	116.60e)	
VII-G	MET	NOT MET	N/A	<p>Has the agency implemented a process which allows the individual, capable of self-administration of medication, to access to his/her secured medications?</p> <ol style="list-style-type: none"> 1. Verify the individual knows where medications are stored. 2. Verify the individual has access to their medications. 3. Verify ADSP staff can access the individual's medication. 	116.60f)	
VII-H	MET	NOT MET	N/A	<p>Is there a quality assurance (QA) system in place to ensure self-administered medications are taken in accordance with prescribed orders?</p> <ol style="list-style-type: none"> 1. Verify there is a QA system which documents the self-administered medications have been taken as prescribed. 2. Verify that all self-administered medication taken by the individual is listed in the clinical record and includes the dosage and frequency of each medication, along with the name of the prescribing practitioner. 	116.70b) 6)	

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RN QA/OVERSIGHT

VIII	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
VIII-A	MET	NOT MET	N/A	<p>Has the RN-trainer routinely assessed and evaluated the outcomes of delegated tasks and general nursing care (including medication administration) for individuals receiving services?</p> <ol style="list-style-type: none"> Verify the RN has evaluated the outcome of delegated tasks over the past three months (including medication administration). Verify the RN has assessed the general nursing care for individuals receiving services for the past three months. Verify with authorized staff what guidance is provided by the RN-trainer in the performance of delegated tasks. Verify the RN-trainer has monitored and/or directed the performance of authorized staff in delegated tasks, including medication administration. 	116.20 Delegation/Supervision)	
VIII-B	MET	NOT MET	N/A	<p>Has the RN-trainer ensured all prescribed medications are administered to individuals in accordance with the Mental Health and developmental Disabilities Administrative Act and the Illinois Nursing and Advanced Practice Nursing Act?</p> <ol style="list-style-type: none"> Verify medications are individualized and based on a diagnosed clinical condition. Verify documentation that all prescribed medications have been administered as ordered. Verify PRN medication is available for immediate administration as ordered. 	<p>116.50a) [20 ILCA 1705] [225 ILCS 65]</p> <p>3. 12/01/08 DDD Director's Memo</p>	
VIII-C	MET	NOT MET	N/A	<p>Are signs and symptoms of suspected drug reactions being immediately reported to the RN and documented in the individual's clinical record?</p> <ol style="list-style-type: none"> Verify an adverse drug reaction report has been sent to the RN-trainer and prescribing practitioner for review and further action. 	116.70d)	

VIII	FINDINGS			RULE 116 REVIEW STANDARDS	REQUIREMENT	REVIEWER NOTES/EXAMPLES
VIII-D	MET	NOT MET	N/A	Is there a medication error report for every medication error noted in the MAR? 1. When reviewing the MAR for the past three months, verify there is a medication error report for every medication error noted. 2. Verify that medication errors were reported to the RN, RN-trainer, or Physician immediately upon discovery and subsequently documented within eight hours or by the end of the shift.	116.70c)	
VIII-E	MET	NOT MET	N/A	Does the nurse-trainer conduct QA reviews of medication administration on a quarterly basis (or more frequently) to ensure the MAR and the medications labels match the physician order sheets (POS). 1. Verify the POS match the medication labels and the MAR. 2. Verify documentation (QA reports; RN-trainer dated signature; consultation reports; etc.) that the RN-trainer has matched the POS with the MAR with the medication labels. 3. Note if trends in medication errors and/or training have been identified and addressed by the RN-trainer.	116.100a) 2)	
VIII-F	MET	NOT MET	N/A	Does the RN-trainer periodically review MARs to ensure medications are being administered as prescribed; refusals are documented appropriately; and there are full signatures documented for all initials used? 1. Verify documentation that demonstrates the RN-trainer has reviewed the MARs for the past three months. 2. Verify medications have been administered as prescribed. 3. Verify refusals are documented completely with a nursing note. 4. Verify there are full signatures for all initials documented.	116.100a) 3)A-C)	
VIII-G	MET	NOT MET	N/A	Does the RN-trainer conduct a QA review of medication errors within seven days of each occurrence to monitor and recommend corrective action? 1. Verify medication errors are followed-up in seven days by the nurse-trainer. 2. Verify the nurse-trainer performs an annual review of medication errors.	116.100c)	