



Admission or Re-Admission and Medication Administration Program Policy and Procedure

For the resident's safety, and to comply with State regulations, Libby Bortz Assisted Living Center requires updated and signed physician orders prior to a resident's admission/re-admission to the Center following discharge from the hospital or skilled nursing facility (SNF) stay, including an order for the resident to self-administer his or her own medications, if the resident had been taking medications prior to the hospital/rehab stay.

A resident will not be admitted or re-admitted to the Center following discharge from a hospital or SNF without the Center receiving updated and signed physician's orders prior to admission or re-admission.

Residents who were previously self-administering one or more of their medications prior to hospitalization or SNF stay will be immediately placed on the Center's medication administration program upon return to the Center if Physician orders are not received from the hospital/SNF stating that the resident is able to self-administer their medication, if the resident is taking any medications. Residents who return from the hospital or SNF and are placed on the Medication Administration Program, who wish to self-administer their own medication:

- 1) Will need to see the Care Coordinator to schedule a time for evaluation to determine that the resident is safe to self-administer their own medication; and
- 2) Will not be removed from the Medication Administration Program and cannot begin self-administering their own medication until the Center receives an updated, signed physician's order stating the resident can self-administer their own medication.
- 3) Residents who were self-administering all or some of their own medication prior to a hospital/rehab stay and return without orders to self administer their own medication will be placed on the community medication administration program, and not be charged for the medication administration program until the staff at Libby Bortz Assisted Living Center completes an evaluation to determine if the resident is safely able to self-administer their own medication, and a physician's order has been received stating the resident is able to self-administer their own medication.
- 4) The resident and responsible party will be notified by the Care Coordinator/designee if a medication is identified during the SAM evaluation that is not on the signed physician's orders. The resident's responsible party will have 48 hours to obtain a signed physician's order for the medication or over



the counter medication that the resident has in their apartment and provide a signed copy of the order to the Care Coordinator. If the responsible party is not able to obtain a signed order within 48 hours the responsible party agrees to immediately remove the medication from the resident apartment until such order is received.

Treatments:

If the resident (1) has a physician order for the following types of treatment; (2) cannot self-administer the treatment; and (3) is on the Center’s Medication Administration Program, the Center will:

- (a) apply topical gels, ointments, creams, liniments, and lotions to intact skin
- (b) apply skin sprays or aerosols to intact skin
- (c) assist with throat gargles
- (d) apply transdermal skin patches (medicated adhesive patches) to intact skin
- (e) assist with the administration of an inhaler
- (f) apply eye ointments or drops
- (g) apply ear drops
- (h) apply nose drops or nasal sprays

For any physician treatment order outside of the above list and not excluded in the “Services Not Provided” list, the Center will review the physician’s order and will need to make a case-by-case determination of whether the Center can provide the treatment based on applicable law and Quality Medication Administration Program training. If the Center determines it cannot perform the treatment order, it will consult with the resident and the family to arrange for a family member or an external service provider to perform the treatment order.

The Center’s staff cannot administer insulin injections or any other injections which are considered a treatment. For any residents that have been assessed as unable to administer their own insulin or other injections, the Center will follow up with the resident and resident’s family to arrange external service providers to provide the injections according to physician’s orders. Residents returning from the hospital/SNF prior to their return to the Center to ensure the resident is capable of self-administering their insulin injections or other injections, or have a documented discharge plan which includes an external service provider who will provide the insulin injections or other injections upon the resident’s return to the center.

By signing this form, I consent to being placed on the Center’s Medication Administration Program if I return to the Center after a hospital or skilled nursing facility stay without an updated and signed physician’s order stating that I can self-administer my own medication(s), if I am taking any medications.

Resident Name: _____

Resident Signature: _____ Date: _____

Legal Representative Name: _____

Legal Representative Signature: _____ Date: _____

Indicate in what status you are signing as Legal Representative.

