

Section E

Medication Orders and Medication Administration Record (MAR)

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Objectives:

At the completion of this section, the student should:

1. Transcribe orders onto the Medication Administration Record (MAR) correctly – use proper abbreviations, calculate stop dates correctly, transcribe PRN orders appropriately, copy orders completely and legibly and/or check computer sheets against orders and apply to the MAR, and discontinue orders.
2. Describe the responsibility of the Medication Aide in relation to FL-2, physician's orders and medication administration record (MAR).

Advance Preparation – In General

- Review curriculum
- Add examples or comments
- Make copies of handouts or student manual for each student

Supplies

- Handouts
 - E-1 FL-2 Blank sample
 - E-2 Blank MAR sample
 - E-3 Sample FL-2 for Transcription Activity
 - E-4 MAR Answers for Transcription Activity
- Documents used by adult care homes for medication orders and medication administration

Advance Preparation - Activity

- Medication Orders and Transcription

| Section E Medication Orders and the Medication Administration Record (MAR) |
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| Content |
| <p>Review the definition of a medication order</p> <ul style="list-style-type: none"> • The written or oral directions that a physician or other prescribing practitioner provides about a resident’s medication or medications |
| <p><input checked="" type="checkbox"/> HANDOUT E-1: FL-2</p> <p>Distribute a copy of the handout to each student or locate handout in Student Manual</p> <p><input checked="" type="checkbox"/> HANDOUT E-2: Medication Administration Record (MAR)</p> <p>Distribute a copy of the handout to each student or locate handout in Student Manual</p> <p><input checked="" type="checkbox"/> TEACHING TIP: Documentation</p> <p>Locate examples of an FL-2, physician’s order sheet and other forms of documentation used by adult care homes regarding orders and medication administration. Review the examples with the students.</p> <p>Tell students</p> <ul style="list-style-type: none"> • Documentation is an important part of medication management • Forms used to document can be quite confusing to unlicensed persons who are unfamiliar with the process • Medication aides must know how to use the MAR and other forms to ensure safe medication management and compliance with laws and regulations |
| <p>Forms Commonly Used to Document Medication Orders</p> <ul style="list-style-type: none"> • Forms commonly used to document medication orders and medication administration can be confusing to unlicensed people who are unfamiliar with the process • Examples of main forms used in most adult care homes <ul style="list-style-type: none"> ○ FL-2 ○ Physician’s Order Forms |

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| <ul style="list-style-type: none"> • Medication Aides must know how to use these forms to ensure safe medication management and compliance with laws and regulations |
| <p>Forms Commonly Used to Document Medication Orders– FL-2</p> <ul style="list-style-type: none"> • FL-2 form is required for new admissions in adult care homes • Important: all information on FL-2, and any admission documents with orders is reviewed for accuracy • If any clarification is needed, contact prescribing practitioner • If FL-2 has not been signed within 24 hours of admission <ul style="list-style-type: none"> ○ Verify orders with prescribing practitioner by fax or telephone ○ Document verification in resident’s record, for example a note in the progress notes or orders may be rewritten as telephone orders and signed by prescribing practitioner; orders could also be faxed to prescribing practitioner for review, signature and date |
| <p>Form Commonly Used to Document Medication Orders – Physician’s Order Forms</p> <ul style="list-style-type: none"> • Used to record prescribed medication and treatment orders • Any form used for physician’s orders and medication orders must be retained in the resident’s record. |
| <p>Forms Commonly Used to Document Medication Administration – Medication Administration Record (MAR)</p> <ul style="list-style-type: none"> • Form onto which medication and treatment orders are transferred • Record of all medications and treatments ordered to be administered • Record of staff who administered medications • Record of medication not administered and the reason |
| Medication Orders and the MAR |
| <ul style="list-style-type: none"> • A licensed person prescribes or writes a medication order in the resident’s record or medical record • The medication order is then copied or transcribed onto the MAR. The MAR provides the instructions to the Medication Aide for administering medications. |

Section E Medication Orders and the Medication Administration Record (MAR)

Transcription of Orders Onto MAR

- Transcribe means to write down or to copy
 - In medication administration it means to copy medication or treatment orders onto the MAR
- Orders are copied onto the MAR when the order is obtained or written
 - Initial or sign and date orders written on the MAR
 - Transcribe the order writing out any abbreviations completely; include all components of a medication order
 - Count number of dosages to be administered instead of number of days when calculating stop dates for medication orders that have been prescribed for a specific time period, such as antibiotics
 - Do not schedule PRN orders for administration at specific times; they are administered when resident “needs” the medication for a certain circumstance
- A discontinue order must be obtained for an order to be discontinued, unless prescribing practitioner has specified the number of days or dosages to be administered or indicates that dosage is to be changed

Information on the MAR

- All the information needed for medication administration must be clearly written on the MAR
- MARs should include:
 - Resident’s name (right resident)
 - Room or bed number (if applicable)
 - Facility number (if applicable)
 - Medication name (right medication)
 - Strength of dose or amount of medications to give (right dose)
 - Date and time to be given (right time)
 - Route to be given (right route)
 - Date the order was written
 - Date the order expires (if applicable)
 - Resident’s allergies (if they have any)
 - Special instructions
 - Reason why PRN medication is being given (for example PRN medication for headache)
 - Initials of the personnel transcribing the physician’s order to the MAR
- The MAR is kept current and accurate

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| <p>Electronic MAR</p> <p>Some adult care homes may use an electronic MAR (eMAR) that requires staff to document information and administer medication administration on the computerized MAR. The information on an eMAR for administration is the same information that would be found on a paper MAR.</p> |
| <p><input checked="" type="checkbox"/> ACTIVITY: Medication Orders and Transcription Activity</p> <p>Distribute a blank MAR (Handout E-2). Choose several drugs listed on the FL-2 for Garrett Clayton (Handout E-3) and have students to transcribe or transfer orders onto the blank MAR. Walk around area and assist students as needed. Discuss answers with students upon completion.</p> <p>NOTE: Initials of individual transferring the information or medication order to the MAR should be identified with the entry. Scheduled administration time is based on the facility's administration time policy and the first dose is identified when to begin based on the scheduled administration time and the time of admission of the resident and facility policy.</p> |
| <p>The MAR and the SIX Rights of Medication Administration</p> <ul style="list-style-type: none"> • It should be clear to the Medication Aide from the MAR <ul style="list-style-type: none"> ○ What is to be given (Right Medication) ○ How much is to be given (Right Dose) ○ Who is to get the medication (Right Resident) ○ When it is to be given (Right Time) ○ How it is to be given (Right Route) ○ After administering the medication(s) where to document on the MAR that the medication was given (Right Documentation) |
| <p>Proceed to Section F</p> |