



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Jackson Home

Employee Receiving In-Service: Kelly Kruttsch

Date of 1st In-Service\*: 3/12/20 Time: 11:30 am/pm Trainer: Debra Kivona  
\*This is done by a regional nurse

Date of 2nd In-Service: 3/20/20 Time: 2:00 am/pm Trainer: J. Patten

Date of 3rd In-Service: 3/24/20 Time: 8:AM am/pm Trainer: Debra Kivona

Date of 4th In-Service:    /   /    Time:    :    am/pm Trainer:    

Date of 5th In-Service:    /   /    Time:    :    am/pm Trainer:    

Date of 6th In-Service:    /   /    Time:    :    am/pm Trainer:    

Date of Final Evaluation: 3/24/20 Time: 10:30 am/pm Trainer: Rebecca Hedman

### All staff must complete all three (6) In-Services and Final Evaluation

Instructions: Check (✓) the appropriate box after Employee has been in-serviced.

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
1 Medication Area	✓	✓	✓				✓	
a. Location of ample supplies prior to administration	✓	✓	✓				✓	
b. Area is clean and organized	✓	✓	✓				✓	
c. Area is always locked	✓	✓	✓				✓	
d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)	✓	✓	✓				✓	
2 DMA washes hands prior to administering medications and between each Resident	✓	✓	✓				✓	
3 Medication keys are retained by DMA	✓	✓	✓				✓	
4 Resident is identified per facility policy and procedure prior	✓	✓	✓				✓	
5 Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications	✓	✓	✓				✓	
a. If Pulse and BP are required, hands and equipment are washed per facility policy	✓	✓	✓				✓	
b. If Apical Pulse is required, privacy is provided	✓	✓	✓				✓	
6 Medications Administration per facility policy and procedure: to include review of the '6 Rights'	✓	✓	✓				✓	
a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR	✓	✓	✓				✓	
b. Liquid medication is poured at eye level, with palm covering label of stock bottle	✓	✓	✓				✓	



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In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
6							✓	
c. DMA verifies medication and strength with order as transcribed on medication record per facility policy and procedure	✓	✓	✓				✓	
d. Observe Resident to ensure medication is swallowed	✓	✓	✓				✓	
e. Offer adequate and appropriate fluid with medication	✓	✓	✓				✓	
f. Medication record is signed immediately after administration of same	✓	✓	✓				✓	
g. Controlled substance record is signed immediately after administration of same	✓	✓	✓				✓	
h. Correct dose is administered	✓	✓	✓				✓	
i. Medication is administered at correct time	✓	✓	✓				✓	
j. Verify no additional MAR pages have been added	✓	✓	✓				✓	
7							✓	
Infection control technique is reviewed	✓	✓	✓				✓	
8							✓	
Medication via gastric tube administered per facility policy and procedure (if applicable)	✓	✓	✓				✓	
a. Resident is properly positioned, at a 45° sitting angle	✓	✓	✓				✓	
b. Tube is checked for placement and patency	✓	✓	✓				✓	
c. Tube is flushed before, between and after medications are administered	✓	✓	✓				✓	
9							✓	
Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure	✓	✓	✓				✓	
a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping	✓	✓	✓				✓	
b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results	✓	✓	✓				✓	
10							✓	
DMA crushes medication according to facility policy and procedure ONLY with physician's orders.	✓	✓	✓				✓	
11							✓	
DMA administers eye and ear medication according to facility policies and procedures	✓	✓	✓				✓	
12							✓	
Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	✓	✓	✓				✓	
13							✓	
Medication administration should not interrupted. DO NOT RUSH	✓	✓	✓				✓	
14							✓	
Controlled drugs are stored (Double Locked) according to facility policy and procedure	✓	✓	✓				✓	
15							✓	
Residents' rights are observed	✓	✓	✓				✓	
16							✓	
Location, Procedures and Documenting for administering PRN	✓	✓	✓				✓	
17							✓	
Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)	✓	✓	✓				✓	
18							✓	
Medications are administered within time frame per facility policy	✓	✓	✓				✓	



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In-Service #	1st	2nd	3rd	4th	5th	6th	Eval	Comments
19	Medication errors are reported to Home Manager and RN teaching medication classes	✓	✓	✓			✓	
20	Medication area is cleaned and locked after completion of medication administration	✓	✓	✓			✓	
21	Designated Medication Administrator can identify action and common side effects of medications administered	✓	✓	✓			✓	
22	Approved Abbreviations List is reviewed	✓	✓	✓			✓	
23	Seizure precautions and documentation	✓	✓	✓			✓	
24	After hour procedures, procedures for found/spilled medication, location of Epocrates link on staff computer	✓	✓	✓			✓	
25	2nd Staff Verification, what it is, when it is needed, and how to document it	✓	✓	✓			✓	
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	✓	✓	✓			✓	

**FOLLOW UP CONCERNS**

Specify time frame for completion: \_\_\_\_\_  N/A

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have received the above In-service and have read the Organizations **Medical Policies**. I understand what is expected of me as a Designated Medication Administrator. I also understand that any immediate medical questions or concerns should be directed to the Coordinator of Care at my Site during open office hours and to the On-Call person after hours.

*Kelley Kruttsch*  
 \_\_\_\_\_  
 Employee Signature

*3-24-20*  
 \_\_\_\_\_  
 Date

*Ryan Rothman*  
 \_\_\_\_\_  
 Home Manager Signature

*3/24/20*  
 \_\_\_\_\_  
 Date