



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Trolley Center

Employee Receiving In-Service: Kelli Blanchard

Date of 1st In-Service*: 10/14/2019 Time: 9:00 am/pm Trainer: Cathryn Strahan, RN
*This is done by a registered nurse

Date of 2nd In-Service: 10/14/2019 Time: 12:00 am/pm Trainer: David Schmitz

Date of 3rd In-Service: 12/10/19 Time: 4:00 am/pm Trainer: Yolanda Coffey-Kelly

Date of 4th In-Service: 12/1/19 Time: 4:00 am/pm Trainer: Malika Coleman-Fisher

Date of 5th In-Service: 12/20/19 Time: 4:00 am/pm Trainer: Yolanda Coffey-Kelly

Date of 6th In-Service: 12/27/19 Time: 9:00 am/pm Trainer: Yolanda Coffey-Kelly

Date of Final Evaluation: 1/3/2020 Time: 4:00 am/pm Trainer: Malika Coleman-Fisher

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	✓	✓	✓	✓	✓	✓	✓	



Medication Administration In-Service and Evaluation

	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	✓	✓	✓	✓	✓	✓	✓	

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right ~~Documentation~~ Documentation Right Route
Right Medication Right Time
Right Dosage Right Person/Name

2. Liquid medication is poured at eye level holding the cup with your hand?

Yes No Explain:

Liquid medication is poured at eye level, with the
cup on a flat surface.

3. Controlled substance log is signed after the shift is over?

Yes No Explain:

Controlled substance log is signed every time
a controlled med is passed and at every
shift change.

4. The DMA may crush tablets if resident does not want to swallow whole?

Yes No Explain:

Medications must be given whole unless there
is a written order from a doctor.

ANNUAL DMA RECERTIFICATION TEST

5. Controlled substances are stored (single locked) according to policy and procedures?

Yes No Explain:

Controlled substances are stored double locked
according to policy & procedures

6. Medication errors only need to be reported if the error causes harm?

Yes No Explain:

Every single medication error must be reported.

7. The medication room keys are left hanging on a special hook in the office area?

Yes No Explain:

The med. room keys are on the DMA at all times.

8. If a resident runs out of a psychotropic medication and another bubble pack is not in the house, you can use one from another resident?

Yes No Explain:

Absolutely never should one resident take
another resident's medications.

ANNUAL DMA RECERTIFICATION TEST

9. Always give Lantus insulin irregardless of the glucose level?

Yes No Explain:

Insulin should only be given when glucose
levels are high.

follow Doctor's instructions/order

10. Blood pressure readings are used to monitor the treatment results of Lisinopril, Tenormin, or Norvasc?

Yes No Explain:

These are all B/P meds

Blood draws are used.

11. Eight o'clock medication may be given at 8:00, 9:00, or 10:00?

Yes No Explain:

They may be given 1 hour before until 1
hour (8:00 can be given from 7:00-9:00).

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?

Yes No Explain:

Never return medications to original packaging.
They must be disposed of properly.

ANNUAL DMA RECERTIFICATION TEST

13. Orders do not have to be on record for insulin injections?

Yes No Explain:

Any and every medication must have a
written order.

14. When a resident gets up late for a medication pass, just enter in the quickMAR, resident not in house for the med pass, and give the medication whenever they get up?

Yes No Explain:

Attempt to wake the resident. But never give
a false reason, and do not pass meds late
unless written order, or permission from nurse.

15. OTC means other than called for?

Yes No Explain:

"Over the counter"

16. One Tablespoon is equal to 30ml?

Yes No Explain:

One Tbsp. = 15 ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

PO means "para oral" (by mouth).

18. All **controlled** substances are returned to the pharmacy to be repackaged?

Yes No Explain:

NO controlled meds are returned!
They are destroyed by nurse
Completely untouched/unopened bubble packs get
returned to the pharmacy. Opened bubble packs
need pills^{put} in the black box for disposal.

19. Choking and aspiration is a rare problem among residents on psychotropic medications?

Yes No Explain:

It is a common problem.

20. Constipation is never a side effect of psychotropic medications?

Yes No Explain:

It is a common side effect.