

	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
	✓	✓	✓	✓	✓	✓	✓	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/biester 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

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

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

Name of Facility/Home: Nuvva

Employee Receiving In-Service: Nicole Pajou

Date of 1st In-Service*: 4/21/2020 Time: 9:00am Trainer: Cathryn Strahan, RN

*This is done by a regional nurse

Date of 2nd In-Service: 4/21/2020 Time: 12:00pm Trainer: David Schmitz

Date of 3rd In-Service: 4/28/20 Time: 12:00pm Trainer: H.C. K

Date of 4th In-Service: 5/1/20 Time: 10:00am Trainer: H.C. K

Date of 5th In-Service: 5/4/20 Time: 12:00pm Trainer: H.C. K

Date of 6th In-Service: 5/6/20 Time: 4:00pm Trainer: H.C. K

Date of Final Evaluation: 5/7/20 Time: 3:00pm Trainer: Erin

Medication Administration In-Service and Evaluation



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.							
	DMA administers eye and ear medication according to facility policies and procedures							
	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.							
	13 Medication administration should not be 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 medication refused or withheld. (MER & IR written)							
	18 Medications are administered within time frame per facility policy							

Home Manager Signature

Date

Employee Signature

Date

Marcus Johnson

5/17/2020

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.

Specify time frame for completion: N/A

FOLLOW UP CONCERNS

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 Epiocates 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)

Medication Administration In-Service and Evaluation

