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 regional nurse

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

Date of 3rd In-Service: 12 / 16 / 19 Time: 4:00 am / (pm) Trainer: Yolanda Coffey-Kelly

Date of 4th In-Service: 12 /   / 19 Time: 4:00 am / (pm) Trainer: Malka Coleman-Fisher

Date of 5th In-Service: 12 / 30 / 19 Time: 4:00 am / (pm) Trainer: Yolanda Coffey-Kelly

Date of 6th In-Service: 12 / 27 / 19 Time: 8:00 am / (pm) Trainer: Yolanda Coffey-Kelly

Date of Final Evaluation: 1 / 3 / 2020 Time: 4:00 am / (pm) Trainer: Malka 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	√	√	√	√	√	√	√	

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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	✓	✓	✓	✓	✓	✓	✓	

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. have up to 1/2 if resident refuses (won't make) after 1/2 hour call nurse. for meds

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.