BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **River Run**

Employee Receiving In-Service: **Teneesha Starling**

Date of 1st In-Service: **6/29/20**   Time: **8:00** am /(pm) Trainer: **Jamie Daniel**

Date of 2nd In-Service: **6/30/20**   Time: **8:00** (am)/ pm Trainer: **Jamie Daniel**

Date of 3rd In-Service: **7/2/20**   Time: **8:00** (am)/ pm Trainer: **Jamie Dan**

Date of 4th In-Service: **7/2/20**   Time: ~~12:00~~ 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: **7/2/20**   Time: **12:00** am /(pm) Trainer: **Navi Kaur**

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	✓	✓	✓					

Medication Administration In-Service and Evaluation

	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor 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 Guide to Drugs Book	✓	✓	✓				✓	
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.

Employee Signature _____ 7·2·20 _Date_

Home Manager Signature Jamie Daniel AHM _____ 7-2-20 _Date_

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

   Person   Route

   Date   Documents

   Dose   Time

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

   ☐ Yes   ☑ No   Explain:

   It has to be on a flat surface so it can be ~~at~~ leve

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

   ☑ Yes   ☐ No   Explain:

   It's signed before, during and after Shift

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

   ☐ Yes   ☑ No   Explain:

   It has to be an order in for crushed pills

ANNUAL DMA RECERTIFICATION TEST

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

   ☐ Yes   ☑ No   Explain:

   Double locked ~~their said~~.

   _____

   _____

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

   ☐ Yes   ☑ No   Explain:

   Report any and all errors

   _____

   _____

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

   ☐ Yes   ☑ No   Explain:

   No It has to be giving to the next
   Dm coming in

   _____

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:

   We cant give someone else meds to
   Someone else

   _____

ANNUAL DMA RECERTIFICATION TEST

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

☑ Yes   ☐ No   Explain:

Because it's long lasting

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

☑ Yes   ☐ No   Explain:

Blood pressure are monitor for treatment results for Lisinopril, Tenormin, or Norvasc

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

☐ Yes   ☑ No   Explain:

between 7 to 8:59

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

☐ Yes   ☑ No   Explain:

through it away

ANNUAL DMA RECERTIFICATION TEST

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

   ☐ Yes   ☑ No   Explain:

   Have to have a order for every med

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:

   If they ask for there meds we call
   the nurse during busense hours and
   ask if they can be passed

15. OTC means other than called for?

   ☑ Yes   ☑ No   Explain:

   Over the counter

16. One Tablespoon is equal to 30ml?

   ☐ Yes   ☑ No   Explain:

   15 ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

☐ Yes   ☒ No   Explain:

Nothing by mouth

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

☒ Yes   ☐ No   Explain:

If It in the order

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

☒ Yes   ☐ No   Explain:

Common

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

☐ Yes   ☒ No   Explain:

They take a lot of med's that stop them
up