



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Lapeer

Employee Receiving In-Service: Carolyn Beardley Annual

Date of 1st In-Service*: 7.15.20 Time: 8:00 am / pm Trainer: Patricia Burdi
*This is done by a regional nurse

Date of 2nd In-Service: / / Time: : am / pm Trainer:

Date of 3rd In-Service: / / Time: : am / pm Trainer:

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: / / Time: : am / pm Trainer:

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	0							
d. Observe Resident to ensure medication is swallowed	0							
e. Offer adequate and appropriate fluid with medication	0							
f. Medication record is signed immediately after administration of same	0							
g. Controlled substance record is signed immediately after administration of same	0							
h. Correct dose is administered	0							
i. Medication is administered at correct time	0							
j. Verify no additional MAR pages have been added	0							
7								
Infection control technique is reviewed	0							
8								
Medication via gastric tube administered per facility policy and procedure (if applicable)	0							
a. Resident is properly positioned, at a 45° sitting angle	0							
b. Tube is checked for placement and patency	1							
c. Tube is flushed before, between and after medications are administered	1							
9								
Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure	1							
a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping	1							
b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results	1							
10								
DMA crushes medication according to facility policy and procedure ONLY with physician's orders.	1							
11								
DMA administers eye and ear medication according to facility policies and procedures	1							
12								
Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	0							
13								
Medication administration should not interrupted. DO NOT RUSH	0							
14								
Controlled drugs are stored (Double Locked) according to facility policy and procedure	0							
15								
Residents' rights are observed	0							
16								
Location, Procedures and Documenting for administering PRN	0							
17								
Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)	0							
18								
Medications are administered within time frame per facility policy	0							



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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.

Carolyn Beardsley
Employee Signature

7/15/20
Date

Patricia Burdick
Home Manager Signature

7-15-20
Date