BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Salem

Employee Receiving In-Service: Ashley Midgett

Date of 1st In-Service*: 3/11/20 Time: 7:00 am / pm Trainer: Crystal Shup
*This is done by a regional nurse

Date of 2nd In-Service: 3/11/20 Time: 1:00 am / pm Trainer: Crystal Shup

Date of 3rd In-Service: 3/11/20 Time: 4:00 am / pm Trainer: Crystal Shup

Date of 4th In-Service: 3/11/20 Time: 7:00 am / pm Trainer: Crystal Shup

Date of 5th In-Service: 3/12/20 Time: 7:00 am / pm Trainer: Crystal Shup

Date of 6th In-Service: 3/12/20 Time: 7:pm am / pm Trainer: Crystal Shup

Date of Final Evaluation: 3/12/20 Time: 7:00 am / pm Trainer: Shelly Stinard DD

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
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

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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.

Ashley Midgett — 03/03/20
Employee Signature — Date

[illegible] DD — 03/03/2020
Home Manager Signature — Date