



Medication Administration In-Service and Evaluation

Name of Facility/Home: Lissa Sheffield

Employee Receiving In-Service: Lissa Shephard

Date of 1st In-Service*: 9/5/20 Time: 8:00 am / pm Trainer: Lela Owen-Pawaga
*This is done by a regional nurse

Date of 2nd In-Service: 9/5/20 Time: 8:00 am / pm Trainer: Lela Owen-Pawaga

Date of 3rd In-Service: 9/5/20 Time: 10:00 ^{PRN} am / pm Trainer: Lela Owen-Pawaga

Date of 4th In-Service: 9/5/20 Time: 12:00 am / pm Trainer: Lela Owen-Pawaga

Date of 5th In-Service: 9/6/20 Time: 8:00 am / pm Trainer: Dee Pierce

Date of 6th In-Service: 9/7/20 Time: 8:00 am / pm Trainer: Dee Pierce

Date of Final Evaluation: 9/8/20 Time: 8:00 am pm Trainer: Dee Pierce

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	✓	✓	✓	✓	✓	✓	✓	



Medication Administration In-Service and Evaluation

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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: _____ ~~X~~ 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.

Jissa Shephard
Employee Signature

09-15-2020
Date

Beth Perci
Home Manager Signature

9/15/2020
Date



Residential Direct Care Staff Level System Level I

All New Hires (Including Re-hires):

- Drug/Criminal and Vehicular Background Checks
Interview-Hiring Approval
-
- Orientation Training – all CMH and Module Training plus all internal trainings
Passing Score on the Orientation Test (80% or higher)
- Two full shifts – shadowing 12.5 hour shift (minimum)
Complete Home Orientation Check sheet
-
- Competency Evaluation
- Complete Enhanced Staffing Training and submit passing score on test
- At least 30 days of continuous service in Level with a satisfactory or higher 30-day evaluation (must not have any areas of improvement)
-
- No active progressive actions (written/suspension)
-
- DMA Training - DMA 7 in-services and evaluation
Currently administers medications or subs in medication administration
-
- Good attendance record e.g. no unexcused call offs, attendance to all mandatory meetings, trainings or has an excused absence
-
- Displays honesty, integrity, trustworthiness.
- Beginning understanding of Mission, Values, Goals.
How to apply "I" Care Philosophy in daily work environment
- Positive attitude and eagerness to learn more



Residential Direct Care Staff Level System Level I

- Making steady progress with required paperwork/adapts well to computer training
Can follow through on tasks
Able to self initiate, ask questions, take pride in this process and in their work
Can take constructive criticism well
Gaining respect and trust of Residents

- Learning to work well with Residents
Actively engaging in relationships with Residents
Learning how to navigate productively through the daily system.

- Good teachable spirit

- Understands On-Call Procedures:
 - Medical
 - Clinical
 - Maintenance
 - Home

- Progress with understanding identified policies/procedures
e.g. Call off, uniform policy, switch fill; mandatory meetings, time and attendance, injury reporting, IR's and ER's, abuse and neglect, emergency shut offs, medication administration, OTC PRN protocol, personal cell phones, assignment of Residents, smoking policy; special diets; sharps, temperature logs, phone call etiquette, hand off communication, tour of facility, referral acknowledgment
- Understands menu and food tracking process
- Any substantiated recipient rights or licensing violations reviewed and discussed with VP of Operations and HR
- Awareness of CPRT Team Meetings, Root Cause Analysis and Medication Non-Compliance Intervention Processes

- Works well with other staff – good communication, takes direction, problem solves with peers, part of the solution/process, trust others, willingness to listen
- Willing to take on additional responsibilities when requested

WAGE: \$10.25 - \$10.50

Each level will have an advancement evaluation, advancement competency test addressing objective and subjective elements, and recommendation by the site supervisor. Candidate must successfully pass the competency test and evaluation. Each candidate must pass a drug test/criminal/vehicular background check. Shift changes may be required.