

MEDICATION ADMINISTRATION IN-SERVICE AND EVALUATION

Name of Facility/Home: Lifestyles Holland

Employee Receiving In-service: _____

Date of 1st In-service ____/____/____ Time: _____ am / pm Trainer: _____

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/Annual Evaluation 9/17/20 Time: 8:00 am / pm

Trainer: Lori Ferreira

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 #	1 st	2 nd	3 rd	4 th	5 th	6 th	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 to administering medications.							✓	
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.							✓	
	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).								✓	NA - Discussed
	a. Resident is properly positioned, at a 45° sitting angle.								✓	Discussed
	b. Tube is checked for placement and patency.								✓	Discussed
	c. Tube is flushed before, between and after medications are administered.								✓	Discussed
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure.								✓	Discussed
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping.								✓	Discussed
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read Glucometer testing results.								✓	Discussed
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.								✓	
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	2 nd 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.

Tasha Polk

Employee Signature

9/17/20

Date

Dani Ferreira

Home Manager Signature

9-17-20

Date