



Medication Administration In-Service and Evaluation

DMA Train the trainer

Name of Facility/Home: Stanton Lodge

Employee Receiving In-Service: Finley Pearson

Date of 1st In-Service*: / / Time: : am / pm Trainer:

*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: 9 / 30 / 2020 Time: 9:00 am / pm Trainer: David Schmitz

Date of Final Evaluation: 10 / 21 / 2020 Time: 10:00 am / pm Trainer: David Schmitz

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					✓	✓	Strength & dose CAN be different.
	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					✓	✓	# 10
	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)					✓	✓	45° Angle 5-30ML Rinse before & after
	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.					✓	✓	ONLY WRITTEN ORDERS
11	DMA administers eye and ear medication according to facility policies and procedures					✓	✓	Laying down pull ear up opens ear
12	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.					✓	✓	
13	Medication administration should not interrupted. <u>DO NOT RUSH</u>					✓	✓	
14	Controlled drugs are stored (Double Locked) according to facility policy and procedure					✓	✓	
15	Residents' rights are observed					✓	✓	Refuse take care
16	Location, Procedures and Documenting for administering PRN					✓	✓	Show how to look up PRN time
17	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & written ER					✓	✓	
18	Medications are administered within time frame per facility policy					✓	✓	



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19						✓	✓	Poison Control first
20						✓	✓	
21						✓	✓	Epocrates
22						✓	✓	
23						✓	✓	
24						✓	✓	
25						✓	✓	Insulin, Destroy. DMA keys change. who's the client
26						✓	✓	if you didn't pop DO NOT GIVE! Prompt 3 times

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.

Ashley Pearson
Employee Signature

10/01/2020
Date

DAVID SCHMITZ
Home Manager Signature

10/01/2020
Date