



Medication Administration In-Service and Evaluation

DMA train the Trainer

Name of Facility/Home: Stanton Cottage

Employee Receiving In-Service: Cheryl Shook

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: 9/30/20 Time: 9:00 (am) pm Trainer: David Schimtz

Date of Final Evaluation: 10/1/2020 Time: 10:00 (am) pm Trainer: David Schimtz

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 (<i>team work</i>)						✓	✓	
	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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Strength of
 dose can be
 adjusted

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
6						✓	/	
						✓	/	
						✓	/	
						✓	/	
						✓	/	
						✓	/	
						✓	/	
						✓	/	
7						✓	/	
8						✓	/	
						/	/	
						/	/	
						/	/	
9						/	/	
						/	/	
						/	/	
10						/	/	
11						/	/	
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13						/	/	
14						/	/	
15						/	/	
16						/	/	
17						/	/	
18						/	/	



Medication Administration In-Service and Evaluation

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)						/	/	

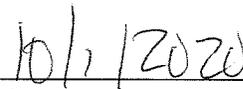
FOLLOW UP CONCERNS

Specify time frame for completion: _____ N/A

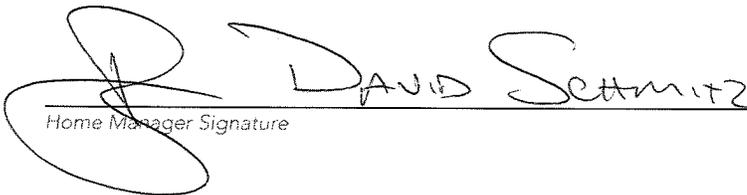
I have received the above In-service and have read the Organizations **Medical Policies**. I understand what is expected of me as a Designated Medication Administrator. I also understand that any immediate medical questions or concerns should be directed to the Coordinator of Care at my Site during open office hours and to the On-Call person after hours.



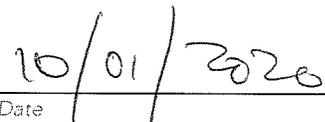
 Employee Signature



 Date



 Home Manager Signature



 Date