

MEDICATION ADMINISTRATION IN-SERVICE AND EVALUATION

Name of Facility/Home: Breakwater

Employee Receiving In-service: Victoria Brown

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 10 / 01 / 2020 Time: 8 am / pm
 Trainer: Roberta Clemons

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
	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.								✓
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.

Victoria Brown 10-1-2020
Employee Signature Date

Robert Clemens 10-1-2020
Home Manager Signature Date