



Medication Administration In-Service and Evaluation

Name of Facility/Home: Steven Newman

Employee Receiving In-Service: _____

Date of 1st In-Service*: 11 / 4 / 2020 Time: 11 : 00 am / pm Trainer: Jessica Perez

Date of 2nd In-Service: 11 / 13 / 2020 Time: 7 : 00 am / pm Trainer: Chris / Kelly

Date of 3rd In-Service: 11 / 15 / 2020 Time: 7 : 00 am / pm Trainer: Latoya

Date of 4th In-Service: 11 / 16 / 2020 Time: 2 : 00 am / pm Trainer: LaToya / Kelly

Date of 5th In-Service: 11 / 17 / 20 Time: 8 : am / pm Trainer: Chris

Date of 6th In-Service: 12 / 14 / 20 Time: 7 : 00 am / pm Trainer: Ryan

Date of Final Evaluation: 12 / 15 / 20 Time: _____ am / pm Trainer: Ryan

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.	✓	✓	✓	✓	✓	✓	✓	
b.			✓	✓	✓	✓	✓	
c.			✓	✓	✓	✓	✓	
d.			✓	✓	✓	✓	✓	
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.			✓	✓	✓	✓	✓	
b.			✓	✓	✓	✓	✓	
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'							
a.			✓	✓	✓	✓	✓	
b.			✓	✓	✓	✓	✓	



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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			✓	✓	✓	✓	✓	



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	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

Did good just was nervous, ~~over~~ do

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.

Stewart

Employee Signature

12-15-20

Date

[Handwritten Signature]

Home Manager Signature

12-15-20

Date