



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Trolley Center

Employee Receiving In-Service: Felisha Baticce

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:      /      /      Time:     :      am / pm Trainer:     

Date of Final Evaluation: 12/21/2020 Time: 12:00 am / (pm) Trainer: Ashley Ortiz

### 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								X	
	a. Location of ample supplies prior to administration								X	
	b. Area is clean and organized								X	
	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								X	
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								X	
	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								X	
	d. Observe Resident to ensure medication is swallowed								X	
	e. Offer adequate and appropriate fluid with medication								Y	
	f. Medication record is signed immediately after administration of same								Y	
	g. Controlled substance record is signed immediately after administration of same								Y	
	h. Correct dose is administered								X	
	i. Medication is administered at correct time								Y	
	j. Verify no additional MAR pages have been added								X	
7	Infection control technique is reviewed								X	
8	Medication via gastric tube administered per facility policy and procedure (if applicable)								Y	
	a. Resident is properly positioned, at a 45° sitting angle								X	
	b. Tube is checked for placement and patency								X	
	c. Tube is flushed before, between and after medications are administered								Y	
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure								X	
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping								X	
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results								Y	
10	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.								X	
11	DMA administers eye and ear medication according to facility policies and procedures								X	
12	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.								X	
13	Medication administration should not interrupted. DO NOT RUSH								X	
14	Controlled drugs are stored (Double Locked) according to facility policy and procedure								X	
15	Residents' rights are observed								Y	
16	Location, Procedures and Documenting for administering PRN								Y	
17	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)								Y	
18	Medications are administered within time frame per facility policy								Y	



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In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19							X	
20							X	
21							X	
22							X	
23							X	
24							X	
25							X	
26							X	

### 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

12-21-2020  
 Date

  
 Home Manager Signature

12/21/2020  
 Date