



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Beacon Home At Ludington

Employee Receiving In-Service: Kurstin Summer

Date of 1st In-Service*: 10/6/20 Time: 8:00 (am/pm) Trainer: Ashley Kelsey

Date of 2nd In-Service: 10/6/20 Time: 4:00 am/(pm) Trainer: Ashley Kelsey

Date of 3rd In-Service: 10/8/20 Time: 12:00 am/(pm) Trainer: Ashley Kelsey

Date of 4th In-Service: 10/8/20 Time: 8:00 am/(pm) Trainer: David Rafter

Date of 5th In-Service: / / Time: : am / pm Trainer:

Date of 6th In-Service: / / Time: : am / pm Trainer:

Date of Final Evaluation: 10/10/20 Time: 8:00 (am/pm) Trainer: Ashley Kelsey

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		✓	✓	✓	✓			✓	



Medication Administration In-Service and Evaluation

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



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

10/10/2020

_____ Date

Hands on Medical Training for all new DCS

Vital Signs: Pulse, respirations, blood pressure, temperature, pulse oximeter, weight-Licensing requirements

- ✓ Hand washing
- ✓ Proper gloving
- ✓ Universal precautions
- ✓ Prevention of communicable diseases (MRSA, Influenza, respiratory infections)
- ✓ Transferring: Gait belt use, wheelchair, shower chair, in or out of vehicles
- ✓ Fall prevention: walker use, no throw rugs, hand rails, well lit hallways
- ✓ Eating disorders: dysphasia and choking, positioning, special feeding equipment
- ✓ Special Diets: pureed, thickit, mechanical soft

Hands on DMA Introductory

- ✓ Blood pressure and pulse
- ✓ Glucose testing and procedure
- ✓ Hypoglycemic/Hyperglycemic protocols
- ✓ Insulin: Expiration, pens, syringes, administration, storage
- ✓ Liquid medications
- ✓ Bubble packs
- ✓ Reading labels
- ✓ EMAR and paper MAR
- ✓ Controlled substance sheets
- ✓ Advanced directives, DNR status, Hospice

Staff Signature *Kurt R. Sumner* Date 1/8/21

Nurse Signature _____ Date _____

DMA TRAINING PROCESS

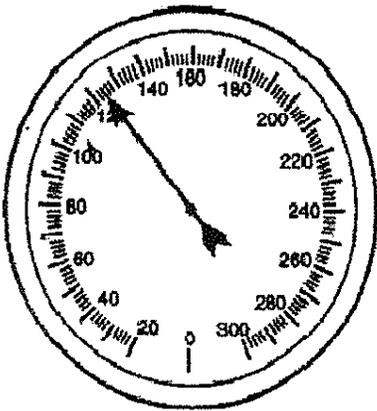
1. SHADOW SHIFT MED ROOM TOUR WITH MANAGER OR ASSISTANT MANAGER
 - EXPLAIN INTERNAL/EXTERNAL/CONTROL/PRN
 - STOCK MEDS
 - FIRST AIDE/BIOHAZARD SUPPLIES
 - DEAD DRUG BOX/DESTROYER JUG
 - SHOW HOW TO GET INTO EPOCRATES

2. DMA TRAINING CLASS WITH REGIONAL NURSE
3. CLASS ROOM TRAINING WITH HOME MANAGER OR ASSISTANT MANAGER
 - NAVIGATE QUICKMAR AND LOGIN
 - TEST GUY RESIDENT MED PASSES
 - MEDICATION REFUSALS AND DOCUMENTATION PROCESS
 - EXCEPTIONS AND WHEN TO USE THEM
 - EXPLAIN PRN PROCESS DOCUMENTATION AND FOLLOW UP
 - WORK ON DMA MEDICATION LISTS
 - PASSING AND COUNTING CONTROLS
 - SHOW INSULIN TRAY PROCESS
4. 5 SEPARATE DAYS OF MEDICATION PASSES WITH A DMA MENTOR
5. FINAL EVALUATION WITH HOME MANAGER OR ASSISTANT MANAGER

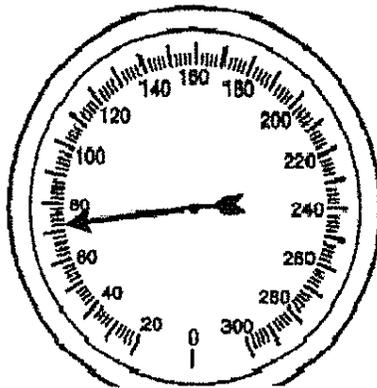
Staff Signature *Kurt Lerner* Date 1/8/21
Home Manager Signature *Asbury* Date 1/8/21
Nurse Signature _____ Date _____

Blood Pressure Readings Worksheet

First sound 124



Last sound 62

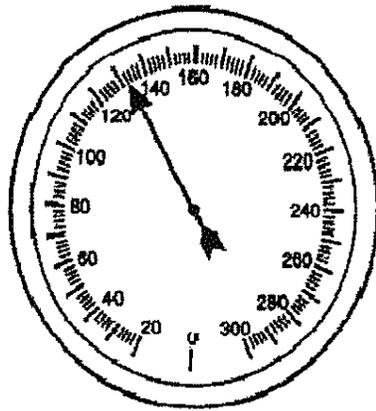


Blood Pressure reading: _____

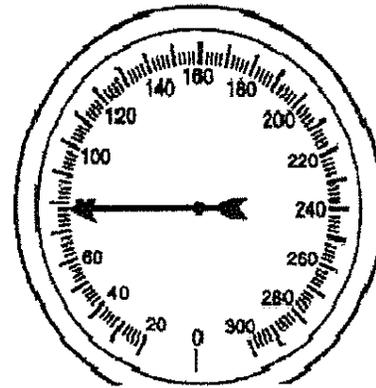
Is this within normal range? yes

If no, what is your next step?

First sound 132



Last sound 78

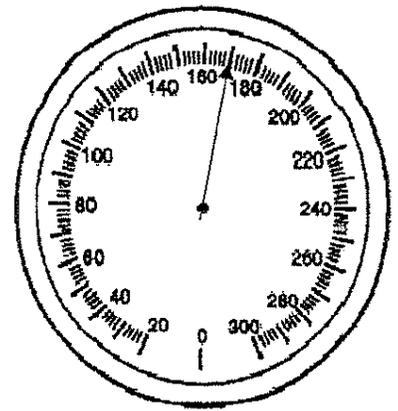


Blood Pressure reading: _____

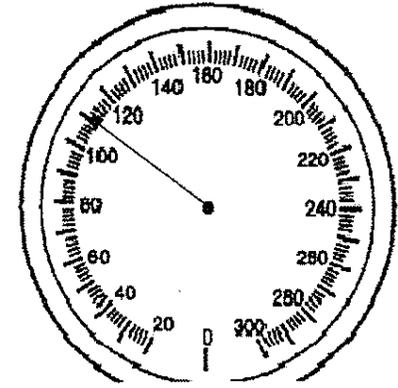
Is this within normal range? yes

If no, what is your next step?

First sound 170



Last sound 110



Blood Pressure reading: _____

Is this within normal range? N

If no, what is your next step?
Call medical

How to test blood sugar with a glucometer

Place the following steps in order 1-8

- 4 Using a lancet, get a drop of blood
- 2 Obtain supplies (Glucometer, test strips, tissue, alcohol swab, lancet)
- 3 Clean site on resident
- 6 Wipe away first drop of blood
- 8 Place test strip in glucometer
- 7 Apply the test strip to the second drop of blood
- 1 Wash hands and put on gloves
- 5 Wait for blood sugar reading and enter it into quickmar

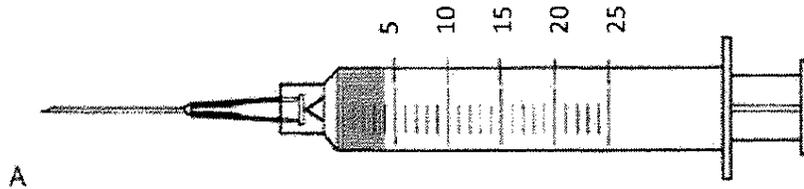
What is considered hypoglycemia (low blood sugar)? 70 or below

What are your steps if you get a low blood sugar reading?

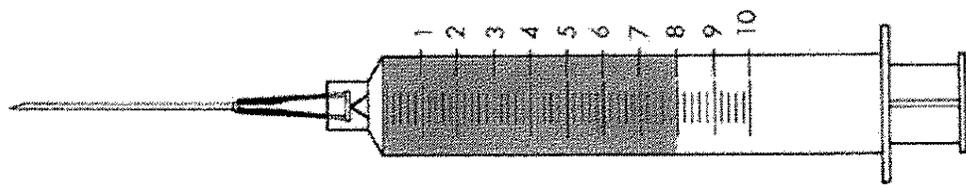
Give Hypo kit, re-check 20 minutes

What reading is considered hyperglycemia (high blood sugar)? 350 or higher

What are your steps if you get a high blood sugar reading?



A



B

How many units of insulin are in syringe A? 4

How many units of insulin are in syringe B? 80

Correctly order the steps to draw up an insulin injection

- 1 Wash hands and put on gloves
- 4 Clean injection site
- 6 Invert the bottle, and pull back on the plunger to draw up appropriate amount of insulin
- 5 Swab top of insulin bottle with alcohol swab for 30 seconds
- 4 Gather supplies and check 6 rights (insulin, needle, alcohol swab, lancet)
- 2 Verify 6 rights a second time, and verify insulin amount with another staff member
- 7 Take off cap of syringe, and draw up air equal to the amount of insulin given
- 3 Check expiration date on insulin bottle, if it is a new one, put expiration date on it
- 8 Inject insulin at 45-90 degree angle
- 9 Insert syringe into the bottle of insulin, and inject the air