BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: River Run

Employee Receiving In-Service: Matthew Crumley

Date of 1st In-Service*: 1/14/21 Time: 8:00 am / pm Trainer: B. Miller
*This is done by a regional nurse

Date of 2nd In-Service: 1/19/21 Time: 8:00 am / pm Trainer: B. Miller

Date of 3rd In-Service: 1/20/21 Time: 8:00 am / pm Trainer: B. Miller

Date of 4th In-Service: 1/21/21 Time: 8:00 am / pm Trainer: A. Napier

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

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

Date of Final Evaluation: 1/21/21 Time: 8:00 am / pm Trainer: [illegible]

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							✓	no liquid medications Discuss

BEACON
Specialized Living

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							✓	
	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)								N/A
	a. Resident is properly positioned, at a 45° sitting angle								N/A
	b. Tube is checked for placement and patency								N/A
	c. Tube is flushed before, between and after medications are administered								N/A
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure								N/A
	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.							✓	Talked about / No meds crushed
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							✓	

BEACON
Specialized Living

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							✓	None
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

Slow - will get better with time & practice.

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 1-21-21

Home Manager Signature _____ Date 1/21/2021

Marlene Chumley

19/20 95020

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

dose — time
route — medicine
~~name~~ person — documentation

2. Liquid medication is poured at eye level holding the cup with your hand?

☐ Yes ☒ No Explain:

suppose to be poured on a flat surface on eye level for a accurate measurement

3. Controlled substance log is signed after the shift is over?

☐ Yes ☒ No Explain:

after you give them there ~~meds~~ controlled meds you count the controlled and ~~after~~ while dma change and after every shift you do control count.

4. The DMA may crush tablets if resident does not want to swallow whole?

☐ Yes ☒ No Explain:

there has to be drs. order before they can be crushed

ANNUAL DMA RECERTIFICATION TEST

1/2 called for explanation

5. Controlled substances are stored (single locked) according to policy and procedures?

~~☒ Yes~~ no wrong ☒ No Explain:

~~[illegible]~~ Double locked

6. Medication errors only need to be reported if the error causes harm?

☐ Yes ☒ No Explain:

med errors have to be reported every time theres a med error.

1/2 called for explanation

7. The medication room keys are left hanging on a special hook in the office area?

~~☒ Yes~~ no wrong ☒ No Explain:

~~[illegible]~~ Has to be on DMA @ all times.

8. If a resident runs out of a psychotropic medication and another bubble pack is not in the house, you can use one from another resident?

☐ Yes ☒ No Explain:

you have to call the nurse and house manager to get further direction and document why you can't give the medication in the mar. never use other clients meds.

ANNUAL DMA RECERTIFICATION TEST

9. Always give Lantus insulin irregardless of the glucose level?

☒ Yes ☐ No Explain:

Give medications as prescribed

10. Blood pressure readings are used to monitor the treatment results of Lisinopril, Tenormin, or Norvasc?

☒ Yes ☐ No Explain:

Those meds can affect the resident blood pressure

11. Eight o'clock medication may be given at 8:00, 9:00, or 10:00?

☐ Yes ☒ No Explain:

7 am 8AM or 9AM

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?

☐ Yes ☒ No Explain:

its med refusal and be disposed of properly

ANNUAL DMA RECERTIFICATION TEST

13. Orders do not have to be on record for insulin injections?

☐ Yes ☒ No Explain:

it has to be ~~adrs~~ order before any meds can be given.

14. When a resident gets up late for a medication pass, just enter in the quickMAR, resident not in house for the med pass, and give the medication whenever they get up?

☐ Yes ☒ No Explain:

it has to be marked resident refused and you have to call the nurse if they want to take them out of the time frame to get permission.

15. OTC means other than called for?

☐ Yes ☒ No Explain:

over the counter

16. One Tablespoon is equal to 30ml?

☐ Yes ☒ No Explain:

15 mL

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

☒ Yes ☒ No Explain:

means nothing by mouth

18. All controlled substances are returned to the pharmacy to be repackaged?

☐ Yes ☒ No Explain:

Meds need to be disposed of properly

19. Choking and aspiration is a rare problem among residents on psychotropic medications?

☐ Yes ☒ No Explain:

common problem

20. Constipation is never a side effect of psychotropic medications?

☐ Yes ☒ No Explain:

can be a side effect