



**BEACON**  
Specialized Living

## Medication Administration In-Service and Evaluation

Name of Facility/Home: Lake View Manor

Employee Receiving In-Service: Ynelissa Sherrell

Date of 1st In-Service\*: 08/12/2020 Time: 9:00 am / pm Trainer: Cathryn Strahan, RN  
\*This is done by a regional nurse

Date of 2nd In-Service: 08/12/2020 Time: 12:00 am / pm Trainer: David Schmitz

Date of 3rd In-Service: 8/24/2020 Time: 10:00 am / pm Trainer: C Welch

Date of 4th In-Service: 8/31/2020 Time: 12:26 am / pm Trainer: C Welch

Date of 5th In-Service: 9/17/2020 Time: 11:00 am / pm Trainer: C Welch

Date of 6th In-Service: 9/17/2020 Time: 12:00 am / pm Trainer: C Welch

Date of Final Evaluation: 9/17/2020 Time: 5:00 am / pm Trainer: C Welch

**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          | ✓   | ✓   | ✓   | ✓   | ✓   | ✓     |          |
|              | 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                                                                | ✓   | ✓   | ✓   | ✓   | ✓   | ✓     |          |



## 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  
No concerns

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.

Melissa Sherrell  
 Employee Signature

9/15/2020  
 Date

Carey Walsh  
 Home Manager Signature

9/15/2020  
 Date