BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Red Mill

Employee Receiving In-Service: Sarah Smith

Date of 1st In-Service*: 1/10/2021 Time: 8:00 (am) / pm Trainer: CP
*This is done by a regional nurse

Date of 2nd In-Service: 1/10/2021 Time: 12:00 am / (pm) Trainer: CP

Date of 3rd In-Service: 1/10/2021 Time: 3:30 am / (pm) Trainer: CP

Date of 4th In-Service: 1/13/2021 Time: 11:30 (am) pm Trainer: CP

Date of 5th In-Service: 1/13/2021 Time: 4:05 am / (pm) Trainer: Corey Lee

Date of 6th In-Service: 1/24/2021 Time: 8:30 (am) pm Trainer: Daphne

Date of Final Evaluation: 1/24/2021 Time: 12:00 am / (pm) Trainer: Daphne

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	✓	✓	✓	✓	✓	✓	✓	

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	N/A	N/A	N/A	N/A	N/A	N/A	
	a. Resident is properly positioned, at a 45° sitting angle	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	b. Tube is checked for placement and patency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	c. Tube is flushed before, between and after medications are administered	N/A	N/A	N/A	N/A	N/A	N/A	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	✓	✓	✓	✓	✓	✓	✓	
	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	✓	✓	✓	✓	✓	✓	✓	

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	✓	✓	✓	✓	✓	✓	✓	
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 1-24-21

Kim Howard
Home Manager Signature _____ Date 1-27-21

Hands on DMA Introductory

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 _____ Date 1/24/2021

Trainer Signature _____ Date 1/24/2021

Kim Howard 1/24/2021

DMA CLASSROOM TRAINING TEST

NAME: Sarah Smith DATE: _____ SCORE: _____

1. Where should medication keys be kept?

   DMA

2. T ✓ F ___ PRN is an abbreviation for as needed or whenever necessary.

3. T ___ F ✓ NPO is an abbreviation for by mouth

4. T ✓ F ___ Prescription medication, including dietary supplements, or individual special medical procedures do not need to have a physician or dentist order.

5. T ___ F ✓ Prescription medications are to be kept in the original pharmacy container which is labeled for a specific resident, and locked and refrigerated if required.

6. T ___ F ✓ You should preset each resident's medication in order to save time.

7. If a resident can't swallow their medications and needs to be crushed, we need:
   a. a pill crusher
   b. the resident to chew the pill
   c. a physician's order

8. The medication administration record (MAR) contains the following information:
   a. the medication, the side effects, and time to be administered.
   b. the medication, the dosage, the side effects
   c. the medication, the dosage, label instructions for use, and time to be administered
   d. the medication, dosage

9. The following information about each medication must be obtained before it is given:
   a. purpose of medication and therapeutic effect
   b. unwanted side effects
   c. any known drug interactions with drugs the resident is currently is taking
   d. a and c
   e. All of the above

DMA CLASSROOM TRAINING TEST

10. T ✓ F ____ When medication is removed from the pharmacy-labeled container, it must be administered to the resident immediately by the person removing the medication from the container.

11. T ✓ F ____ The initials of the person who administers the medication, must be entered at the time the medication is given.

12. List the 6 rights of Medication Administration:

Route
Dose
time
Medication
Consumer
documentation

13. T ✓ F ____ If the MAR is missing the initials of the staff who administered a medication and you cannot verify the medication was given, the resident's physician must be notified. This is a med error.

14. T ✓ F ____ If the resident refuses to take their medication, you should record the refusal on EMAR and complete the Event report?

15. T ✓ F ____ When a resident is going on a LOA (Leave of Absence), you should remove the meds from the bubble pack and place in another container and label the new container for the resident to take with him or her.

16. T ✓ F ____ If a PRN medication is prescribed, you need to know what it is prescribed for, and the PRN medication can only be given for the reason it is prescribed.

17. T ✓ F ____ When giving a PRN medication, record the reason for giving the PRN medication, follow-up with effectiveness one hour later, write a note that describes in detail what was observed.

18. T ✓ F ____ Medication errors must be reported to the nurse and to the home manager. An event report must be completed.

19. T ✓ F ____ It is important for the DMA to be familiar with the medications that is being administered to the residents. The DMA should also be familiar with common side effects.

20. T ____ F ✓ It is not important for the DMA to be able to educate the resident about his or her medications.

DMA CLASSROOM TRAINING TEST

21. T ✓ F ____ It is important to avoid distractions when preparing and or passing medications?

22. Prior to administering medications to a resident you should:
    a. ask the resident to tell you his or her name
    b. identify the resident with his or her photo on EMAR
    c. hand them a glass of water
    d. All of the above

23. What is the medication administration time frame?
    a. half hour before and half hour after the correct administration time.
    b. one hour before and one hour after the correct administration time
    c. whenever the resident decides to take his or her medication

24. T ____ F ✓ Good hand-washing technique is not important when you are passing medications.

25. T ____ F ✓ When assisting a resident to apply a topical medication, it is alright to use your fingers to remove the medication form the jar.

26. T ✓ F ____ Liquid medication is poured at eye level.

27. T ✓ F ____ The resident has the right to refuse medication, but also has the right to know the consequences of refusing the medications.

28. T ✓ F ____ Controlled substances must be counted by the on-coming shift (DMA) and the-going shift (DMA).

29. T ____ F ✓ It is alright to store internal and external medications together.

30. T ✓ F ____ When a blood sugar on a diabetic client is below 70, you should call the medical staff or on call personnel, and treat them with the hypoglycemic protocol and retest their blood sugar in 20 minutes?