



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Wavecrest

Employee Receiving In-Service: Michael Merritt

Date of 1st In-Service*: 1/12/21 Time: 2:00 am / pm Trainer: S. Freislinger

*This is done by a regional nurse

Date of 2nd In-Service: 1/12/21 Time: 5:00 am / pm Trainer: S. Freislinger

Date of 3rd In-Service: 1/25/21 Time: 2:00 am / pm Trainer: S. Freislinger

Date of 4th In-Service: 1/25/21 Time: 5:00 am / pm Trainer: S. Freislinger

Date of 5th In-Service: 1/26/21 Time: 4:00 am / pm Trainer: S. Freislinger

Date of 6th In-Service: 1/26/21 Time: 5:00 am / pm Trainer: S. Freislinger

Date of Final Evaluation: 1/27/21 Time: 8:00 am / pm Trainer: S. Freislinger

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	✓	✓	✓	✓	✓	✓	✓	Good
	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	✓	✓	✓	✓	✓	✓	✓	Good
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	N/A							
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'	✓	✓	✓	✓	✓	✓	✓	Good
	a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR	✓	✓	✓	✓	✓	✓	✓	Good
	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	✓	✓	✓	✓	✓	✓	✓	Good
							✓	
							✓	
							✓	Good
							✓	
							✓	Excellent
							✓	
							✓	
7							✓	
8	N/A	Watched a video						
	N/A							
	N/A							
	N/A							
9	✓	✓	✓	✓	✓	✓	✓	Good
							✓	
							✓	
10							✓	
11							✓	
12							✓	
13							✓	Good
14							✓	
15							✓	Good
16							✓	
17							✓	Good
18							✓	



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	✓	✓	✓	✓	✓	✓	Good
21	Designated Medication Administrator can identify action and common side effects of medications administered	✓	✓	✓	✓	✓	✓	
22	Approved Abbreviations List is reviewed	✓	✓	✓	✓	✓	✓	Good
23	Seizure precautions and documentation	✓	✓	✓	✓	✓	✓	
24	After hour procedures, procedures for found/spilled medication, location of Epocrates link on staff computer	✓	✓	✓	✓	✓	✓	Good
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)	✓	✓	✓	✓	✓	✓	Good

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.

Michael Le Muth Jr
Employee Signature

1-27-21
Date

S. Freislingers
Home Manager Signature

1/27/21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Person _____ Dose _____
Time _____ Route _____
Medication _____ Documentation _____

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

Yes No Explain:

Liquid medications are to be poured on a flat surface at eye level.

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

Yes No Explain:

That is to be filled out as soon as its passed, during shift change, and when more narcotics are added.

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

Yes No Explain:

DMA must have written doctors orders on file.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Controlled substances are to be double locked.

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

Yes No Explain:

Medication errors are to include all errors, not just if they cause harm.

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

Yes No Explain:

The med. door keys are to be on the assigned DMA at 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:

All medications are only to be given to the prescribed person.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

You are only allowed to follow the doctor's orders for Lantus insulin. This applies to all prescribed medications

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

Yes No Explain:

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

Yes No Explain:

No this is ~~not~~ not correct. You can give medication 1 hour before or 1 hour after.

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

Yes No Explain:

No popped medications are to be disposed of in the correct manner only.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All medications orders must be on file. No exceptions

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:

You refuse it in the computer, get permission to pass out of the regulated time frame. Then the DMA must document on paper as well as a misc. note

15. OTC means other than called for?

Yes No Explain:

The abbreviation OTC means "Over the Counter"

16. One Tablespoon is equal to 30ml?

Yes No Explain:

One tbs is equal to only 15ml.

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

This abereation means Nothing by mouth.

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

Yes No Explain:

All controlled substances are to be disposed of by the designated person only.

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

Yes No Explain:

That is a common side effect.

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

Yes No Explain:

This is a common side effect
