



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Silvernaw

Employee Receiving In-Service: Kathie Patches

Date of 1st In-Service*: / / Time: : am / pm Trainer:

*This is done by a regional nurse

Date of 2nd In-Service: / / Time: : am / pm Trainer:

Date of 3rd In-Service: / / Time: : am / pm Trainer:

Date of 4th In-Service: / / Time: : am / pm Trainer:

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

Date of 6th In-Service: 3/16/21 Time: 2:00 am / pm Trainer: ENorthrup

Date of Final Evaluation: 3/16/21 Time: 2:30 am / pm Trainer: ENorthrup

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								



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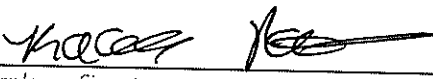
Medication Administration In-Service and Evaluation

	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)								

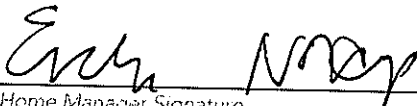
FOLLOW UP CONCERNS

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

3-17-21
Date


Home Manager Signature

3-17-21
Date

ANNUAL DMA RECERTIFICATION TEST

- 1 List the six patient rights:

Right medication Right route
Right dosage Right patient
Right time Right documentation

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

☒ Yes ☒ No Explain:

sitting on the counter and you bend down
to be at eye level.

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

☐ Yes ☒ No Explain:

any time you give out a controlled med.

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

☐ Yes ☒ No Explain:

only done if doctor orders it.

ANNUAL DMA RECERTIFICATION TEST

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

☒ Yes ☐ No Explain:

the cabinet is locked as well as the med
room door.

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

☐ Yes ☒ No Explain:

any medication error needs to be reported.

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

☐ Yes ☒ No Explain:

on person at all

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 need to call the nurse and make sure
that the med is always in stock.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes

☒ No

Explain:

only give if it is ordered from a doctor

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:

they can be passed an hour before and an hour after.

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

☐ Yes

☒ No

Explain:

once you try to give the meds if refused you are to destroy them.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes

☒ No

Explain:

you need to have orders for any type
of injections.

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 need to call the nurse before you give
out the meds to make sure it is OK.

15. OTC means other than called for?

☐ Yes

☒ No

Explain:

over the counter

16. One Tablespoon is equal to 30ml?

☒ Yes

☐ No

Explain:

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

☒ Yes ☐ No Explain:

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

☐ Yes ☒ No Explain:

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

☐ Yes ☒ No Explain:

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

☐ Yes ☒ No Explain:
