



Medication Administration In-Service and Evaluation

Name of Facility/Home: Stanton Lodge

Employee Receiving In-Service: Sunshine L. Cowling

Date of 1st In-Service*: 1/12/2021 Time: 9:00 am/pm Trainer: David Schmitz
*This is done by a regional nurse

Date of 2nd In-Service: 1/12/2021 Time: 12:00 am/pm Trainer: David Schmitz

Date of 3rd In-Service: 2/10/2021 Time: 8:00 am/pm Trainer: Ashley Pearson

Date of 4th In-Service: 2/11/2021 Time: 8:00 am/pm Trainer: Adrianna Pantano

Date of 5th In-Service: 2/17/2021 Time: 8:00 am/pm Trainer: Adrianna Pantano

Date of 6th In-Service: 2/19/2021 Time: 8:00 am/pm Trainer: Adrianna Pantano

Date of Final Evaluation: 3/1/2021 Time: 8:00 am/pm Trainer: Ashley Pearson

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	✓	✓	✓	✓	✓	✓	✓	



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	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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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.

Sunshine L. Cowling
Employee Signature

3/1/2021
Date

Asnley Pearson
Home Manager Signature

3/1/2021
Date

The Cottage

Emergency Bag Inventory

This Emergency Bag should be kept in the home and utilized during any evacuation or emergency. The contents of this bag should be checked regularly and prior to each transport. It is the responsibility of the home to check that all contents listed below are present and all items are within their expiration date. In the event items are missing or expired, please contact your Home Manager. It is the responsibility of the home to replace items that are missing or expired.

Item	Notes/Expiration Dates
Resident Profiles	Updated Resident Profiles Maintained in Next Step and accessed remotely
4x Incontinence Pads	
4x Incontinence Briefs	
Hand Crank Flashlight	IF Hand Crank, Batteries are not required
Hand Crank Emergency Radio	IF Hand Crank, Batteries are not required
Jolly Ranchers	Expiration: 04/2021
Sugar Free Jolly Ranchers	Expiration: 02/2021
Case(12) 8oz Bottled Water	Expiration: 4/30/2021
Energy Bars 1x # of Residents	Expiration: 05/26/2020 Consider resident allergies and food restrictions when choosing snacks (peanut allergy, gluten intolerance, etc.)
Emergency Blanket 1x # of Residents+1	
Rain Ponchos 1x # of Residents+1	
Box XL Vinyl Gloves	Replace if Opened
Package of Bathing Wipes	Replace if Opened, Wet Wipes have a 2 year shelf life if unopened 11/01/2021
Stick Matches	
2 Packs of Cigarettes 1x Menthol 1x Non Menthol	
First Aid Kit	For Minor Injuries-check for expired contents

Keep 2 safety vests/6 beds in the home in the home and ready for use.