



Medication Administration In-Service and Evaluation

Name of Facility/Home: Mount Pleasant- DMA Train the Trainer

Employee Receiving In-Service: Naomi Voorhees

Date of 1st In-Service: 04 / 06 / 21 Time: 12 : 00p am / pm Trainer: Learning and Development - David Schmitz

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: / / Time: : am / pm Trainer:

Date of Final Evaluation: 04 / 13 / 21 Time: 12 : 00p am / pm Trainer: Learning and Development - David Schmitz

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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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	☒	☐	☐	☐	☐	☐	☒	



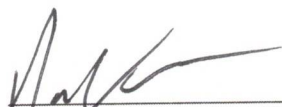
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19 Medication errors are reported to Site Supervisor and RN teaching medication classes	☒	☐	☐	☐	☐	☐	☒	
20 Medication area is cleaned and locked after completion of medication administration	☒	☐	☐	☐	☐	☐	☒	
21 Designated Medication Administrator can 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 Guide to Drugs Book	☒	☐	☐	☐	☐	☐	☒	
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)	☒	☐	☐	☐	☐	☐	☒	

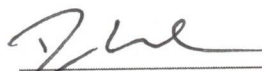
FOLLOW UP CONCERNS

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

4-13-21
Date


Home Manager Signature

4-13-21
Date