BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: North Region - DMA Train the Trainer

Employee Receiving In-Service: Micah Haven

Date of 1st In-Service: 04 / 07 / 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 / 15 / 21 Time: 10 : 00a 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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	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
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

_____

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_____

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 04/15/2021

Home Manager Signature David Schmitz Date 04/15/2021