BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _Comstock House_

Employee Receiving In-Service: _Ara Hall_

Date of 1st In-Service: 4 /28 /21   Time: 1 :00P   am /(pm)   Trainer: Learning and Development

Date of 2nd In-Service: 4 /28 /21   Time: 4 :00P   am /(pm)   Trainer: Learning and Development

Date of 3rd In-Service: 4 /29/ 21   Time: 8 :00 (am)/ pm   Trainer: _A. Wiley_

Date of 4th In-Service: 5 /3 /21   Time: 8 :00 (am)/ pm   Trainer: _A. Wiley_

Date of 5th In-Service: 5 /4 /21   Time: 8 :00 (am)/ pm   Trainer: _A. Wiley_

Date of 6th In-Service: 5 /5 /21   Time: 8 :00 (am)/ pm   Trainer: _A. Wiley_

Date of Final Evaluation: 5 /6 /21   Time: 8 :00 (am)/ pm   Trainer: _B. Miller_

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

☐ N/A

Specify time frame for completion: _____

_____

_____

_____

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.

Ara Hall
Employee Signature

Date 5/6/21

Brittany Miller
Home Manager Signature

Date 5/6/21

Ava Hall

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

resident   documentation

time   dosage

medication   route

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

   ☑ Yes   ☐ No   Explain:

   At eye level with paem over label so that you don't get the script dirty.

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

   ☐ Yes   ☑ No   Explain:

   Log should be filled out before med pass and as you are popping each med during a pass.

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

   ☐ Yes   ☑ No   Explain:

   It has to be prescribed by the residents doctor.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

They are double locked.

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

☐ Yes ☒ No Explain:

Med errors should always be reported.

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

☐ Yes ☒ No Explain:

Med keys are on your person 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:

You can only give meds to the resident that it was prescribed to.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No   Explain:

Warnings indicate that you should not use if you have low blood sugar.

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

☒ Yes ☐ No   Explain:

Lisinopril is used as a bp med when the bp is at a certain range determining if it can or can not be given.

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

☐ Yes ☒ No   Explain:

Meds need to be passed in a 2 hour time frame. 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:

They need to go in the med disposal box and documented.

ANNUAL DMA RECERTIFICATION TEST

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

    ☒ Yes   ☐ No   Explain:

    All meds need to have orders to be given correctly.

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:

    The nurse needs to be called and a misc. note should be done and record giving the med on the paper MAR.

15. OTC means other than called for?

    ☐ Yes   ☒ No   Explain:

    Over the counter

16. One Tablespoon is equal to 30ml?

    ☐ Yes   ☒ No   Explain:

    15 ml = one tablespoon

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

☐ Yes   ☒ No   Explain:

It means not by mouth

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

☐ Yes   ⊘ No   Explain:

They would be disposed of in med disposal box and documented.

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

~~Yes~~ ~~No~~   Explain:

Yes its a ~~rare~~ common problem

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

☐ Yes   ⊘ No   Explain:

Its a common side effect for many meds Can also depend on what psychotropic med it is.