



**BEACON**  
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Beacon / sandhurst CRU

Employee Receiving In-Service: Ann Lapierre

Date of 1st In-Service\*: 7/29/20 Time: \_\_\_\_\_ am / pm Trainer: David Schmitz  
\*This is done by a regional nurse

Date of 2nd In-Service: 7/29/20 Time: \_\_\_\_\_ am / pm Trainer: David Schmitz

Date of 3rd In-Service: 7/29/20 Time: \_\_\_\_\_ am / pm Trainer: David Schmitz

Date of 4th In-Service: 2/23/21 Time: 8:30 am / pm Trainer: Molly Simon

Date of 5th In-Service: 2/23/21 Time: 8:30 am / pm Trainer: Molly Simon

Date of 6th In-Service: 3/12/21 Time: 2:30 am / pm Trainer: Molly Simon

Date of Final Evaluation: 3/12/21 Time: 2:30 am / pm Trainer: Molly Simon

**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					MS	MS	MS	MS	
a. Location of ample supplies prior to administration					MS	MS	MS	MS	
b. Area is clean and organized					MS	MS	MS	MS	
c. Area is always locked					MS	MS	MS	MS	
d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)					MS	MS	MS	MS	
2 DMA washes hands prior to administering medications and between each Resident					MS	MS	MS	MS	
3 Medication keys are retained by DMA					MS	MS	MS	MS	
4 Resident is identified per facility policy and procedure prior					MS	MS	MS	MS	
5 Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications					MS	MS	MS	MS	
a. If Pulse and BP are required, hands and equipment are washed per facility policy					MS	MS	MS	MS	
b. If Apical Pulse is required, privacy is provided					MS	MS	MS	MS	
6 Medications Administration per facility policy and procedure: to include review of the '6 Rights'					MS	MS	MS	MS	
a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR					MS	MS	MS	MS	
b. Liquid medication is poured at eye level, with palm covering label of stock bottle					MS	MS	MS	MS	
					MS	MS	MS	MS	



## 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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	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Home Manager and RN teaching medication classes				MS	MS	MS	MS	
20	Medication area is cleaned and locked after completion of medication administration				MS	MS	MS	MS	
21	Designated Medication Administrator can identify action and common side effects of medications administered				MS	MS	MS	MS	
22	Approved Abbreviations List is reviewed				MS	MS	MS	MS	
23	Seizure precautions and documentation				MS	MS	MS	MS	
24	After hour procedures, procedures for found/spilled medication, location of Epocrates link on staff computer				MS	MS	MS	MS	
25	2nd Staff Verification, what it is, when it is needed, and how to document it				MS	MS	MS	MS	
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)				MS	MS	MS	MS	

### 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.

Ann Japraw  
Employee Signature

\_\_\_\_\_ Date

Molly Smith RN  
Home Manager Signature

3-12-2021  
Date

