

Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks  
 Employee Receiving In-Service: Seth Brown

Date of 1st In-Service:      /      /      Time:      am / pm Trainer:       
 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: 6/15/21 Time: 8:00 am Trainer: B. Little

All staff must complete all three (6) In-Services and Final Evaluation

Instructions: Check (✓) the appropriate box after Employee has been in-serviced.

Medication Area	In-Service #						Eval	Comments
	1st	2nd	3rd	4th	5th	6th		
a. Location of ampie 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. Final signs are taken (or facility policy prior to administering medications (if applicable), always on cardiac and BP	✓	✓						
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/dispenser pack and (1) cut is placed in appropriate box on MAR	✓	✓						
b. Liquid medication is poured at eye level, with palm covering label of stock bottle	✓	✓						

Reminded to sanitize between each person.



