BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Hartford**

Employee Receiving In-Service: **Andrea Terry**

Date of 1st In-Service: 3 /24 /21   Time: 1 :00 am/(pm)   Trainer: Learning & Development

Date of 2nd In-Service: 3 /24 /21   Time: 5 :00 am /(pm)   Trainer: Learning & Development

Date of 3rd In-Service: 04 / 12 /21   Time: 8 :00 am /(pm)   Trainer: **Alicia Garcia**

Date of 4th In-Service: 4 /28/ 21   Time: 9 : 00 (am)/ pm   Trainer: **Victoria Brown**

Date of 5th In-Service: 5 / 4 / 21   Time: 8 :00 (am) /pm   Trainer: **Victoria Brown**

Date of 6th In-Service: / /   Time: : am / pm   Trainer:

Date of Final Evaluation: 5 / 13/ 21   Time: 8 : (am)/pm   Trainer: **Victoria Brown**

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)	✔	✔	✓	✓	✓	✓	✓	Discussed
	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 <u>Coordinator of Care at my Site</u> <u>during open office hours and to the On-Call person after hours</u>.

Andrea Ferry
Employee Signature

5/20/21
Date

VBrown
Home Manager Signature

5-20-21
Date

DRUG NAME	Provenlil HFA
GENERIC NAME	Albuterol inhaled
DOSAGE RANGE	90 Mcg Per actuation
HOW TO TAKE	take by mouth and 2 Puff
USES	
SIDE EFFECTS	shaking, headache, nausea, dizziness, cough
WARNINGS	

DRUG NAME	Zantac
GENERIC NAME	Ranitidine
DOSAGE RANGE	tablet' 75mg, 150mg, 300mg
HOW TO TAKE	take 1 tablet by mouth with glass of water
USES	to treat ulcers of the stomach
SIDE EFFECTS	Dizziness, Headache, Diarrhea, Constipation
WARNINGS	

DRUG NAME	Norco
GENERIC NAME	Hydrocodone
DOSAGE RANGE	5/325
HOW TO TAKE	1 tablet every 6hour
USES	relieve moderate to severe Pain
SIDE EFFECTS	anxiety, nausea, vomiting, Constipation
WARNINGS	

DRUG NAME	Topomax
GENERIC NAME	topiramate
DOSAGE RANGE	2.5 to 6mg/kg/day
HOW TO TAKE	take 1 tablet by mouth
USES	approved for the treatment of seizures
SIDE EFFECTS	dizziness, diarrhea, weight loss
WARNINGS	

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatatin
DOSAGE RANGE	10-80 mg PO
HOW TO TAKE	1 day by mouth
USES	lowers Cholesterol in the blood
SIDE EFFECTS	Constipation, Diarrhea, nausea, gas, fatigue, heartburn
WARNINGS	

Code 1618   2003   0514

Andrea Terry

DRUG NAME	Ultram
GENERIC NAME	tramadol
DOSAGE RANGE	50 mg oral tablets
HOW TO TAKE	treat moderate severe pain take 1 tablet by mouth
USES	50 mg oral tablets treat moderate severe pain
SIDE EFFECTS	dry mouth, constipation, dizziness, nausea, headache
WARNINGS	

DRUG NAME	Synthroid
GENERIC NAME	Levothyroxine
DOSAGE RANGE	12.5 - 25 mcg
HOW TO TAKE	take on a empty stomach wait 30 min to 1 hr before eating
USES	it Provides more thyroid hormone
SIDE EFFECTS	fever, headache, nausea, hot flashes
WARNINGS	

DRUG NAME	Byetta
GENERIC NAME	exenatide
DOSAGE RANGE	10 mcg
HOW TO TAKE	injected twice a day before morning evening meals
USES	Control high blood sugar
SIDE EFFECTS	nausea, vomiting, diarrhea, weight loss
WARNINGS	

DRUG NAME	Keppra
GENERIC NAME	Levetiracetam
DOSAGE RANGE	30 mg/kg
HOW TO TAKE	take 2 times a day once in morning and evening
USES	Partial onset seizures
SIDE EFFECTS	anxiety, fever, headache, lower back or side Pain
WARNINGS	

DRUG NAME	Depakote
GENERIC NAME	Divalproex Sodium
DOSAGE RANGE	250 mg
HOW TO TAKE	Swallow whole or sprinkle onto food
USES	treat manic episodes associated with bipolar disorder, epilepsy
SIDE EFFECTS	depression, Jaundice, vomiting, anxiety, dark urine, upper stomach Pain
WARNINGS	