



2021
1978
2002

Medication Administration In-Service and Evaluation

Name of Facility/Home: Cascades

Employee Receiving In-Service: Tiffany Hanesworth

Date of 1st In-Service*: 6/12/21 Time: 12:00 am / pm Trainer: Tasha Lerner
*This is done by a regional nurse

Date of 2nd In-Service: 6/13/21 Time: 8:00 am / pm Trainer: Tasha Lerner

Date of 3rd In-Service: 6/14/21 Time: 8:00 am / pm Trainer: Tasha Lerner

Date of 4th In-Service: 6/16/21 Time: 8:00 am / pm Trainer: Kelly Krutzel

Date of 5th In-Service: / / Time: : am / pm Trainer:

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

Date of Final Evaluation: / / Time: : am / pm Trainer:

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
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 Home Manager 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 Epocrates link on staff computer	/	/	/	✓			
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 Coordinator of Care at my Site during open office hours and to the On-Call person after hours.

Tiffany Haysworth

 Employee Signature

06/14/2021

 Date

Kelly Krutsch

 Home Manager Signature

6/17/21

 Date

DRUG NAME	Loratadine Cetirizine
GENERIC NAME	antihistamine
DOSAGE RANGE	5-10 mg
HOW TO TAKE	by mouth
USES	Chronic idiopathic urticaria allergy sx
SIDE EFFECTS	Drowsiness fatigue abdominal pain headache
WARNINGS	avoid alcohol & driving

DRUG NAME	Cetirizine Lamictal
GENERIC NAME	lamictal lamictal odt
DOSAGE RANGE	25 mg 100 mg 150 mg 200 mg
HOW TO TAKE	by mouth
USES	bipolar disorder partial seizure
SIDE EFFECTS	Blurred vision double vision back pain sleep problems
WARNINGS	avoid drinking driving or hazardous activity

DRUG NAME	Debrox otic
GENERIC NAME	carbamide peroxide
DOSAGE RANGE	1-5
HOW TO TAKE	in ear
USES	ear wax removal
SIDE EFFECTS	local irritation rash
WARNINGS	n/a

DRUG NAME	Dulcolax
GENERIC NAME	Stool Softener
DOSAGE RANGE	1-3 caps
HOW TO TAKE	by mouth
USES	soften stool
SIDE EFFECTS	Diarrhea abdominal cramps rash throat irritation
WARNINGS	n/a

DRUG NAME	Colace
GENERIC NAME	docusate Sodium
DOSAGE RANGE	50-300 mg
HOW TO TAKE	by mouth
USES	soften stool
SIDE EFFECTS	electrolyte disorder bitter taste rash Diarrhea
WARNINGS	n/a

DRUG NAME	Vimpat
GENERIC NAME	lacosamide
DOSAGE RANGE	150-200 mg
HOW TO TAKE	by mouth
USES	seizure
SIDE EFFECTS	tremor blurred vision vomiting Diplopia
WARNINGS	avoid driving or hazardous activity

DRUG NAME	Depakote
GENERIC NAME	divalproex Sodium
DOSAGE RANGE	30-60 mg
HOW TO TAKE	by mouth
USES	epilepsy
SIDE EFFECTS	headache nausea vomiting tremor
WARNINGS	Don't drink or drive

DRUG NAME	clonazepam
GENERIC NAME	Klonopin - benzodiazepine
DOSAGE RANGE	0.5 - 5 mg
HOW TO TAKE	by mouth
USES	Seizure disorder, panic disorder anxiety
SIDE EFFECTS	Drowsiness fatigue, Depression Dizziness
WARNINGS	avoid drinking, driving or hazardous activity

DRUG NAME	Clonidine
GENERIC NAME	alpha-2 agonist, central
DOSAGE RANGE	0.1 - 0.4 mg
HOW TO TAKE	by mouth
USES	tourette syndrome, renal and severe cancer pain
SIDE EFFECTS	nightmares fatigue abdominal pain headache
WARNINGS	avoid driving, drinking or hazardous activity

DRUG NAME	aripiprazole
GENERIC NAME	atypical antipsychotic
DOSAGE RANGE	25-30 mg
HOW TO TAKE	by mouth
USES	Schizophrenia bipolar I disorder, manic/mixed
SIDE EFFECTS	weight gain headache anxiety insomnia vomiting
WARNINGS	avoid drinking alcohol, avoid being overheated or dehydrated