

Medication Administration In-Service and Evaluation

Name of Facility/Home: Sandhurst
Employee Receiving In-Service: Jonathan Davis

Date of 1st In-Service*: 7/28/21 Time: 8:00 am / pm am Trainer: C. Dettelle
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:

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 #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
1									
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								✓	
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								✓	

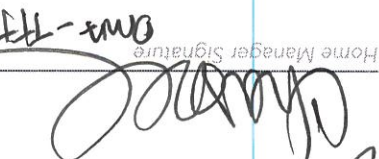
Medication Administration In-Service and Evaluation

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

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.

	Employee Signature
	Home Manager Signature
7.28.24	Date