



Medication Administration In-Service and Evaluation

Name of Facility/Home: Mission Point

Employee Receiving In-Service: Jordan Berg

Date of 1st In-Service: 07/15/21 Time: 1:00p am / pm Trainer: Learning and Development

Date of 2nd In-Service: 07/15/21 Time: 3:00p am / pm Trainer: Learning and Development

Date of 3rd In-Service: 07/20/21 Time: 8:00am am / pm Trainer: Allen Batts

Date of 4th In-Service: 07/21/21 Time: 8:00am am / pm Trainer: Allen Batts

Date of 5th In-Service: 07/23/21 Time: 8:00am am / pm Trainer: Allen Batts

Date of 6th In-Service: 07/29/21 Time: 8:00am am / pm Trainer: Allen Batts

Date of Final Evaluation: 08/04/21 Time: 8:00am am / pm Trainer: Allen Batts

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	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/bottle/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 #	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
	☒	☒	☒	☒	☒	☒	☒	
	☒	☒	☒	☒	☒	☒	☒	
	☒	☒	☒	☒	☒	☒	☒	
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	☒	☒	☒	☒	☒	☒	☒	
☒	☒	☒	☒	☒	☒	☒	☒	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)
9	☒	☒	☒	☒	☒	☒	☒	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
	☒	☒	☒	☒	☒	☒	☒	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
	☒	☒	☒	☒	☒	☒	☒	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.
	☒	☒	☒	☒	☒	☒	☒	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