



**BEACON**  
Specialized Living

**Medication Administration In-Service and Evaluation**

Name of Facility/Home: Bridge St

Employee Receiving In-Service: Lorenzo Hoskin II

Date of 1st In-Service\*:   /  /   Time:   :   am / pm Trainer:   

\*This is done by a regional nurse

Date of 2nd In-Service: 06 / 30 / 21 Time: 7 : 00 am /  pm Trainer: Rebecca J.

Date of 3rd In-Service: 08 / 02 / 21 Time: 7 : 00 am /  pm Trainer: Alexandra W.

Date of 4th In-Service: 08 / 04 / 21 Time: 7 : 00 am /  pm Trainer: Alexandra W.

Date of 5th In-Service: 06 / 28 / 21 Time: 7 : 00 am /  pm Trainer: Rebecca J.

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

Date of Final Evaluation: 08 / 04 / 21 Time: 7 : 00 am /  pm Trainer: Alexandra W.

**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			✓	✓	✓	✓		✓	

## 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		✓	✓	✓	✓		✓	
	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		✓	✓	✓	✓		✓	



## Medication Administration In-Service and Evaluation

	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
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.

  
 \_\_\_\_\_  
 Employee Signature

08/04/2021  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Home Manager Signature

8/4/21  
 \_\_\_\_\_  
 Date

20/20 ANNUAL DMA RECERTIFICATION TEST

100%

1. List the six patient rights:

Patient \_\_\_\_\_

Time \_\_\_\_\_

Medications \_\_\_\_\_

Route \_\_\_\_\_

Documentation \_\_\_\_\_

Dosage \_\_\_\_\_

2. Liquid medication is poured at eye level holding the cup with your hand?

Yes  No Explain:

Eye level on a flat surface

3. Controlled substance log is signed after the shift is over?

Yes  No Explain:

After a shift change and every pass.

4. The DMA may crush tablets if resident does not want to swallow whole?

Yes  No Explain:

You need a physician order to crush pills.

# ANNUAL DMA RECERTIFICATION TEST

5. Controlled substances are stored ( single locked ) according to policy and procedures?

Yes  No Explain:

Double locked

6. Medication errors only need to be reported if the error causes harm?

Yes  No Explain:

Report every error

7. The medication room keys are left hanging on a special hook in the office area?

Yes  No Explain:

Med keys are on the DMA's person

8. If a resident runs out of a psychotropic medication and another bubble pack is not in the house, you can use one from another resident?

Yes  No Explain:

Not okay. Report it.

# ANNUAL DMA RECERTIFICATION TEST

9. Always give Lantus insulin irregardless of the glucose level?

Yes  No Explain:

No, don't give it if glucose level  
is low.

10. Blood pressure readings are used to monitor the treatment results of Lisinopril, Tenormin, or Norvasc?

Yes  No Explain:

11. Eight o'clock medication may be given at 8:00, 9:00, or 10:00?

Yes  No Explain:

7:00 to 9:00, one hour before + one  
hour after

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?

Yes  No Explain:

Dispose, document, report

# ANNUAL DMA RECERTIFICATION TEST

13. Orders do not have to be on record for insulin injections?

Yes  No Explain:

Second staff verification

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14. When a resident gets up late for a medication pass, just enter in the quickMAR, resident not in house for the med pass, and give the medication whenever they get up?

Yes  No Explain:

Call nurse or med-on-call for late pass.

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15. OTC means other than called for?

Yes  No Explain:

Over-the-counter

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16. One Tablespoon is equal to 30ml?

Yes  No Explain:

approx. 15ml

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# ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes  No Explain:

*Nothing - by - mouth*

18. All controlled substances are returned to the pharmacy to be repackaged?

Yes  No Explain:

*Can't be repackaged*

19. Choking and aspiration is a rare problem among residents on psychotropic medications?

Yes  No Explain:

*They are common*

20. Constipation is never a side effect of psychotropic medications?

Yes  No Explain:

*They are common.*