



**BEACON**  
Specialized Living

**Medication Administration In-Service and Evaluation**

Name of Facility/Home: River Run

Employee Receiving In-Service: Date Taylor

Date of 1st In-Service\*: 10/15/20 Time: 8:00 am/pm Trainer: Brittany Miller  
\*This is done by a regional nurse

Date of 2nd In-Service: 10/15/20 Time: 12:00 am/pm Trainer: Brittany Miller

Date of 3rd In-Service: 10/16/20 Time: 8:00 am/pm Trainer: Brittany Miller

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:                     

Date of Final Evaluation: 10/16/20 Time: 12:00 am/pm Trainer: AWagner

**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

10/10/2020  
 \_\_\_\_\_  
 Date

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

10/10/2020  
 \_\_\_\_\_  
 Date

20/20

100%

Diante Taylor

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

right person  
right time  
right med

right Dose  
right Route  
right Documents

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

Yes  No Explain:

Liquid medication is poured on a eye level  
flat surface. While

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

Yes  No Explain:

Also if it's a change in DMA and when  
it is passed

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

Yes  No Explain:

It have to be order from the physician

# 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:

All medication errors need to be reported  
right away

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

Yes  No Explain:

~~No~~ They need to be on the DMA person  
at all times

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:

~~No~~ You can never use another client  
medication. You will need to call on call  
Medical, and home manager.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

only time you withhold lantus is if their  
blood sugar is below 60

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

Yes     No    Explain:

Because those are blood pressure medication

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

Yes     No    Explain:

~~You only have a hour before and~~ No  
You can just pass between 7:00 and 8:59

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

Yes     No    Explain:

If the resident refuses at the time the  
medication needs to be destroyed or you can  
save it in a bag with a label of all medications  
for a later med pass time but you have to  
destroy before next DMA

# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

orders need to be recorded for insulin  
because all medications need to be recorded

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:

mark it as refused. leave them in a bag and  
label them when they decide to get up and  
then call medical

15. OTC means other than called for?

Yes     No    Explain:

over the counter

16. One Tablespoon is equal to 30ml?

Yes     No    Explain:

One Tablespoon is equal to 15ml

# 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:

They are disposed in the drop box and disposal is verified by another staff.

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

Yes

No

Explain:

Choking and aspiration is <sup>Common</sup> ~~rare~~ on psychotropic medication

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

Yes

No

Explain:

All medication have side effects  
different side effects may occur with different  
medications. Constipation can be a side effect.