



Medication Administration In-Service and Evaluation

Name of Facility/Home: Silverview

Employee Receiving In-Service: Ashley McDaniels

Date of 1st In-Service: 7/21/21 Time: 1:00 am / pm Trainer: Learning and Development

Date of 2nd In-Service: 7/21/21 Time: 4:00 am / pm Trainer: Learning and Development

Date of 3rd In-Service: 8/31/21 Time: 2:00 am / pm Trainer: Michael Haven

Date of 4th In-Service: 9/2/21 Time: 12:00 am / pm Trainer: Michael Haven

Date of 5th In-Service: 9/7/21 Time: 12:02 am / pm Trainer: Capt. M. Haven

Date of 6th In-Service: 9/8/21 Time: 8:00 am / pm Trainer: Cynthia W. Goff

Date of Final Evaluation: 9/9/21 Time: 8:00 am / pm Trainer: Cynthia W. Goff

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	✓	✓	✓	✓	✓	✓	✓	
	Medication keys are retained by DMA	✓	✓	✓	✓	✓	✓	✓	
3	Resident is identified per facility policy and procedure prior	✓	✓	✓	✓	✓	✓	✓	
	Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications	✓	✓	✓	✓	✓	✓	✓	
5	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
	☒	☒	☒	☒	☒	☒	☒	
	☒	☒	☒	☒	☒	☒	☒	
	☒	☒	☒	☒	☒	☒	☒	
7	☒	☒	☒	☒	☒	☒	☒	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 Infection control technique is reviewed
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	☒	☒	☒	☒	☒	☒	☒	
	☒	☒	☒	☒	☒	☒	☒	
8	☒	☒	☒	☒	☒	☒	☒	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 Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported. Medication administration should not interrupted. DO NOT RUSH Controlled drugs are stored (Double Locked) according to facility policy and procedure Residents' rights are observed Location, Procedures and Documenting for administering PRN Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written) Medications are administered within time frame per facility policy
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