BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Bridge St**

Employee Receiving In-Service: **Jazmyn Sehy**

Date of 1st In-Service: **09 / 10 / 21**   Time: **8 : 00** am/~~pm~~   Trainer: **Vanessa Berry**

Date of 2nd In-Service: **09 11 /21**   Time: **8 : 00** am/~~pm~~   Trainer: **Vanessa Berry**

Date of 3rd In-Service: **09 12 / 21**   Time: **8 : 00** am / ~~pm~~   Trainer: **Vanessa Berry**

Date of 4th In-Service: **09 /15 / 21**   Time: **8 : 00** am / ~~pm~~   Trainer: **Vanessa Berry**

Date of 5th In-Service: **09 / 16 / 21**   Time: **7 : 00** (am) / pm   Trainer: **Vanessa Berry**

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

Date of Final Evaluation: **09 / 17 / 21**   Time: ____ : ____ am / pm   Trainer: **Alexandra Williams**

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	✓	✓	✓	✓	✓		✓	

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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	✓	✓	✓	✓	✓		✓	
	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	✓	✓	✓	✓	✓		✓	

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19	Medication errors are reported to Site Supervisor 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 Guide to Drugs Book	✓	✓	✓	✓	✓		✓	
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.

Jazmyn Serry
Employee Signature

09-17-21
Date

[signature]
Home Manager Signature

09/17/21
Date

Jazmyn Selny

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

   right person   Right dosage
   right Route   Right documentation
   Right time   right medication

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

   ☐ Yes   ☒ No   Explain:

   Needs to be poured on a level platform (table)

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

   ☒ Yes   ☐ No   Explain:

   After count you + second staff Initial and at end of shift/begining (shift change)

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

   ☐ Yes   ☒ No   Explain:

   Some meds cannot be Crushed. Need doctor orders

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 med errors need to be reported

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

   ☐ Yes   ☒ No   Explain:

   They're signed/transferred between DMA's and on the DMA's 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:

   Meds cannot be shared, nursing and home manager need to be called right away to help get medications into the home.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes   ☒ No   Explain:

Insulin is only given for low readings, give as prescribed.

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

☒ Yes   ☒ No   Explain:

People who monitor blood pressure take those meds, but BP readings are not used to monitor the meds

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

☐ Yes   ☒ No   Explain:

You may be able to get approval for a late pass, however, meds can only be given within 1 hour before and 1 hour after 7:00 - 9:00

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

☐ Yes   ☒ No   Explain:

They're documented as refusals and disposed of per policy.

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

☐ Yes ☒ No Explain:

They have to be on record to administer any medications.

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:

That would be ~~a false~~ Refusal on documentation and staff can call medical to approve late pass.

15. OTC means other than called for?

☐ Yes ☒ No Explain:

OTC means over the counter

16. One Tablespoon is equal to 30ml?

☐ Yes ☒ No Explain:

one tablespoon = 14.79 ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

☐ Yes ☒ No   Explain:

NPO means Nothing by mouth

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

☐ Yes ☒ No   Explain:

No perscriptions are ever returned to pharmacy, they should be disposed of per policy.

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

☐ Yes ☒ No   Explain:

Any resident could choke/aspirate regardless of medications.

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

☐ Yes ☒ No   Explain:

Constipation can be a side affect for any medication