BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Bethany Munro

Employee Receiving In-Service: Carefton Home

Date of 1st In-Service*: 9/9/21 Time: 1400 am / pm Trainer: Wendy Blanton LPN

*This is done by a regional nurse

Date of 2nd In-Service: 9/13/21 Time: 14:00 am / pm Trainer: Wendy Blanton

Date of 3rd In-Service: 9/27/21 Time: 14:00 am / pm Trainer: Wendy Blanton

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: / / Time: : am / pm Trainer:

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	—	—	✓					Reviewed.

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	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	✓	✓	✓					Reviewed
24	After hour procedures, procedures for found/spilled medication, location of Epocrates link on staff computer	–	–	✓					Reviewed
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.

BMurrow — 9/27/21
Employee Signature — Date

Wendy Blanton LPN — 9/27/21
Home Manager Signature — Date

NMDow — 9/27-/21