



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Ossineke

Employee Receiving In-Service: Dylan Potvin

Date of 1st In-Service\*: 3 / 31 / 21 Time: 1: 00 am /  pm Trainer: Learning & Development  
\*This is done by a regional nurse

Date of 2nd In-Service: 3 / 31 / 21 Time: 5: 00 am /  pm Trainer: Learning & Development

Date of 3rd In-Service:  / / Time:  :  am / pm Trainer:

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 / 29 / 21 Time: 7: 21 am /  pm Trainer: Kaleb Aube

### 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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	a. Location of ample supplies prior to administration		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	b. Area is clean and organized		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	c. Area is always locked		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
2	DMA washes hands prior to administering medications and between each Resident		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
3	Medication keys are retained by DMA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
4	Resident is identified per facility policy and procedure prior		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
5	Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	a. If Pulse and BP are required, hands and equipment are washed per facility policy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	b. If Apical Pulse is required, privacy is provided		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
	b. Liquid medication is poured at eye level, with palm covering label of stock bottle		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	



## 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							
	✓	✓					✓	



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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	✓	✓				✓	
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

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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.

Dylan Patton  
Employee Signature

10-29-21  
Date

Karl Ok  
Home Manager Signature

10/29/21  
Date

DRUG NAME	<del>Metformin</del> hcl Glucophage
GENERIC NAME	Metformin hcl
DOSAGE RANGE	up to 2,000 mg a day
HOW TO TAKE	Orally
USES	Blood sugar control
SIDE EFFECTS	low blood sugar, diarrhea
WARNINGS	Lactic acidosis, renal impairment

DRUG NAME	Zestril
GENERIC NAME	Lisinopril
DOSAGE RANGE	up to 80 mg a day
HOW TO TAKE	Orally
USES	Blood pressure control
SIDE EFFECTS	Fever, nausea, weakness
WARNINGS	Heart failure

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	up to 20 mg a day
HOW TO TAKE	Orally
USES	Panic and seizure disorders
SIDE EFFECTS	Hair loss, skin rash
WARNINGS	Suicidal ideation, cognitive ability

DRUG NAME	Norcob
GENERIC NAME	Hydrocodone bitartrate, Acetaminophen
DOSAGE RANGE	up to 2500 mg a day
HOW TO TAKE	Orally
USES	Pain
SIDE EFFECTS	Stomach pain, vomiting, dark urine
WARNINGS	Addiction, respiratory depression, hypotension

DRUG NAME	Seroquel
GENERIC NAME	Quetiapine fumarate
DOSAGE RANGE	up to 800 mg a day
HOW TO TAKE	Orally
USES	To treat Schizophrenia
SIDE EFFECTS	Mood swings, <del>loss</del> upset stomach, drowsiness
WARNINGS	Suicidal ideation, ketoacidosis

DRUG NAME	Ativan
GENERIC NAME	Lorazepam
DOSAGE RANGE	1 to 10 mg a day
HOW TO TAKE	Orally
USES	Anxiety Management, Depression
SIDE EFFECTS	Fatigue, drowsiness, confusion
WARNINGS	Profound sedation, addiction, respiratory depression

DRUG NAME	Neurontin
GENERIC NAME	Gabapentin
DOSAGE RANGE	up to 3600 mg a day
HOW TO TAKE	Orally
USES	<del>Pain</del> Nerve Pain, Seizures
SIDE EFFECTS	Sedation, dizziness
WARNINGS	Anaphylaxis, angioedema

DRUG NAME	Haldol
GENERIC NAME	Haloperidol injection
DOSAGE RANGE	2 to 9 mg. Max dose per day is 20 mg
HOW TO TAKE	Intramuscular injection
USES	Schizophrenia, psychosis
SIDE EFFECTS	Abitction
WARNINGS	Transient ischemic attack, tardive dyskinesia

DRUG NAME	Prilosec
GENERIC NAME	Omeprazole
DOSAGE RANGE	5 to 20 mg a day
HOW TO TAKE	Orally
USES	To treat GERD, gastric ulcers
SIDE EFFECTS	Stomach pain, weight gain, rashes
WARNINGS	Reacts poorly with HIV treatments

DRUG NAME	Depakote
GENERIC NAME	Depakote divalproex sodium tablets
DOSAGE RANGE	<del>250 mg</del> daily No more than 2500 mg daily
HOW TO TAKE	Orally
USES	To treat manic episodes. To treat bipolar disorder
SIDE EFFECTS	Pancreatitis, Nausea, dizziness
WARNINGS	Hepatic failure, suicidal ideations