



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Beacon - Sand Point

Employee Receiving In-Service: Dana Carlson

Date of 1st In-Service: 9/2/21 Time: 1:00 am / pm Trainer: Learning & Development

Date of 2nd In-Service: 9/2/21 Time: 1:00 am / pm Trainer: Learning & Development

Date of 3rd In-Service: 9/17/21 Time: 4:30 am / pm Trainer: Nate Guay

Date of 4th In-Service: 9/21/21 Time: 7:00 am / pm Trainer: Tammy Miller

Date of 5th In-Service: 9/22/21 Time: 7:00 am / pm Trainer: Tammy Miller

Date of 6th In-Service: 10/4/21 Time: 7:00 am / pm Trainer: Tammy Miller

Date of Final Evaluation: 10/7/21 Time: 7:00 am / pm Trainer: Tammy Miller

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 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.


 Employee Signature

10/7/21'
 Date


 Home Manager Signature

10/8/2021
 Date



Certificate of Completion
IS HEREBY GRANTED TO

Dana Carlson

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Virtual training and in-service

TYPE OF TRAINING

10/07/21

COMPLETION DATE

Tommy Hillis

TRAINER SIGNATURE

DRUG NAME	ESKALITH Lithium
GENERIC NAME	ESKALITH, Lithobid
DOSAGE RANGE	CAP: 150mg, 300mg, 600mg TAB: 300mg ER TAB: 300mg
HOW TO TAKE	By mouth
USES	Bipolar I, Schizoaffective disorder
SIDE EFFECTS	Weight gain, diarrhea, vomiting, drowsiness
WARNINGS	lithium toxicity closely related to serum lithium levels and can occur at doses close to therapeutic levels

DRUG NAME	Colace
GENERIC NAME	Docusate Sodium
DOSAGE RANGE	50-300mg
HOW TO TAKE	oral capsule
USES	Emollient laxative for softening stool
SIDE EFFECTS	Diarrhea, abdominal cramps, throat irritation, rash
WARNINGS	Do not use with mineral oil, or if you have a blockage in your intestines

DRUG NAME	Ativan
GENERIC NAME	lorazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg, INJ: 2mg per mL, 4mg per mL
HOW TO TAKE	By mouth or injection
USES	Anxiety, insomnia, Alcohol withdrawal
SIDE EFFECTS	Sedation, dizziness, fatigue, confusion, irritability
WARNINGS	opioids may result in profound sedation, depression, coma and death

DRUG NAME	Klonopin
GENERIC NAME	clonazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg
HOW TO TAKE	By mouth
USES	Seizure disorder, panic disorder, Anxiety, restless leg Syndrome
SIDE EFFECTS	Amnesia, constipation, incontinence, rash
WARNINGS	may result in profound sedation, depression, coma and death

DRUG NAME	Keppra
GENERIC NAME	levetiracetam
DOSAGE RANGE	TAB: 250mg, 500mg, 750mg, 1000mg SOL: 100mg per mL INJ: various
HOW TO TAKE	By mouth or injection
USES	Seizures
SIDE EFFECTS	Headaches, vomiting, pain, vertigo, anxiety
WARNINGS	Serious Allergic reactions may occur: Rash, Hching / Swelling (especially of the face/lips/tongue) severe dizziness, trouble

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatin
DOSAGE RANGE	TAB: 10mg, 20mg, 40mg, 80mg
HOW TO TAKE	by mouth
USES	Hypercholesterolemia, mixed dyslipidemia, cardiovascular event prevention
SIDE EFFECTS	Headache, UTI, extremity pain, muscle spasms, insomnia
WARNINGS	may cause: liver problems, kidney disease,

DRUG NAME	Norco
GENERIC NAME	hydrocodone/Acetaminophen
DOSAGE RANGE	TAB: 5mg/325mg, 7.5mg/325mg, 10mg/325mg
HOW TO TAKE	by mouth
USES	Pain, renal dosing, hepatic dosing
SIDE EFFECTS	Sedation, constipation, rash, vomiting
WARNINGS	liver failure, Addictive, may overdose resulting in death

DRUG NAME	Prilosec
GENERIC NAME	omeprazole
DOSAGE RANGE	DR CAP: 10mg, 20mg, 40mg; DR GRANULE: 10mg per PKT
HOW TO TAKE	by mouth
USES	GERD, gastric ulcer,
SIDE EFFECTS	Headache, Abdominal pain, flatulence, vomiting, diarrhea
WARNINGS	

DRUG NAME	Toprol-XL
GENERIC NAME	metoprolol succinate
DOSAGE RANGE	ER TAB: 25mg, 50mg, 100mg, 200mg
HOW TO TAKE	By mouth
USES	HTN, angina, heart failure w/ reduced ejection fraction, Migraine
SIDE EFFECTS	Rash, depression, Sleep disturbance, depression, dizziness, diarrhea
WARNINGS	Severe angina exacerbation, MI, And ventricular arrhythmias Pts after abrupt D/C, taper gradually.

DRUG NAME	Advair diskus
GENERIC NAME	fluticasone propionate/salmeterol inhaled
DOSAGE RANGE	DPI: 100 ^{mcg} /50mcg per blister, 250mcg/50mcg per blister 500mcg/
HOW TO TAKE	Puff/inhale
USES	Asthma, COPD,
SIDE EFFECTS	Headache, Cough, bronchitis, tremor, taste change
WARNINGS	