



BEACON
Specialized Living

Medication

Administration In-Service and Evaluation

Name of Facility/Home:

Linden

Employee receiving In-Service:

Tahjan Dixon

Date of 1st In-Service: 12 / 22 / 21 Time: 1:00 am/pm L&D:

M Hitzman

Date of 2nd In-Service: 12 / 27 / 21 Time: 1:00 am / (pm) Medical:

M Hitzman

Date of 3rd In-Service: 12 / 28 / 21 Time: 8:00 (am) / pm DMA TTT:

M Hitzman

Date of 4th In-Service: 12 / 28 / 21 Time: 11:00 (am) / pm DMA TTT: M Hitzman

Date of 5th In-Service: 12 / 28 / 21 Time: 4:30 am / (pm) DMA TTT: _____

Date of 6th In-Service: 12 / 29 / 21 Time: 8:00 (am) / pm HM:

M Hitzman

Date of Final Evaluation: 12 / 29 / 21 Time: 11:00 (am) / pm DMA TTT:

M Hitzman

All staff must complete DMA class, Medical class, Homework and DMA Test in LMS

along with In-Services and Final Evaluation for certification.

Code #1 Xmas Code #2 Winter Code #3 Gift

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.
1. MEDICATION AREA- a. Location of ample supplies before administration.	✓	✓	✓	✓	✓	✓	✓



8	Medications Administration per facility policy and procedure: to include a review of the '6 Rights'. Right, Resident, Right Route/Method, Right Medication, Right Time/Date, Right Dose, Right Documentation. Medication administration should not be interrupted, do NOT rush.	✓	✓	✓	✓	✓	✓	✓
	a. Medications are properly removed from container/blister pack and (.) dot is placed in the appropriate box on MAR. If on EMAR a check (☑) is placed in the appropriate box.	✓	✓	✓	✓	✓	✓	✓
	b. Liquid medication is poured at eye level on a flat surface, with palm covering label of the stock bottle	✓	✓	✓	✓	✓	✓	✓
	c. DMA verifies medication and strength with an order as transcribed on medication record per facility policy and procedure. Note: Strength and dose are not always the same.	✓	✓	✓	✓	✓	✓	✓
	d. Observe Resident to ensure medication is swallowed. If (ODT) disintegrating medication is given, place in a separate cup and ensure medication dissolves.	✓	✓	✓	✓	✓	✓	✓
	e. Offer adequate and appropriate fluid with medication, full glass of water unless otherwise ordered. Note: Any fluid restrictions, special instructions (nectar thick, etc.), or potential adverse fluid interactions (grapefruit juice)	✓	✓	✓	✓	✓	✓	✓
	f. DMA should initial the medication the first time they use it at the top of the bubble pack. Initial and date in back.	✓	✓	✓	✓	✓	✓	✓
	g. Medication record is signed immediately after administration of same. Add initials to box on MAR and complete back page or on EMAR choose Pass selected. Choose exceptions if needed and document. Check for any blanks on MAR or EMAR and utilize a Late med pass or proper documentation. Any exception requires a misc. note to be completed. This should be completed at every shift change	✓	✓	✓	✓	✓	✓	✓
	h. Controlled substance record is signed immediately after administration of same. The controlled count is done at DMA change and when administering medication.	✓	✓	✓	✓	✓	✓	✓
	i. Verify no additional MAR pages have been added, check the high alert board and shift change agenda.	✓	✓	✓	✓	✓	✓	✓
j. Infection control technique is reviewed, Handwashing and Universal Precautions.	✓	✓	✓	✓	✓	✓	✓	



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Administration of Services and Procedures

16	When a resident is leaving on an outing or signing out, ensure they are taking their epi-pen, rescue inhaler, and any other applicable medication and completing appropriate documentation. *Sunblock if applicable	✓	✓	✓	✓	✓	✓	✓
17	Residents' rights are observed. Residents have the right to privacy. Rights to receive their medication as prescribed and right to refuse medication.	✓	✓	✓	✓	✓	✓	✓
18	Location, Procedures, and Documenting for administering PRN including checking history and completing follow-up. PRN medication must be administered as prescribed for a specified reason.	✓	✓	✓	✓	✓	✓	✓
19	DMA follows facility policy and procedure for medications refused or withheld. (ER/ IR written as applicable along with misc. note)	✓	✓	✓	✓	✓	✓	✓
20	Medications are administered within the time frame per facility policy and procedure. There is a 1 hour before and 1 hour after the time frame for medication administration. Once outside the time frame, there is an additional 30 minutes before you must contact medical to receive approval to administer medication.	✓	✓	✓	✓	✓	✓	✓
21	Medication errors are reported to Home Manager, Regional Nurse, and prescribing physician. An IR/ER and misc. note must be completed before the end of the shift. If medication is given to the wrong resident contact poison control immediately followed by medical.	✓	✓	✓	✓	✓	✓	✓
22	The medication area is cleaned and locked after the completion of medication administration. All medication is double locked.	✓	✓	✓	✓	✓	✓	✓
23	DMA can identify the action and common side effects of medications administered. Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	✓	✓	✓	✓	✓	✓	✓
24	Approved Abbreviations List is reviewed	✓	✓	✓	✓	✓	✓	✓
25	Seizure precautions and documentation. Follow Beacon's policy unless someone has their medical protocol prescription.	✓	✓	✓	✓	✓	✓	✓
26	After-hour procedures and protocol for found/spilled medication. Location of Epocrates link on staff computer. All medication disposed of must have second staff verification and a complete disposal log. Controlled substances are disposed of in the Dead drug box, all other medication is disposed of in the Rx destroyer jug.	✓	✓	✓	✓	✓	✓	✓
27	2nd Staff Verification, what it is, when it is needed, and how to document it. (Med disposal, Insulin verification, Med reconciliation, controlled substance count)	✓	✓	✓	✓	✓	✓	✓



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28	Refusal of Medication procedures (prompt 3 times, then complete IR/ER as applicable) If medication has been popped, store in a sealed baggie labeled with their initial, time, and date in their medication folder. If medication is not administered per approval as applicable dispose at end of shift.	✓	✓	✓	✓	✓	✓	✓	✓	
29	For questions or concerns contact your Regional Nurse during business hours. Follow After hours On-Call procedure as applicable. If a medical emergency contact 911 before Medical. Must know the on-call process and the phone numbers	✓	✓	✓	✓					

FOLLOW UP CONCERNS

Specify the time frame for completion: _____ N/A

I have received the above In-services 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 Home Manager or Regional Nurse at my Site during open office hours and to the On-Call person after hours.

Talyn Dixon

12/29/21

Employee Signature

Date

Merilee Feldman

12/29/21

Home Manager Signature or DMA TTT

Date