

# MEDICATION ADMINISTRATION IN-SERVICE AND EVALUATION

Name of Facility/Home: The Oaks

Employee Receiving In-service: Chelsea Oetman

Date of 1<sup>st</sup> In-service 10 / 7 / 21 Time: 8:00 am / (pm) Trainer: Joi Wroblewski

Date of 2<sup>nd</sup> In-service 10 / 16 / 21 Time: 8:00 am / (pm) Trainer: Joi Wroblewski

Date of 3<sup>rd</sup> In-service 10 / 23 / 21 Time: 8:00 am / (pm) Trainer: Joi Wroblewski

Date of 4<sup>th</sup> In-service \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of 5<sup>th</sup> In-service \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of 6<sup>th</sup> In-service \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of Final/Annual Evaluation 10 / 23 / 21 Time: 8:00 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 #	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	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 to administering medications.	✓	✓	✓				✓	
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.	✓	✓	✓				✓	
	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).	n/a	n/a	n/a			n/a
	a. Resident is properly positioned, at a 45° sitting angle.	n/a	n/a	n/a			n/a
	b. Tube is checked for placement and patency.	n/a	n/a	n/a			n/a
	c. Tube is flushed before, between and after medications are administered.	n/a	n/a	n/a			n/a
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.	✓	✓	✓			✓
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	2 <sup>nd</sup> 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.

7:30pm - 8:50pm

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.

*Cheba Oelman*

Employee Signature

10/23/21

Date

*Paul Wroblewski*

Home Manager Signature

10/25/21

Date