



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home:

Ravine _____

Employee receiving In-Service: Dawn

Prendergast _____

Date of 1st In-Service: 1 / 28 / 22 Time: 8:00 am/pm L&D:

Date of 2nd In-Service: 1 / 30 / 22 Time: 8:00 am / pm Medical:

Date of 3rd In-Service: 2 / 3 / 22 Time: 8:00 am / pm DMA TTT:

Date of 4th In-Service: / / Time: : am / pm DMA TTT: _____

Date of 5th In-Service: / / Time: : am / pm DMA TTT: _____

Date of 6th In-Service: / / Time: : am / pm HM:

Date of Final Evaluation: 2 / 8 / 22 Time: 8:00 am / pm DMA TTT:

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 _____ Code #2 _____ Code # 3 _____

In-Service #		1st	2nd	3rd	4th	5th	6th	Eval.	Comments
1.	MEDICATION AREA-								
	a. Location of ample supplies before administration.	X	X	X	✓				
	b. Report medication that is 10 days or less. Check expiration dates on all medication (special attention to epi-pen, prn medication not commonly used). If a medication is not available contact management and medical to obtain medication or further direction. This	X	X	X	✓				



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	must also be reported to recipient rights as medication error verbally and then followed up with an event report							
	d. Location of all medication: Internal, External, Refrigerated, Controlled Substances, PRN's. Medications are separated. Location of: High Alert Board, Sharp's container, Medication posting binder, Prescription Book, Medication Book.	X	X	X	✓			
	c. Area is clean, organized, and locked.	X	X	X	✓			
2	DMA washes hands before administering medications and between each Resident when a sink is in the medication room. If not, wash hands before and between each 3 rd person, always sanitizing between each. Sanitizing and wearing gloves is never a substitute for handwashing. Masks should be worn at all times when out of the medication room when required	X	X	X	✓			
3	Medication keys are retained by DMA. When completing DMA change complete appropriate documentation. This is to be completed at shift change and the staff must attest that all medications and event reports written, when applicable	X	X	X	✓			
4	A resident is identified per facility policy and procedure before administering meds. At least 2 patient identifiers per Joint Commission National Patient Safety Goals.	X	X	X	✓			
5	All medications require a prescription including lotions, creams, powders, and OTC medication.	X	X	X	✓			
6	Vital signs are taken per facility policy before administering medications (if applicable), always on cardiac and BP medications	X	X	X	✓			
	a. If Pulse and BP are required, hands and equipment are washed per facility policy	X	X	X	✓			
	b. Follow vital range guidelines unless otherwise specified with a written prescription by the prescribing physician.	X	X	X	✓			
7	c. Beacon vital sign ranges are as follows: Temperature 96-99, Pulse 50-100, Respirations 12-20, Low blood pressure 90/50 or below, High blood pressure 160/90 or higher	X	X	X	✓			
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.	X	X	X	✓			
	a. Medications are properly removed from container/blister pack and (.) dot is placed in the appropriate box on MAR. If on EMAR a check (<input checked="" type="checkbox"/>) is placed in the appropriate box.	X	X	X	✓			



	b. Liquid medication is poured at eye level on a flat surface, with palm covering label of the stock bottle	X	X	X	✓				
	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.	X	X	X	✓				
	d. Observe Resident to ensure medication is swallowed. If (ODT) disintegrating medication is given, place in a separate cup and ensure medication dissolves.	X	X	X	✓				
	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)	X	X	X	✓				
	f. DMA should initial the medication the first time they use it at the top of the bubble pack. Initial and date in back.	X	X	X	✓				
	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	X	X	X	✓				
	h. Controlled substance record is signed immediately after administration of same. The controlled count is done at DMA change and when administering medication.	X	X	X	✓				
	i. Verify no additional MAR pages have been added, check the high alert board and shift change agenda.	X	X	X	✓				
	j. Infection control technique is reviewed, Handwashing and Universal Precautions.	X	X	X	✓				
9	Medication via gastric tube administered per facility policy and procedure. If applicable Medical will provide hands-on education, support, and training. •Resident is properly positioned, at a 45° sitting angle •Tube is checked for placement and patency •Tube is flushed before between and after medications are administered	X	X	X	✓				
10	Injections are administered by the Resident if there is a physician and psychiatrist order present, or DMA, per facility policy and procedure	X	X	X	✓				
	a. Syringes and needles are disposed of in a sharps container, by the person giving the injection (should be the resident, unless otherwise ordered by PCP) without recapping. Sharp's container must be dated 90 days out for expiration once you begin using.	X	X	X	✓				
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results. Still must remain with resident and verify accurate information and document.	X	X	X	✓				



Medication Administration In-Service and Evaluation

Name of Facility/Home: _____

Employee Receiving In-Service: Dawn Prendergast

Date of 1st In-Service: 1 / 13 / 2022 Time: 1 : 00pr am / pm Trainer: Learning and Development

Date of 2nd In-Service: 1 / 28 / 22 Time: 8 : 00 am / pm Trainer: M. Johnson

Date of 3rd In-Service: 1 / 30 / 22 Time: 8 : 00 am / pm Trainer: Monique Johnson

Date of 4th In-Service: 2 / 3 / 22 Time: 8 : 00 am / pm Trainer: M. Johnson

Date of 5th In-Service: 1 / 1 Time: : am / pm Trainer: _____

Date of 6th In-Service: ~~2 / 8 / 22~~ Time: 7 : 00 am / pm Trainer: Kim Hill

Date of Final Evaluation: 2 / 8 / 22 Time: 7 : 00 am / pm Trainer: Kim Hill

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	✓	✓	✓	✓	✓	✓	✓	



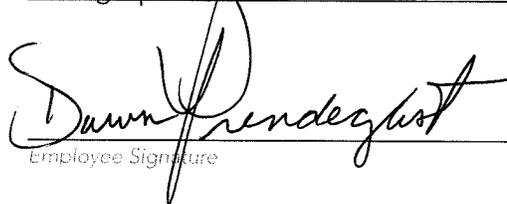
Medication Administration In-Service and Evaluation

	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor and RN teaching medication classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20	Medication area is cleaned and locked after completion of medication administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21	Designated Medication Administrator can identify action and common side effects of medications administered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	Approved Abbreviations List is reviewed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Seizure precautions and documentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24	After hour procedures, procedures for found/spilled medication, location of Guide to Drugs Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
25	2nd Staff Verification, what it is, when it is needed, and how to document it	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

2/8/22

 Date



 Home Manager Signature

2/8/22

 Date