



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _____

The Oaks

Employee receiving In-Service: _____

Meghan Makiah McDonald

Date of 1st In-Service: 1/19/22 Time: 10:00 am/pm L&D:

Penny Gillette

Date of 2nd In-Service: 1/20/22 Time: 10:00 am/pm Medical:

Penny Gillette

Date of 3rd In-Service: 1/26/22 Time: 10:00 am/pm DMA TTT:

Penny Gillette

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: 2/15/22 Time: 8:00 am pm DMA TTT:

Ashley Jackson

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. 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 of further direction. This	✓	✓	✓				✓	
	✓	✓	✓				✓	



9	<p>b. Liquid medication is poured at eye level on a flat surface, with palm covering label of the stock bottle</p> <p>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.</p> <p>d. Observe Resident to ensure medication is swallowed. If (ODT) disintegrating medication is given, place in a separate cup and ensure medication dissolves.</p> <p>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)</p> <p>f. DMA should initial the medication the first time they use it at the top of the bubble pack. Initial and date in back.</p> <p>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</p> <p>h. Controlled substance record is signed immediately after administration of same. The controlled count is done at DMA change and when administering medication.</p> <p>i. Verify no additional MAR pages have been added, check the high alert board and shift change agenda.</p> <p>j. Infection control technique is reviewed, Handwashing and Universal Precautions.</p> <p>k. Medication via gastric tube administered per facility policy and procedure. If applicable Medical will provide hands-on education, support, and training.</p> <ul style="list-style-type: none"> ▪ 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 	✓	✓	✓	✓				✓	✓
		✓	✓	✓	✓				✓	✓
		✓	✓	✓	✓				✓	✓
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		✓	✓	✓	✓				✓	✓



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	c. Insulin Pen and vials are to be dated 28 days out once they are open or used. Pay special attention to storage instructions. Pens are refrigerated before first use. Vials are refrigerated. Bottles and pens must be labeled with the expiration dates	✓	✓	✓						✓
11	DMA crushes medication according to facility policy and procedure ONLY with written physician's orders. Note: Does it specify in pudding, yogurt, applesauce, and follow orders.	✓	✓	✓						✓
12	DMA administers eye and ear medication according to facility policies and procedures.	✓	✓	✓						✓
13	Inhalers should be disinfected between use. If multiple inhalers are used separately by 5 minutes. Always swish and spit after steroid inhalers to prevent infection.	✓	✓	✓						✓
14	Medication prescription, label, and MAR should all match. Generic and Brand Names should be on the label. Prescriptions can be verified in the binder in the medication room and/or NextStep.	✓	✓	✓						✓
15	When a resident is leaving for an LOA ensure you are completing the Release of Responsibility for Medication, if 2 nd staff is available best practice would be to have both staff count medication being released. This would be the same process upon return. Ensure staff and party it was released to sign upon leave and return. *Send all medication including PRN's	✓	✓	✓						✓
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.	✓	✓	✓						✓



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**Medication
Administration In-Service and Evaluation**

Makiah McDonald

2/15/22

Employee Signature

Date

Ashley J. [Signature]

2/15/22

Home Manager Signature or DMTA TTT

Date