



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _____

Employee receiving In-Service: Carol Welch

Date of 1st In-Service: 02/10/22 Time: 4:00 pm L&D: Learning & Development

Date of 2nd In-Service: / / Time: : am / pm Medical:

Date of 3rd In-Service: / / Time: : 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: 2/11/22 Time: 8:00 am pm DMA TTT: Command & Control

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 NA 1936

Code #2 NA 2105

Code #3 NA 1982

In-Service #		1st	2nd	3rd	4th	5th	6th	Eval.	Comments	
1.	MEDICATION AREA-									
	a. Location of ample supplies before administration.	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 must also be reported to recipient rights as medication error verbally and then followed up with an event report	X							✓	
	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							✓	
	c. Area is clean, organized, and locked.	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,	X						✓		



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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	X							✓
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	X							✓
17	Residents' rights are observed. Residents have the right to privacy. Rights to receive their medication as prescribed and right to refuse medication.	X							✓
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.	X							✓
19	DMA follows facility policy and procedure for medications refused or withheld. (ER/ IR written as applicable along with misc. note)	X							✓
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.	X							✓
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.	X							✓
22	The medication area is cleaned and locked after the completion of medication administration. All medication is double locked.	X							✓
23	DMA can identify the action and common side effects of medications administered. Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	X							✓
24	Approved Abbreviations List is reviewed	X							✓
25	Seizure precautions and documentation. Follow Beacon's policy unless someone has their medical protocol prescription.	X							✓
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.	X							✓
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)	X							✓

