BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: __Bridge__

Employee Receiving In-Service: __Jada__

Date of 1st In-Service: 10 /07 /21   Time: 1 :00p am / pm   Trainer: Learning and Development

Date of 2nd In-Service: 11 /9 /21   Time: 8 :00 (am)/pm   Trainer: Kim Scott

Date of 3rd In-Service: __ / / __   Time: __:__ am / pm   Trainer: _____

Date of 4th In-Service: 11 /19 /21   Time: 7 :00 (am)/ pm   Trainer: J Hendrix

Date of 5th In-Service: 11 /9 /21   Time: 7:00 am /(pm)   Trainer: Jazmyn Sehy

Date of 6th In-Service: __ / / __   Time: __:__ am / pm   Trainer: _____

Date of Final Evaluation: __ / / __   Time: __:__ 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 #	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	✔	✓						

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6	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)	✔	✔	☐	☐	☐	☐	☐	
	a. Resident is properly positioned, at a 45° sitting angle	✔	✔	☐	☐	☐	☐	☐	
	b. Tube is checked for placement and patency	✔	✔	☐	☐	☐	☐	☐	
	c. Tube is flushed before, between and after medications are administered	✔	✔	☐	☐	☐	☐	☐	
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	✔	✔	☐	☐	☐	☐	☐	

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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	2nd 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:_____ ☐ 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.

_____   11-20-21
Employee Signature   Date

_____   11-20-21

_____   11/20/21
Home Manager Signature   Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

   Right Route   Right time

   Right Resident   Right documentation

   Right Dose   Right Medication

2. Liquid medication is poured at eye level holding the cup with your hand?

   ☐ Yes   ☒ No   Explain:

   So you correctly measure the medication

3. Controlled substance log is signed after the shift is over?

   ☒ Yes   ☐ No   Explain:

   To ensure the residents recieve their medication ; there is no theft involved

4. The DMA may crush tablets if resident does not want to swallow whole?

   ☐ Yes   ☒ No   Explain:

   To ensure the medication works properly

ANNUAL DMA RECERTIFICATION TEST

9. Always give Lantus insulin irregardless of the glucose level?

□ Yes ☒ No Explain:

We need to give proper treatment depending on the levels.

10. Blood pressure readings are used to monitor the treatment results of Lisinopril, Tenormin, or Norvasc?

□ Yes ☒ No Explain:

The are used to read medications

11. Eight o'clock medication may be given at 8:00, 9:00, or 10:00?

□ Yes ☒ No Explain:

Medication can only be given one hour before or after time.

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?

□ Yes ☒ No Explain:

We must properly dispose of meds

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

☐ Yes   ☒ No   Explain:

Nothing by ~~Mouth~~ Mouth

18. All controlled substances are returned to the pharmacy to be repackaged?

☐ Yes   ☒ No   Explain:

No we dispose of opened ~~por~~ ; empty packages

19. Choking and aspiration is a rare problem among residents on psychotropic medications?

☐ Yes   ☒ No   Explain:

Any resident can choke/aspirate at any time for any reason.

20. Constipation is never a side effect of psychotropic medications?

☐ Yes   ☒ No   Explain:

Constipation can be a side effect of any medication