BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Bridge**

Employee Receiving In-Service: **Ashanti**

Date of 1st In-Service: **2** / **17** / **202** Time: **1** : **00pm** am / pm Trainer: Learning and Development

Date of 2nd In-Service: **2 / 24 / 22** Time: **7:00** am / (pm) Trainer: _(signature)_

Date of 3rd In-Service: **3 2 22** Time: **7.00** am / (pm) Trainer: _(signature)_

Date of 4th In-Service: **3 /3 / 22** Time: **7 :00** (am) / pm Trainer: _(signature)_

Date of 5th In-Service: **3 /3 / 22** Time: **7 :00** am / (pm) Trainer: _(signature)_

Date of 6th In-Service: **3 /4 22** Time: **7 :00** (am) / pm Trainer: _(signature)_

Date of Final Evaluation: **3 / 4 / 22** Time: **7 :00** (am) / pm Trainer: _Kim Scott_

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
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	✔	☐	☐	☐	☐	☐		

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	✔							
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.

X _Adhop_____   _3-4-22_____
Employee Signature   Date
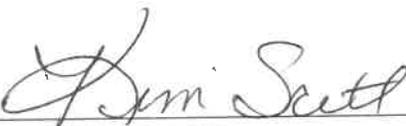
_Jim Scott_____   _3/4/22_____
Home Manager Signature   Date

Learner's Name: **Ashanti Crosby**

☐ Hand Washing - 20 sec

☐ Blood Pressure

low ↓   high ↓

Normal Blood Pressure Range: **90-50 , 160-90**

☐ Pulse

Normal Pulse Range: **52 - 100**

☐ Respirations

Normal Respiration Range: **12 - 20**

☐ Temperature

Normal Temperature Range: **96° - 99°**

☐ Weight

☐ Measurement of Girth — ~~by measure~~ the lower waist line

☐ Oxygen Saturation (Only to be completed per physician or nurse order) - twice a day

☐ Wong Baker Chart & FLACC Scale — pain scale

☐ Insulin Administration - put on 2

☐ SubQ Injections —

☐ Accu-Chek (Glucometer Testing) — Every resident should have their own

☐ Glucometer Use and Cleaning — if used those becomes theirs

☐ Transfers (on an as-needed basis):
- Hoyer Lift
- Gait Belt
- Wheelchair Transfers

☐ Feeding Tube

☐ Foley Catheter Care

☐ Colostomy

Mary Dirk LP   **3/8/22**

Nurse   **Date**

(signature)   **03 - 08 - 22**

Learner   **Date**

This document is required to be uploaded into the Learner's LMS transcript as a component of DMA Certification.

GENERIC NAME	Clonazepam
DOSAGE RANGE	Tablet Tablet 0.25 mg
HOW TO TAKE	Oral Take two or three times as directed by doctor
USES	Use to prevent control seizures.
SIDE EFFECTS	Drowsiness, dizziness, tiredness, loss of coordination.
WARNINGS	caused dizziness drowsiness.

DRUG NAME	Lamictal
GENERIC NAME	Lamotrigine
DOSAGE RANGE	tablet 25mg, 100mg, 150mg. 200mg
HOW TO TAKE	By mouth as directed by doctor
USES	for bipolar disorder (manic depression
SIDE EFFECTS	hives, blistering, peeling, sores in your mouth and
WARNINGS	life threatening skin rash, headache vomiting eye

DRUG NAME	Lithium
GENERIC NAME	Lithium Carbonate
DOSAGE RANGE	300mg 450mg capsule
HOW TO TAKE	Taken by mouth
USES	by mouth
SIDE EFFECTS	Muscle weakness weight gain, 3 other side effects
WARNINGS	Vomiting severe hand tremors, vision change

unsteadiness while standing or walking

DRUG NAME	Risperda
GENERIC NAME	Risperdone
DOSAGE RANGE	1-3 mg once a daily
HOW TO TAKE	Taken by mouth with or without food
USES	treat certain mental/mood disorders (bipolar disorder
SIDE EFFECTS	dizziness, lightheadness, drooling, nausea, weight gain
WARNINGS	Increase chance of seizures

Increased or death elderly dementia patients.

DRUG NAME	Seroquel
GENERIC NAME	Quetiapine
DOSAGE RANGE	200 mg / 25mg / 50mg / 100mg. 300 mg
HOW TO TAKE	full glass of water with or without food
USES	By mouth 2 or 3 times a day.
SIDE EFFECTS	Constipation, drowsiness, upset stomach, tiredness
WARNINGS	~~████~~

1422, 2725, 2066

GENERIC NAME	Ativan
DOSAGE RANGE	Lorazepam
HOW TO TAKE	One capsule once a day in the morning. Dose can
USES	be taken three times a day.
SIDE EFFECTS	Drowsiness, dizziness, loss of coordination, headach
WARNINGS	nausea, blurred vision.

DRUG NAME	Clozaril
GENERIC NAME	Latuda
DOSAGE RANGE	Treatment must begin at 12.5 mg
HOW TO TAKE	Take by mouth with or without food as direct
USES	Dose 12.5 mg once a daily or twice daily.
SIDE EFFECTS	Weight gain, dizziness, fast heart rate, nausea
WARNINGS	dry mouth, fever, increased sweating.

DRUG NAME	Haldol
GENERIC NAME	Haloperidol decanate
DOSAGE RANGE	10-20 times daily oral dose administered monthly
HOW TO TAKE	Two or three times a day.
USES	~~foot emergen~~
SIDE EFFECTS	Treatment of dementia, ICU agitation psychosis, nause
WARNINGS	Get emergency help if you have signs of an allergi

Reaction

DRUG NAME	Invega
GENERIC NAME	Paliperidone
DOSAGE RANGE	6 mg, 12 mg per day.
HOW TO TAKE	by mouth without or without food.
USES	treat certain mental/mood disorders (such as schizoph
SIDE EFFECTS	abnormal muscle, fast
WARNINGS	

DRUG NAME	Depakote
GENERIC NAME	Divalproex sodium
DOSAGE RANGE	
HOW TO TAKE	Take by mouth as directed by doctor.
USES	treat seizure disorders, center psyatic cond
SIDE EFFECTS	Diarrhea, dizziness, drowsiness hair loss
WARNINGS	Warnings swollen feet, muscle, cramp