



**BEACON**  
Specialized Living

**Medication Administration In-Service and Evaluation**

Name of Facility/Home: \_\_\_\_\_

Employee Receiving In-Service: Thomas Frame

Date of 1st In-Service\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ : \_\_\_\_ am / pm Trainer: \_\_\_\_\_

\*This is done by a regional nurse

Date of 2nd In-Service: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ : \_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of 3rd In-Service: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ : \_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of 4th In-Service: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ : \_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of 5th In-Service: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ : \_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of 6th In-Service: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ : \_\_\_\_ am / pm Trainer: \_\_\_\_\_

Date of Final Evaluation: 3 / 18 / 22 Time: 2 : 00 am  pm Trainer: Theresa Lane

**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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## 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							✓	
20							✓	
21							✓	
22							✓	
23							✓	
24							✓	
25							✓	
26							✓	

### 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.

Thomas Froul  
Employee Signature

3/18/22  
Date

\_\_\_\_\_  
Home Manager Signature

\_\_\_\_\_  
Date