



# BEACON

Specialized Living

## Medication Administration In-Service and Evaluation

Code 1-1572 Code 2-1909 Code 3-9847

Name of Facility/Home: Bunk House

Employee Receiving In-Service: Dorothy Berk

Date of 1st In-Service\*: 11/12/21 Time: 12:00 am /  pm Trainer: M. Bell

Date of 2nd In-Service: 11/12/21 Time: 12:00 am /  pm Trainer: C. Shroder

Date of 3rd In-Service: 11/23/21 Time: 8:00 am /  pm Trainer: Ashley Pearson

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: 12/1/21 Time: 8:00 am /  pm Trainer: M/R

**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							
	✓	✓	✓				✓	

# ANNUAL DMA RECERTIFICATION TEST

Dorothy  
Beak

List the six patient rights:

- Right Person
- Right Doseage
- Right Day+Time
- Right Route
- Right Medication
- Right ~~Doctor~~ Documentation

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

Yes  No Explain:

Liquid medication is poured eye level with hand over label

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

Yes  No Explain:

Controlled substance log is counted & signed at the beginning of the shift. It is also signed when med is passed. Any time keys are transferred.

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

Yes  No Explain:

It can only be crushed if the prescription states it.

# ANNUAL DMA RECERTIFICATION TEST

13. Orders do not have to be on record for insulin injections?

Yes  No Explain:

You have to record insulin injections & second staff has to sign also

14. When a resident gets up late for a medication pass, just enter in the quickMAR, resident not in house for the med pass, and give the medication whenever they get up?

Yes  No Explain:

5  
You can only pass medication late for 1/2 hour after <sup>time</sup> window unless approved by on call medical

15. OTC means other than called for?

Yes  No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

One Tablespoon equals 15ml

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes  No Explain:

NPO means Nothing by mouth

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

Yes  No Explain:

All controlled substances has to be given to the nurse to be taken care of. Second staff should be present when done

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

Yes  No Explain:

It is a problem with psycotropic medication

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

Yes  No Explain:

Constipation is a side effect