



Certificate of Completion
IS HEREBY GRANTED TO

FASHNA JEMAR
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Certification
TYPE OF TRAINING

2/17/2022
COMPLETION DATE

Alyssa Shattley
TRAINER SIGNATURE

ANNUAL DMA CERTIFICATION TEST

1 List the six patient rights:

- Right person
- Right medication
- Right documentation
- Right time
- Right dose
- Right route

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

Yes No Explain:

To make sure we are measuring the liquid

right.

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

Yes No Explain:

We have to make sure all medications are

accounted for

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

Yes No Explain:

We can't crush a tablet unless its in the

script.

ANNUAL DVA RECEIPTIFICATION TEST

5. Controlled substances are stored (single locked) according to policy and procedures?

Yes No

Explain:

To make sure no one can get ahead of the medications.

6. Medication errors only need to be reported if the error causes harm?

Yes No

Explain:

Medication error has to be reported at all times

7. The medication room keys are left hanging on a special hook in the office area?

Yes No

Explain:

Only DHA person carries the keys. Never leave keys laying around.

8. If a resident runs out of a psychotropic medication and another bubble pack is not in the house, you can use one from another resident?

Yes No

Explain:

You are never allowed to use another person's Medications. Call manager and they will refill it.

ANNUAL DMA CERTIFICATION TEST

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

Yes No Explain:

only give insulin when blood sugar is

to high.

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

Yes No Explain:

To make sure ~~we~~ there blood pressure is not

high

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

Yes No Explain:

Eight o'clock meds can only be passed a hour

before or a hour later. Nothing after 9:00 pm has

to be approved. My the nurse.

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

Yes No Explain:

Medications that are refused get destroyed.

ANNUAL DVA RECEIPTIFICATION TEST

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

Yes No Explain:

Everything must be on order for proper

documentation.

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:

You would mark passed and let medical

and home manager know.

15.

OTC means other than called for?

Yes No Explain:

OTC means over the counter.

16.

One Tablespoon is equal to Oml?

Yes No Explain:

One Tablespoon is 5 mL

ANNUAL DVA RECERTIFICATION TEST

17. NPO means nothing per os?

Yes No E plan:

Means nothing by mouth.

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

Yes No E plan:

All medications are packaged when they arrive to the home.

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

Yes No E plan:

You are always to watch the resident take the medication in case they choke.

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

Yes No E plan:

Most of psychotropic medications can cause constipation.

Medication Area		1st	2nd	3rd	4th	5th	6th	Eval.	Comments
1	a. Location of ampie 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	✓							
	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	✓							

Instructions: Check (✓) the appropriate box after Employee has been in-service.

All staff must complete all three (6) In-Services and Final Evaluation

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

*This is done by a regional nurse

Name of Facility/Home: Cascade Home
 Employee Receiving In-Service: Trisha Lerner
 Date of 1st In-Service*: 2/17/2020 Time: 8:00 am / pm
 Trainer: [Signature]

Medication Administration In-Service and Evaluation



Home Manager Signature
Stephanie Bradley

Date
 8/17/2020

Employee Signature
Jane Lewis

Date
 8-17-2020

I have received the above In-service and have read the Organization's **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.

Specify time frame for completion: N/A

FOLLOW UP CONCERNS

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	✓							Medication errors are reported to Home Manager 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 Epocrates link on staff computer
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)

Medication Administration In-Service and Evaluation

