



Certificate of Completion
IS HEREBY GRANTED TO

Eric Saudey
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Certification
TYPE OF TRAINING

11/16/2020
COMPLETION DATE

[Signature]
TRAINER SIGNATURE

ANNUAL DMA RECERTIFICATION TEST

1 List the six patient rights:

right medication right Time
right patient right route
right dosage right documentation

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

Yes No Explain:

has to be leveled flat surface such as
table top

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

Yes No Explain:

sign every time med is pass and key
change

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

Yes No Explain:

must have doctor's orders to be able
to crush medication

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

no meds are stored behind locked doors.

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

Yes No Explain:

medication ^{errors} are to be reported at all time when they occur.

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

Yes No Explain:

They are to be kept on Dma at all times

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:

all meds are given only to the resident assigned to that med. if empty call medical and Home manager

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

give a snack first help boost glucose level
Then when stable give insulin

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

Yes No Explain:

They are all blood pressure meds.

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

Yes No Explain:

meds that are given at 8, there is an hour
hour before and an hour after.

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

Yes No Explain:

meds are destroyed and must record and
have been witnessed.

ANNUAL DVA RECERTIFICATION TEST

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

Yes No Explain:

all medications and injections are to be recorded

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:

when they wake call medical to see if its ok to still pass the medication

15. OTC means other than called for?

Yes No Explain:

Over the counter

16. One Tablespoon is equal to 0ml?

Yes No Explain:

15ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing per oral?

Yes No Explain:

means resident can not take oral med

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

Yes No Explain:

pharmacy can not take medication back

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

Yes No Explain:

The can be common side affect depend on resident

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

Yes No Explain:

depending on resident it can be a side affect reactions



Medication Administration In-Service and Evaluation

Name of Facility/Home: Cascade Home

Employee Receiving In-Service: Eric Sawley

Date of 1st In-Service*: 2/16/20 Time: 8:00 am / pm Trainer: [Signature]
*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: ___ / ___ / ___ 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	✓							



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 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 be 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 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 four /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 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.

Employee Signature _____

Date _____

Home Manager Signature _____

Date _____