



**Certificate of Completion**  
**IS HEREBY GRANTED TO**

Danielle Hall  
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA

TYPE OF TRAINING

[Signature]  
TRAINER SIGNATURE

3/10/2020  
COMPLETION DATE





## 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)						N/A	
	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

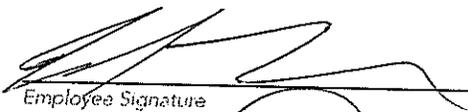
Specify time frame for completion: \_\_\_\_\_ N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

  
Employee Signature

3/4/2020  
Date

  
Home Manager Signature

3/6/2020  
Date

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right person

Right time

Right med

Right route

Right dose

Right documentation

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

Yes

No

Explain:

Liquid medications to be poured at eye level on a solid surface to ensure accuracy

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

Yes

No

Explain:

Controlled log is to be signed after each <sup>Controlled</sup> medication has been passed and at DMA change.

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

Yes

No

Explain:

Crushing tablets is only to be done with a doctor's orders.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

All controlled medications to be stored double locked at all times

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

Yes  No Explain:

All errors to be reported immediately no matter how "insignificant" it may seem

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

Yes  No Explain:

The med room keys are not to leave the DMA

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:

Right person - document that medication was not given in error misc note explaining why.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

If glucose is low, giving insulin would cause it to go too low causing harm to the resident.

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

Yes  No Explain:

B/P readings are used to monitor all kinds of conditions

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

Yes  No Explain:

~~8:00 medications medications may be given at~~  
7:00, 8:00, or by 9:00.

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

Yes  No Explain:

If a resident refuses medications after they have been popped, <sup>after</sup> all attempts to administer medications have failed, the medications are to be disposed of per protocol.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

All medications to be administered need to be on record.

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:

Document resident refused meds. Call for nurse approval to pass medications when the resident awakens.

15. OTC means other than called for?

Yes  No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

1 Tablespoon = 14.78 ml  
(15) ml

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes     No    Explain:

Nothing by mouth

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

Yes     No    Explain:

Controlled medications cannot be returned to the pharmacy, the Beacon Nurse must dispose of controlled medication per policy.

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

Yes     No    Explain:

Its a very common problem

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

Yes     No    Explain:

~~may~~ many medications can attribute to Constipation