



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

Allison Jones  
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA  
TYPE OF TRAINING

3/9/2020  
COMPLETION DATE

[Signature]  
TRAINER SIGNATURE



**Medication Administration In-Service and Evaluation**

Name of Facility/Home: Mission Point

Employee Receiving In-Service: Allissa Jones

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: 3/9/20 Time: 12:00 am / pm Trainer: M. Goehrite

**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)						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	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)						✓	

### FOLLOW UP CONCERNS

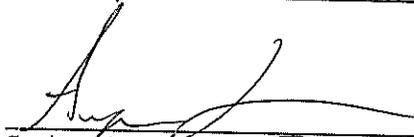
Specify time frame for completion: \_\_\_\_\_ D/N/A

\_\_\_\_\_

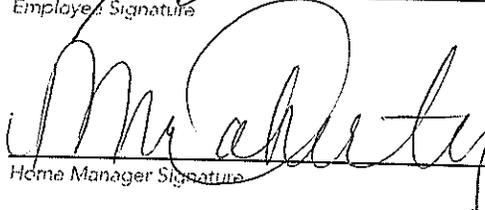
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\_\_\_\_\_

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

3/9/20  
 \_\_\_\_\_  
 Date

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

3/9/2020  
 \_\_\_\_\_  
 Date

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Person

Right medication

Right Dose

Right route

Right time

Right documentation

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

Yes  No Explain:

Has to be poured on a flat surface at eye level.

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

Yes  No Explain:

During DMA change, shift change, and during medication pass.

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

Yes  No Explain:

In order for DMA to crush any medication there has to be an order from the doctor.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Controlled substances are required to be double locked.

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

Yes  No Explain:

Medication errors need to be reported immediately.

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

Yes  No Explain:

DMA has the key on their possession 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:

You can only administer a medication if it is prescribed to that resident.



# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Medications can not be given without a written order.

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:

If a resident does not get up before the hour window is up, the medications have to be refused in Emer. When the resident wakes up you have to call the nurse to get permission to pass.

15. OTC means other than called for?

Yes  No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

One tbs is equal to 15ml

# 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:

Only a licensed nurse can dispose of them.

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

Yes  No Explain:

It is a common side effect

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

Yes  No Explain:

Constipation is a common side effect of psychotropic meds