



Certificate of Completion
IS HEREBY GRANTED TO

Angela Stiles

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Certification

TYPE OF TRAINING

1/28/2020

COMPLETION DATE

Jessica Perry
BSN, RN

TRAINER SIGNATURE

Medication Administration In-Service and Evaluation

Name of Facility/Home: Leslie
 Employee Receiving In-Service: Angela Stiles

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: 1/28/2020 Time: 12:00 am / pm Trainer: Jessica Riverz

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

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

	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/biester 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
							✓	infection control technique is reviewed
							✓	Medication via gastric tube administered per facility policy and procedure (if applicable)
8							✓	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
							✓	injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure
9							✓	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
							✓	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 medication refused or withheld. (MER & IR written)
18							✓	Medications are administered within time frame per facility policy

Home Manager Signature
Regional Nurse

Jason King, BSN, RN

Date

1-28-2020

Employee Signature

David Smith

Date

1.28.2020

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.

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



ANNUAL DMA RECERTIFICATION TEST

Angela Stiles 1-27-2020

List the six patient rights:

Right to
Right Medication
Right to
Right time + date
Right to dosage
Right Documentation

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

Yes No Explain:

Liquid medication must be poured at eye level on a flat surface for accurate amount

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

Yes No Explain:

Controlled substance log needs to be signed of the start + ending of each shift or any time dma passed help to another dma

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

Yes No Explain:

Has to be written by physician to be crushed.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

per policy and procedure, controlled
medication must be double locked

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

Yes No Explain:

All medication errors must be
reported and documented

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

Yes No Explain:

Keep must be on DMA at all
time for the entire shift

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 never use a borrow
another resident's medication

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

you only give Lantus on any other insulin according to the clients prescription written by your physician

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

Yes No Explain:

there are medications are used to treat hypertension

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

Yes No Explain:

Medication have to be given a hour before of approved approved

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 to take the medication they must be put in the bubble packs medication can never be replaced

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All medication have to have a

written order over etc

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:

Medications have to be recorded on a refusal

A nurse note had to be done due to not

getting up.

15. OTC means other than called for?

Yes No Explain:

If means over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

14 is 15 ml.

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes No Explain:

It means nothing by mouth

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

Yes No Explain:

They must be counted and put in

Dead box or a nurse can help destroy them

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

Yes No Explain:

Psychotropic Medication often cause

choking and aspiration.

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

Yes No Explain:

Side effect from psychotropic meds

often cause constipation.