



Medication Administration In-Service and Evaluation

Name of Facility/Home: Lifestyles Holland

Employee Receiving In-Service: Annette Robidoux

Date of 1st In-Service\*: 04/07/2020 Time: 9:00 am / pm Trainer: Cathryn Strahan, RN  
\*This is done by a regional nurse

Date of 2nd In-Service: 04/07/2020 Time: 12:00 am / pm Trainer: David Schmitz

Date of 3rd In-Service: 4/10/2020 Time: 8:00 am / pm Trainer: Lori Ferreira

Date of 4th In-Service: 4/14/2020 Time: 8:00 am / pm Trainer: Lori Ferreira

Date of 5th In-Service: 4-15/20 Time: 8:00 am / pm Trainer: Lori Ferreira

Date of 6th In-Service: 4/16/20 Time: 8:00 am / pm Trainer: Lori Ferreira

Date of Final Evaluation: 4/22/20 Time: 8:00 am / pm Trainer: Lori Ferreira

**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	✓	✓	✓	✓	✓	✓	✓	Still learning Manual BP
	a. If Pulse and BP are required, hands and equipment are washed per facility policy	✓	✓	✓	✓	✓	✓	✓	Manual BP
	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)	✓	✓	✓	✓	✓	✓	✓	
	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

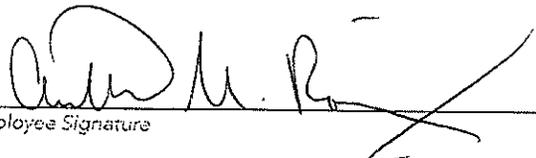
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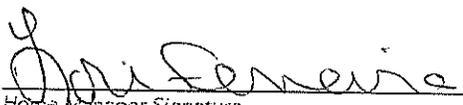
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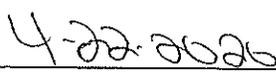
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I have received the above In-service and have read the Organizations **Medical Policies**. I understand what is expected of me as a Designated Medication Administrator. I also understand that any immediate medical questions or concerns should be directed to the Coordinator of Care at my Site during open office hours and to the On-Call person after hours.

  
 \_\_\_\_\_  
 Employee Signature

  
 \_\_\_\_\_  
 Date

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

  
 \_\_\_\_\_  
 Date

# ANNUAL 'DMA' RECERTIFICATION TEST

Annette Robidoux

1.) List the Six (6) Patient Rights:

Person	Time
Med	Route
Dose	Document

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

Yes  No Explain:

Cup is laid flat at eye level with palm covering table of bottle

3.) Controlled Substance Medication Count Sheet is signed after the shift is over?

Yes  No Explain:

Counted before and after shift change + while passing meds.

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

Yes  No Explain:

Only with a doctors orders.

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

Yes  No Explain:

Double locked, Med room door + cabinet inside med room.

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

Yes  No Explain:

All medication errors are to be reported to manager, and if error causes harm also submit event report.

7.) The Medication Room Keys are left hanging on a special hook in the office area?

Yes  No Explain:

keys are always kept on OMA's person.

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 may never use another resident's medication for anyone else. per doctor orders.

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

Yes  No Explain:

Insulin is to be given based on glucose levels specified by physician's order/prescription.

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

Yes  No Explain:

Yes - These are all hypertension medications.

16.) One Tablespoon is equal to 30ml?

Yes

No

Explain:

15 ml

17.) NPO means "para oral"?

Yes

No

Explain:

Not by mouth

18.) All Controlled Substances are returned to the pharmacy to be repackaged?

Yes

No

Explain:

Deposit into container to be destroyed by nurse.

19.) Choking and aspiration is a rare problem among Residents on Psychotropic medications?

Yes

No

Explain:

Common problem

20.) Constipation is never a side effect of Psychotropic medications?

Yes

No

Explain:

Common Problem

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

Yes

No

Explain:

8 o'clock meds may be given between  
7 + 9

12.) Medications that have been popped from a bubble pack and then the resident refuses to take them, are put back in the bubble pack?

Yes

No

Explain:

Medication is deposited into specified container  
~~+ destroyed only by nurse~~

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

Yes

No

Explain:

All insulin injections must have  
order on file.

14.) When a Resident gets up late for a medication pass, just enter in the EMAR system "Resident Not in the Home for Medication Pass" and give the medication to the resident whenever they wake up?

Yes

No

Explain:

Entered as refusal followed up by  
misc note + event

15.) OTC means "Other Than Called" for?

Yes

No

Explain:

Over the Counter