



**BEACON**  
Specialized Living

# Certificate of Completion

IS HEREBY GRANTED TO

Vanessa Berry

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA training

TYPE OF TRAINING

3/6/2020

COMPLETION DATE

*Bud Norman*

TRAINER SIGNATURE

Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks

Employee Receiving In-Service: Vanessa Berry

Date of 1st In-Service\*: 3/4/20 Time: 8:00 am/pm

Date of 2nd In-Service: 3/5/20 Time: 8:00 am/pm

Date of 3rd In-Service: 3/6/20 Time: 8:00 am/pm

Date of 4th In-Service:        Time:        am/pm

Date of 5th In-Service:        Time:        am/pm

Date of 6th In-Service:        Time:        am/pm

Date of Final Evaluation:        Time:        am/pm

\*This is done by a regional nurse

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

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

Medication Area	In-Service #						Comments
	1st	2nd	3rd	4th	5th	6th	
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)	✓	✓					
DMA washes hands prior to administering medications and between each Resident	✓	✓					
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	✓	✓					



Home Manager Signature \_\_\_\_\_ Date 3/6/20

Employee Signature \_\_\_\_\_ Date 3-6-20

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 Abreviations 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**

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

Person  
Dose  
Route  
time  
Medication  
Documentation

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

Yes  No Explain:

flat surface @ eye level

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

Yes  No Explain:

It's signed when it's giving out

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

Yes  No Explain:

Has to be physician order

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

Yes  No Explain:

2 locks

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

Yes

No

Explain:

Errors are reported when they happen  
no matter what

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

Yes

No

Explain:

they are to be on DNA at all time

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 not share meds

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

Yes

No

Explain:

Follow insulin protocol if low follow  
hypoglycemic protocol if high follow hyperglycemic  
protocol

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

Yes

No

Explain:

All blood pressure meds

\_\_\_\_\_  
\_\_\_\_\_  
*over the counter*

15.) OTC means "Other Than Called" for?  
 Yes  No  
Explain:

\_\_\_\_\_  
\_\_\_\_\_  
*call back in if they decide they want them*

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:

\_\_\_\_\_  
\_\_\_\_\_  
*Everything has to be in record*

13.) Orders to no have to be on record for insulin injections?  
 Yes  No  
Explain: *do not*

\_\_\_\_\_  
\_\_\_\_\_  
*they are to be destroyed per protocol*

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:

\_\_\_\_\_  
\_\_\_\_\_  
*hour before, hour after*

11.) Eight o'clock medication may be given at 8:00, 9:00 or 10:00?  
 Yes  No  
Explain:

16.) One Tablespoon is equal to 30ml?

Yes

No

Explain:

2 Tablespoon = 30 ml

17.) NPO means "para oral"?

Yes

No

Explain:

Nothing by mouth

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

Yes

No

Explain:

Destroyed protocol

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

Yes

No

Explain:

It's common

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

Yes

No

Explain:

It's common