



**Certificate of Completion**  
IS HEREBY GRANTED TO

Kayonna Gaines

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA Training

TYPE OF TRAINING

4/15/2020

COMPLETION DATE

Rand Norman

TRAINER SIGNATURE



## Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks

Employee Receiving In-Service: Kayonna Gaines

Date of 1st In-Service\*: 04/10/20 Time: 08:00 am /  pm Trainer: Andrea Young  
\*This is done by a regional nurse

Date of 2nd In-Service: 04/11/20 Time: 08:00 am /  pm Trainer: Andrea Young

Date of 3rd In-Service: 4/15/20 Time: 8:00 am /  pm Trainer: Paul

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:  / /  Time:  :  am / pm Trainer:

**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
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

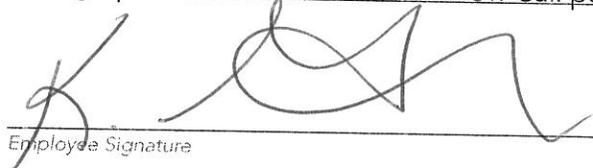
Specify time frame for completion: \_\_\_\_\_  N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

04-14-2020  
 \_\_\_\_\_  
 Date

Ben Norman  
 \_\_\_\_\_  
 Home Manager Signature

4/15/20  
 \_\_\_\_\_  
 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)	NA	NA					NA	
	a. Resident is properly positioned, at a 45° sitting angle	NA	NA					NA	
	b. Tube is checked for placement and patency	NA	NA					NA	
	c. Tube is flushed before, between and after medications are administered	NA	NA					NA	
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	✓	✓					✓	

# ANNUAL 'DMA' RECERTIFICATION TEST

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

<u>Time + Date</u>	<u>person</u>
<u>medication</u>	<u>Documentation</u>
<u>Dosage</u>	<u>method</u>

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

Yes

No

Explain:

have to be on flat surface

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

Yes

No

Explain:

beginning of shift change  
DMA change - after passing  
a medication

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

Yes

No

Explain:

Doctors Orders Only must be on  
file

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

Yes

No

Explain:

Double locked

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

Yes

No

Explain:

All errors need to be reported

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

Yes

No

Explain:

Never leave keys

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:

Can only use for resident different time

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

Yes

No

Explain:

if levels is low or not eating shouldn't get insulin  
lantus long Acting - follow the order on file

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

Yes

No

Explain:

Used to control and treat high blood pressure.

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

Yes

No

Explain:

*Late After 9pm*

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:

*Disposed of properly*

13.) Orders <sup>do</sup> ~~to not~~ have to be on record for insulin injections?

Yes

No

Explain:

*All medications must have an 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:

*Call on-call - Paper Man/late pass*

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

Yes

No

Explain:

*over the counter*

16.) One Tablespoon is equal to 30ml?

Yes

No

Explain:

~~1 + 65 = 14.7 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:

disposed of per company policy

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

Yes

No

Explain:

Common side effect of medications

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

Yes

No

Explain:

Common side effect