



**Certificate of Completion**  
IS HEREBY GRANTED TO

\_\_\_\_\_  
Diamond Marshall

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

\_\_\_\_\_  
DMA Training

TYPE OF TRAINING

4/9/2020

COMPLETION DATE

\_\_\_\_\_  
*Paul Norman*

TRAINER SIGNATURE



# BEACON Specialized Living

## Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks

Employee Receiving In-Service: Diamond Marshall

Date of 1st In-Service\*: 03/20/20

\*This is done by a regional nurse

Time: 08:00

am /  pm

Trainer: Andrea Young

Date of 2nd In-Service: 03/21/20

Time: 08:00

am /  pm

Trainer: Andrea Young

Date of 3rd In-Service: 4/9/20

Time: 8:00

am / pm

Trainer: Paul King

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 #	Medication Area	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
1	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							
	✓	✓					✓	
7	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							
✓	✓						✓	



**BEACON**  
Specialized Living

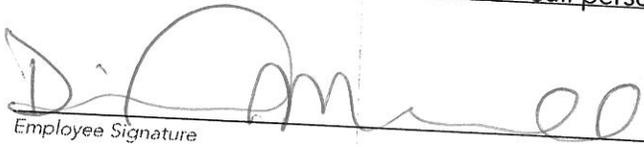
### Medication Administration In-Service and Evaluation

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)							

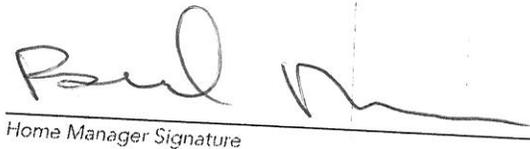
#### FOLLOW UP CONCERNS

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

4/12/2020  
Date

  
Home Manager Signature

4/12/20  
Date

# ANNUAL 'DMA' RECERTIFICATION TEST

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

<u>Right dosage</u>	<u>Right medication</u>
<u>Right time</u>	<u>Right date</u>
<u>Right person</u>	<u>Right route</u>

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

Yes       No      Explain:  
make sure its eye level and not bend  
down to check levels

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

Yes       No      Explain:  
N/A shift change. after passing a medication.

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

Yes       No      Explain:  
Only meds to be crushed are those given  
nurse permission  
- Das order on file

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

Yes       No      Explain:  
It is double locked

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

Yes  No

Explain: reported.

All errors need to be corrected

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

Yes  No

Explain:

The medication keys are to be with person responsible for meds for each 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:

Residents can not use other residents medication.

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

Yes  No

Explain:

Always be aware of glucose level follow doctors orders

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

Yes  No

Explain:

These all treat high blood pressure

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

Yes  No

Explain:

It is not to be given out past 9pm unless  
nurse approves.

1 hour before - 1 hour after

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:

meds are to be marked refused and disposed  
in either normal or ~~the~~ disposal.  
narc

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

Yes  No

Explain:

Have to know how much insulin is needed  
for each person.

All orders must have an Rx

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:

You have to call the nurse and get  
approval

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

Yes  No

Explain:

Over the counter drugs.

16.) One Tablespoon is equal to 30ml?

Yes  No

Explain:

one tablespoon is about half of 30ml  
two

17.) NPO means "para oral"?

Yes  No

Explain:

NPO means nothing by mouth.

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

Yes  No

Explain:

controlled substances are to be packaged  
new.  
disposed of per company policy

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

Yes  No

Explain:

A/A Common problem

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

Yes  No

Explain:

constipation is very common for certain  
medications.