



Certificate of Completion  
IS HEREBY GRANTED TO

Kyle Goodchild  
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA In-services  
TYPE OF TRAINING

5.6.2020 M. Colman-Fisher  
COMPLETION DATE TRAINER SIGNATURE



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Trolley Center

Employee Receiving In-Service: Kyle Goodchild

Date of 1st In-Service\*: 1/14/2020 Time: 12:00 am / pm Trainer: Cay Strahan  
\*This is done by a regional nurse

Date of 2nd In-Service: 01/14/2020 Time: 9:00 am / pm Trainer: David Schmitz

Date of 3rd In-Service: 2/15/20 Time: 12:00 am / pm Trainer: J. Keef

Date of 4th In-Service: 2/21/20 Time: 7:00 am / pm Trainer: J. Keef

Date of 5th In-Service: 3/12/20 Time: 8:00 am / pm Trainer: J. Keef

Date of 6th In-Service: 4/7/20 Time: 4:00 am / pm Trainer: J. Keef

Date of Final Evaluation: 5/6/20 Time: 4:00 am / pm Trainer: M. (D)eman-Fisher

### 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
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

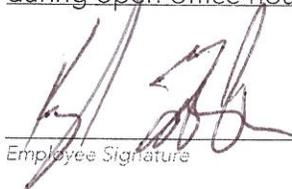
Specify time frame for completion: \_\_\_\_\_  N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

5/6/2020  
 \_\_\_\_\_  
 Date

M. Colman-Fisher  
 \_\_\_\_\_  
 Home Manager Signature

5/6/2020  
 \_\_\_\_\_  
 Date

# ANNUAL DMA RECERTIFICATION TEST

Kyle  
Goodchild

- 100%

1. List the six patient rights:

Right Patient  
Right time  
Right medication

Right dose  
Right route  
Right documentation

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

Yes  No Explain:

Poured at eye level on a hard flat  
surface.

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

Yes  No Explain:

Controlled substance log is signed immediately  
after passing controlled substance medications  
to resident.

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

Yes  No Explain:

DMA may not crush medications unless  
Doctor's orders say to on label.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Controlled substances are double locked

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

Yes  No Explain:

All medication errors must be reported

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

Yes  No Explain:

Medication room keys must be on the DMA at all times.

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:

Resident medications may not be shared.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Insulin may be long acting or short acting. Giving wrong type could cause hypo or hyper glucose levels.

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

Yes  No Explain:

Blood pressure results are taken before giving blood pressure medications.

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

Yes  No Explain:

Medications may be given 1 hour before dose time to 1 hour after.

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?

Yes  No Explain:

Medications are never put back in bubble packs. Must be destroyed with two signatures.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

All medications must have specific orders.  
for

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:

Resident may be given medications if within 30 minute window after 1 hour window of time if medical says it's ok.

15. OTC means other than called for?

Yes  No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

One table spoon equals 15ml.

# ANNUAL DMA RECERTIFICATION TEST

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:

No controlled substances may be repackaged by pharmacy, must be destroyed

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

Yes

No

Explain:

Choking & aspiration are common occurrences with psychotropic medications

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

Yes

No

Explain:

Constipation is a common side effect from psychotropic medications