



Certificate of Completion
IS HEREBY GRANTED TO

Takia Jones

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA Training In-services

TYPE OF TRAINING

Mr. Coleman-Fisher

TRAINER SIGNATURE

12.3.2019

COMPLETION DATE



Medication Administration In-Service and Evaluation

Name of Facility/Home: Trolley Center

Employee Receiving In-Service: Takia Jones

Date of 1st In-Service*: 09/10/19 Time: 8:30 am / pm Trainer: Charvaun Gordon

Date of 2nd In-Service: 09/17/19 Time: 9:00 am / pm Trainer: David Schmitz / Gay Strahan

Date of 3rd In-Service: 10/30/19 Time: 4:00 am / pm Trainer: Charvaun Gordon

Date of 4th In-Service: 11/23/19 Time: 8:00 am / pm Trainer: Yolanda Coffey-Kelly

Date of 5th In-Service: 11/26/19 Time: 12:00 am / pm Trainer: Malka Coleman-Fisher

Date of 6th In-Service: 11/30/19 Time: 8:00 am / pm Trainer: Yolanda Coffey-Kelly

Date of Final Evaluation: 12/3/19 Time: 4:00 am / pm Trainer: Malka Coleman-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)	✓	✓	✓	✓	✓	✓	

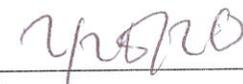
FOLLOW UP CONCERNS

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



Date

M. Coleman-Fisher

Home Manager Signature

12/3/19

Date

ANNUAL DMA RECERTIFICATION TEST

100%
Good

1. List the six patient rights:

<u>Route</u>	<u>Documentation</u>
<u>Name</u>	<u>Dosage</u>
<u>Medication</u>	<u>Time</u>

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

Yes No Explain:

It is poured at eye level, with
the cup on a flat surface (med
counter)

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

Yes No Explain:

Controlled substance log is signed
after ~~every~~ it is popped from
the pack
Anytime keys are transferred

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

Yes No Explain:

Only with a doctor's orders

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

They are stored double lock

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

Yes No Explain:

All medication errors need to be reported.

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

Yes No Explain:

Medication room keys are kept 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:

You must call on call & medical immediately for further more instructions
Never share meds!

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Give Lantus insulin only if you
knew the glucose level
follow doctors order / instructions for
giving

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

Yes No Explain:

These are BP meds

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

Yes No Explain:

It can be given at 7pm, 8pm
& 9pm

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

Yes No Explain:

They are safely disposed.
w/ 2 staff

ANNUAL DMA RECERTIFICATION TEST

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:

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

Yes No Explain:

Choking and aspiration is not a rare problem among residents on psychotropic medications

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

Yes No Explain:

Constipation is one of the side effects of psychotropic medication

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

They need to be on record for
insulin injections
* All meds require orders

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:

You should call on call and/or medical
and give the resident 30 minutes and write
a misc note, and pass on the paper MAR

15. OTC means other than called for?

Yes No Explain:

"Over the counter"

16. One Tablespoon is equal to 30ml?

Yes No Explain:

One tablespoon is equal to 15ml