



**Certificate of Completion**  
**IS HEREBY GRANTED TO**

Alexus ERIN  
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA IN-Services  
TYPE OF TRAINING

5.29.2020 VM. Coleman-Fisher.  
COMPLETION DATE TRAINER SIGNATURE



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Nunica Home

Employee Receiving In-Service: Alexus Ervin

Date of 1st In-Service\*: 5/28/20 Time: 10:00 am / pm Trainer: M. Coleman-Fisher  
*\*This is done by a regional nurse*

Date of 2nd In-Service: 5/28/20 Time: 12:00 am / pm Trainer: M. Coleman-Fisher

Date of 3rd In-Service: 5/29/20 Time: 10:00 am / pm Trainer: M. Coleman-Fisher

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: 5/29/20 Time: 12:00 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

5/29/20  
 \_\_\_\_\_  
 Date

CM. Coleman - Fisher  
 \_\_\_\_\_  
 Home Manager Signature

5/29/20  
 \_\_\_\_\_  
 Date

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right person

Right Time

Right medication

Right Route

Right Dose

Right ~~Person~~ Documentation

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

Yes  No Explain:

Flat surface eye level

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

Yes  No Explain:

Shift change, change keys

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

Yes  No Explain:

Only if prescribed to do so by doctor

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Doors are locked, med cart is locked  
Double locked

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

Yes  No Explain:

No all med. errors need to be reported

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

Yes  No Explain:

Keys are on staff 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:

Don't use any other meds of residents

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Check glucose level first

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

Yes  No Explain:

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

Yes  No Explain:

only hour before and hour <sup>after</sup> ~~after~~

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

Yes  No Explain:

Destroy meds.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

All medication must be record

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 mark it as late pass, Call home manager and nurse

15. OTC means other than called for?

Yes  No Explain:

Over the counter meds

X 16. One Tablespoon is equal to 30ml?

Yes  No Explain:

15 mL

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes  No Explain:

Meaning nothing at all

18. All controlled substances are returned to the pharmacy to be repackaged?

Yes  No Explain:

All controlled substances are destroyed

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

Yes  No Explain:

~~Often problem happen~~ Often problem happen  
with psychotropic medication

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

Yes  No Explain:

Constipation can be a side effect