



Certificate of Completion
IS HEREBY GRANTED TO

Nicole Hogan
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA IN-SERVICES + EVAL
TYPE OF TRAINING

2.25.2020
COMPLETION DATE

M. Duman-Fisher
TRAINER SIGNATURE



Medication Administration In-Service and Evaluation

Name of Facility/Home: Nunica Home

Employee Receiving In-Service: Nicole Logan

Date of 1st In-Service*: 1/21/20 Time: 10:00 (am/pm) Trainer: Cay Strahan
*This is done by a regional nurse

Date of 2nd In-Service: 1/14/20 Time: 9:00 (am/pm) Trainer: David Schmitz

Date of 3rd In-Service: 2/19/2020 Time: 12:00 am/pm Trainer: Makka C. Fisher

Date of 4th In-Service: 2/21/2020 Time: 4:00 am/pm Trainer: M. Coleman-Fisher

Date of 5th In-Service: 2/24/2020 Time: 4:00 am/pm Trainer: M. Coleman-Fisher

Date of 6th In-Service: 1/1 Time: 4:00 am/pm Trainer: M. Coleman-Fisher

Date of Final Evaluation: 2/25/2020 Time: 4:00 am/pm Trainer: M. Coleman-Fisher

!! 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.

A. Logan
Employee Signature

2-25-20
Date

M. Coleman-Fisher
Home Manager Signature

2-25-2020
Date

ANNUAL DMA RECERTIFICATION TEST

-3 1/2.

1. List the six patient rights:

Document
Dosage
person

Documentation

Time
routin
med

route

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

Yes No Explain:

your hand / palm covering the table, on flat surface, eye level

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

Yes No Explain:

med count with your co-worker coming - you both should sign, Transfer keys, and PRN.

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

Yes No Explain:

have to to be order

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

Controlled substance are double
locks

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

Yes

No

Explain:

all medication errors should
be reported to your supervisor
and nurse

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

Yes

No

Explain:

DMA person should have
need keys at all time

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 can not use other resident med
for someone else

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

~~depend on the~~ might not need
insulin
follow doctor's order

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

Yes No Explain:

These are all BP meds
if they ~~not~~ get hurt

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

Yes No Explain:

medication can be pass a hour
before and hour after 7, 8, 9

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

Yes No Explain:

They are destroyed

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Everything has to have an order
from a doctor

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:

wake them up and let them know
its time for meds. After approx 1/2 hr -
Document Refusal Exception, call medical for

permission - pass on
paper MAR
write misc
note.

15. OTC means other than called for?

Yes No Explain:

over the counter

16. One Tablespoon is equal to 30ml?

15ml

Yes No Explain:

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

nothing oral

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

Yes No Explain:

no they are destroyed

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

Yes No Explain:

Common problem

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

Yes No Explain:

Constipation is a common side effect