



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Walker

Employee Receiving In-Service: Serac Clark-Hight

Date of 1st In-Service\*: 06/04/2020 Time: 9:00  am /  pm Trainer: David Schmitz  
\*This is done by a regional nurse

Date of 2nd In-Service: 05/15/2020 Time: 09:00  am /  pm Trainer: David Schmitz

Date of 3rd In-Service: 5/26/20 Time: 4:00 am /  pm Trainer: J. Coffey

Date of 4th In-Service: 06/02/2020 Time: 4:00 am /  pm Trainer: David Schmitz

Date of 5th In-Service: 06/04/2020 Time: 12:00 am /  pm Trainer: J. Coffey

Date of 6th In-Service:  / /  Time:  :  am /  pm Trainer:

Date of Final Evaluation: 06/04/2020 Time: 4:00 am /  pm Trainer: J. Coffey

**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		X	✓	✓	✓	✓		
a. Location of ample supplies prior to administration	✓	X	✓	✓	✓	✓	✓	
b. Area is clean and organized	✓	X	✓	✓	✓	✓	✓	
c. Area is always locked	✓	X	✓	✓	✓	✓	✓	
d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)	✓	X	✓	✓	✓	✓	✓	
2 DMA washes hands prior to administering medications and between each Resident	✓	X	✓	✓	✓	✓	✓	
3 Medication keys are retained by DMA	✓	X	✓	✓	✓	✓	✓	
4 Resident is identified per facility policy and procedure prior	✓	X	✓	✓	✓	✓	✓	
5 Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications	✓	X	✓	✓	✓	✓	✓	
a. If Pulse and BP are required, hands and equipment are washed per facility policy	✓	X	✓	✓	✓	✓	✓	
b. If Apical Pulse is required, privacy is provided	✓	X	✓	✓	✓	✓	✓	
6 Medications Administration per facility policy and procedure: to include review of the '6 Rights'	✓	X	✓	✓	✓	✓	✓	
a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR	✓	X	✓	✓	✓	✓	✓	
b. Liquid medication is poured at eye level, with palm covering label of stock bottle	✓	X	✓	✓	✓	✓	✓	



## 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							
	✓	X	✓	✓	✓	✓	✓	
	d. Observe Resident to ensure medication is swallowed							
	✓	X	✓	✓	✓	✓	✓	
	e. Offer adequate and appropriate fluid with medication							
	✓	X	✓	✓	✓	✓	✓	
	f. Medication record is signed immediately after administration of same							
	✓	X	✓	✓	✓	✓	✓	
	g. Controlled substance record is signed immediately after administration of same							
	✓	X	✓	✓	✓	✓	✓	
	h. Correct dose is administered							
	✓	X	✓	✓	✓	✓	✓	
	i. Medication is administered at correct time							
	✓	X	✓	✓	✓	✓	✓	
	j. Verify no additional MAR pages have been added							
	✓	X	✓	✓	✓	✓	✓	
7	Infection control technique is reviewed							
	✓		✓	✓	✓	✓	✓	
8	Medication via gastric tube administered per facility policy and procedure (if applicable)							
	✓	X	✓	✓	✓	✓	✓	
	a. Resident is properly positioned, at a 45° sitting angle							
	✓	X	✓	✓	✓	✓	✓	
	b. Tube is checked for placement and patency							
	✓	X	✓	✓	✓	✓	✓	
	c. Tube is flushed before, between and after medications are administered							
	✓	X	✓	✓	✓	✓	✓	
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure							
	✓	X	✓	✓	✓	✓	✓	
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping							
	✓	X	✓	✓	✓	✓	✓	
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results							
	✓	X	✓	✓	✓	✓	✓	
10	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.							
	✓	X	✓	✓	✓	✓	✓	
11	DMA administers eye and ear medication according to facility policies and procedures							
	✓	X	✓	✓	✓	✓	✓	
12	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.							
	✓	X	✓	✓	✓	✓	✓	
13	Medication administration should not interrupted. DO NOT RUSH							
	✓	X	✓	✓	✓	✓	✓	
14	Controlled drugs are stored (Double Locked) according to facility policy and procedure							
	✓	X	✓	✓	✓	✓	✓	
15	Residents' rights are observed							
	✓	X	✓	✓	✓	✓	✓	
16	Location, Procedures and Documenting for administering PRN							
	✓	X	✓	✓	✓	✓	✓	
17	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)							
	✓	X	✓	✓	✓	✓	✓	
18	Medications are administered within time frame per facility policy							
	✓	X	✓	✓	✓	✓	✓	



### 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	✓	X	✓	✓	✓	✓	
20	Medication area is cleaned and locked after completion of medication administration	✓	X	✓	✓	✓	✓	
21	Designated Medication Administrator can identify action and common side effects of medications administered	✓	X	✓	✓	✓	✓	
22	Approved Abbreviations List is reviewed	✓	X	✓	✓	✓	✓	
23	Seizure precautions and documentation	✓	X	✓	✓	✓	✓	
24	After hour procedures, procedures for found/spilled medication, location of Epocrates link on staff computer	✓	X	✓	✓	✓	✓	
25	2nd Staff Verification, what it is, when it is needed, and how to document it	✓	X	✓	✓	✓	✓	
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	✓	X	✓	✓	✓	✓	

#### FOLLOW UP CONCERNS

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

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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.

S. Clark-King  
Employee Signature

06/04/2020  
Date

VM: Colman Fisher  
Home Manager Signature

06/04/2020  
Date

# ANNUAL DMA RECERTIFICATION TEST

Serae Clark -  
High  
6/4/2020

1. List the six patient rights:

<u>Person</u>	<u>dosage</u>
<u>Root</u>	<u>time</u>
<u>Document</u>	<u>Drug</u>

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

Yes     No    Explain:

has to be eye level on flat surface  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes     No    Explain:

anytime keys are given from one DMA  
to another  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes     No    Explain:

only with written doctors order  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Double locked

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

Yes  No Explain:

anytime a med error

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

Yes  No Explain:

they stay on 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:

Never, you can never use another Residents meds

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Always follow written orders from  
doctor for any/all meds

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

Yes  No Explain:

These are all blood pressure meds so we  
take blood pressure prior to administering

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

Yes  No Explain:

8:00 Meds can be passed  
at 7-9

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

Yes  No Explain:

You can never put back in pack

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Everything has to be on record even  
OTC meds.

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:

tell nurse manager and call nurse  
to make sure late pass is okay

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:

nothing by mouth

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

Yes  No Explain:

Must be destroyed in house by Certified person and witness

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

Yes  No Explain:

Very Common

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

Yes  No Explain:

Very Common