



Certificate of Completion
IS HEREBY GRANTED TO

NAME Sarah Calvert

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA

TYPE OF TRAINING

[Handwritten Signature]

TRAINER SIGNATURE

COMPLETION DATE

6/5/20



Medication Administration In-Service and Evaluation

Name of Facility/Home: Fire Lake
 Employee Receiving In-Service: Scratch Collett 01/15/10
 Date of 1st In-Service*: 1/15/10 Time: 1:00 am / pm
 Date of 2nd In-Service: 1/15/10 Time: 1:00 am / pm
 Date of 3rd In-Service: 1/15/10 Time: 1:00 am / pm
 Date of 4th In-Service: 1/15/10 Time: 1:00 am / pm
 Date of 5th In-Service: 1/15/10 Time: 1:00 am / pm
 Date of 6th In-Service: 1/15/10 Time: 1:00 am / pm
 Trainer: Wendy Gustafson

All staff must complete all three (6) In-Services and Final Evaluation

Instructions: Check (✓) the appropriate box after Employee has been in-serviced.

Medication Area	In-Service #						Comments
	1st	2nd	3rd	4th	5th	6th	
1							
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	✓						
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	✓						

Home Manager Signature: _____
 Date: 6/15/20

Supervisor Signature: Sue K. Calver
 Date: 6/15/20

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.

Specify time frame for completion: N/A

FOLLOW UP CONCERNS

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19							✓	Medication errors are reported to Home Manager and RN
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 Epoproter 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)

Medication Administration In-Service and Evaluation



ANNUAL DMA RECERTIFICATION TEST
 Sarah Caluette

1 List the six patient rights:

Resident _____
 Medication _____
 Time _____
 Dose _____
 Route _____
 Documentation _____

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

Yes No Explain:

eye level on a flat surface

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

Yes No Explain:

each time a medication is administered
 and at shift change.

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

Yes No Explain:

only with a physician's 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:

All medication errors should be reported

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

Yes No Explain:

DMA must retain keys 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:

This would constitute a medication error.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Low blood sugars can drop even lower if Lantus is still administered.

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

Yes No Explain:

All are medications used to treat blood pressure

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

Yes No Explain:

Time frame for meds is 1 hour before and one hour after.

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

Yes No Explain:

Meds need to be recorded in the disposal book & documented by two staff.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All medications and treatments must have an order prior to administration.

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:

Medical should be called to obtain permission. Then it must be properly documented with the correct exception in the EMR.

15. OTC means other than called for?

Yes No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

1 Teaspoon is equal to 5 milliliters

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes No Explain:

Nothing by mouth

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

Yes No Explain:

Destroyed by nurse accompanied by the
DMA.

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

Yes No Explain:

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

Yes No Explain:

A common side effect.