



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

\_\_\_\_\_  
Kaila Watkins

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

\_\_\_\_\_  
DMA

TYPE OF TRAINING

\_\_\_\_\_  
6/10/2020

COMPLETION DATE

\_\_\_\_\_  
*Mr. Shurtz*

TRAINER SIGNATURE



**BEACON**  
Specialized Living

### Medication Administration In-Service and Evaluation

Name of Facility/Home: Mission Point

Employee Receiving In-Service: Karla Watkins

Date of 1st In-Service\*:     /    /     Time:     :     am / pm Trainer:       
\*This is done by a regional nurse

Date of 2nd In-Service:     /    /     Time:     :     am / pm Trainer:     

Date of 3rd In-Service:     /    /     Time:     :     am / pm Trainer:     

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: 6/10/20 Time: 12:00 am / (pm) Trainer: M. Scherrey

**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)							MA	
	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							✓	
20							✓	
21							✓	
22							✓	
23							✓	
24							✓	
25							✓	
26							✓	

### 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.

*Carla Watkins*  
 \_\_\_\_\_  
 Employee Signature

*6/10/2020*  
 \_\_\_\_\_  
 Date

*M. Mahoney*  
 \_\_\_\_\_  
 Home Manager Signature

*6/10/2020*  
 \_\_\_\_\_  
 Date

# ANNUAL DMA RECERTIFICATION TEST

1 List the six patient rights:

right person      right time  
right route      right dose  
right medication      right documentation

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

Yes     No      Explain:

The cup needs to be on a level surface  
Poured at eye level.

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

Yes     No      Explain:

Controlled substance log is signed  
before passing the medication, and  
during each shift change med count.

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

Yes     No      Explain:

In order for a residents medications to be  
crushed there needs to be a script for  
Pills being crushed.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

all medications including controlled are  
double locked behind the med room  
door and in the med cabinet.

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:

The medication room keys need to  
be kept on the Dma staff

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 need to call the home manager  
and try to get the medication in  
home asap.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Always follow doctors orders

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:

8pm medication can be given from 7pm-8:59p unless the nurse says otherwise

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

Yes  No Explain:

Refused medication need to be disposed of.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Orders need to be on sight for all  
medication

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:

Call the nurse to get approval for  
medication pass, refuse on computer,  
and pass on 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 tbs = 15ml

# 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:

Only a licensed nurse can dispose of them. They never get sent back

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

Yes  No Explain:

Common side effect

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

Yes  No Explain:

Common side effect