



BEACON
Specialized Living

Certificate of Completion

IS HEREBY GRANTED TO

Alexis Fields

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA

TYPE OF TRAINING

TRAINER SIGNATURE

6/10/20

COMPLETION DATE

Medication Administration In-Service and Evaluation

Name of Facility/Home: #8 Silverview
 Employee Receiving In-Service: Alexis Fields
 Annual Eval

Date of 1st In-Service*: 1/1/20 Time: 1:00 am / pm Trainer: _____
 Date of 2nd In-Service: 1/1/20 Time: _____ am / pm Trainer: _____
 Date of 3rd In-Service: 1/1/20 Time: _____ am / pm Trainer: _____
 Date of 4th In-Service: 1/1/20 Time: _____ am / pm Trainer: _____
 Date of 5th In-Service: 1/1/20 Time: _____ am / pm Trainer: _____
 Date of 6th In-Service: 1/1/20 Time: _____ am / pm Trainer: _____
 Date of Final Evaluation: 6/10/20 Time: 2:00 am / pm Trainer: Elizabeth VDP

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							✓
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							✓
5							✓
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							✓
6							✓

Date 10-10-2020

Home Manager Signature [Signature]

Date 10-10-20

Employee Signature [Signature]

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 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)

Medication Administration In-Service and Evaluation



Alexis Fields

ANNUAL DMA RECERTIFICATION TEST

List the six patient rights: 1

Dosage	ROUTE
Medication	RESIDENT
Time	REFUSO

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

Yes No Explain:

HOLD ON FLAT SURFACE AT EYE LEVEL

to correctly get amount

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

Yes No Explain:

MEAS ARE COUNTEA, THEN SIGNED FOR

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

Yes No Explain:

NOT UNLESS THERE'S A DOCTORS ORDER TO DO SO

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

ANNUAL DMA RECERTIFICATION TEST

Yes No Explain: Double locked, cabinet + door

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

Yes No Explain: all need to be reported

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

Yes No Explain: on key holder DMA/manager are wearing

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: 6 Rights

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

Yes No Explain:

ANNUAL DMA CERTIFICATION TEST

10. Blood pressure readings are used to monitor the treatment results of Lisinopril, Tenormin, or Norvasc?
 Yes No Explain: BP readings are needed for the bp medications listed above

11. Eight o'clock medication may be given at 8:00, 9:00, or 10:00?
 Yes No Explain: an hour before + an hour after 7:00 pm / 9:00 pm

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?
 Yes No Explain: dispensed in bubble box or liquid if not controlled substance with another staff

13. Orders do not have to be on record for insulin injections?
 Yes No Explain:

ANNUAL DMA RECERTIFICATION TEST

no meals can be given without orders

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:

can choose late entry if close to time, otherwise must be done on paper + misc water

15. OTC means other than called for?

Yes No Explain:

over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

1 + abou spoon is 15ml

17. NPO means nothing para oral?

Yes No Explain:

Nothing through the mouth, latin phrase para = for

ANNUAL DMA CERTIFICATION TEST

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

Yes No Explain:

if not correct they need to be sent back
as they must be packaged right

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

Yes No Explain:

choking/aspiration have to do with
always to properly swallow

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

Yes No Explain:

it can be