August
DMA

BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Linden**

Employee Receiving In-Service: **Jacqueline Wilson**

Date of 1st In-Service: ___/___/___ Time: ___:___ am / pm Trainer: _____

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: **6/16/20** Time: ___:___ am / pm Trainer: _~Denise RN~_

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	☐	☐	☐	☐	☐	☐	✔	

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		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		☐	☐	☐	☐	☐	☐	☑	

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19	Medication errors are reported to Site Supervisor 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 Guide to Drugs Book	☐	☐	☐	☐	☐	☐	☑	
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.

_____   6-17-2020
Employee Signature   Date

_____   6-17-2020
Home Manager Signature   Date

ANNUAL DMA RECERTIFICATION TEST

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

   ☐ Yes   ☑ No   Explain:

   You have to check the sugar first

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

    ☑ Yes   ☐ No   Explain:

    These meds help to regulate the blood pressure

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

    ☐ Yes   ☑ No   Explain:

    eight o'clock meds can be given at 8am they can pass a hour before.

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

    ☐ Yes   ☑ No   Explain:

    You have too dispose or med disposal with 2 staff.

ANNUAL DMA RECERTIFICATION TEST

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

☑ Yes ☐ No Explain:

Yes All orders have to be on record. Because it is a treatment

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:

You have to put Resident Refuse under the exception, And call the nurse to get Approval to pass the med first

15. OTC means other than called for?

☐ Yes ☑ No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

☑ Yes ☐ No Explain:

No it is equal to 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:

    The nurse will dispose the controlled substance

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:

    Constipation can be a side effect of they

Jacqueline
Wilson

ANNUAL DMA RECERTIFICATION TEST

1   List the six patient rights:

Right person   Right dose

Right med   Right Route

Right Time   Right documentation

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

☑ Yes   ☐ No   Explain:

You Are Supposed to put your hand over the label. And pour at eye level.

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

☐ Yes   ☑ No   Explain:

Controlled Substance log is signed after medicatne is passed. And documented in emar

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

☐ Yes   ☑ No   Explain:

DMA can only crush meds According to doctors orders

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☑ No Explain:

Controlled Substance is double locked.

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

☐ Yes ☑ No Explain:

All medication error need to be reported
if they cause harm or not.

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

☐ Yes ☑ No Explain:

The Key Should Always be with the
DMA ABC of the Shift

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 rely use Another Resident
Medication