



BEACON
Specialized Living

Annual
DMA

Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks

Employee Receiving In-Service: Andrea Young

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: 8/12/20 Time: 8:00 am / pm Trainer: Brenda Norman

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)						N/A	
	a. Resident is properly positioned, at a 45° sitting angle						N/A	
	b. Tube is checked for placement and patency						N/A	
	c. Tube is flushed before, between and after medications are administered						N/A	
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	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)						✓	

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.

Anaia Young
Employee Signature

6-12-20
Date

Basil Novak
Home Manager Signature

6-12-20
Date

ANNUAL 'DMA' RECERTIFICATION TEST

- 1.) List the Six (6) Patient Rights:

<u>Right Person</u>	<u>Right Dosage</u>
<u>Right Documentation</u>	<u>Right Date & Time</u>
<u>Right Medication</u>	<u>Right Route.</u>

- 2.) Liquid medication is poured at eye level holding the cup with you hand?

☐ Yes ☒ No Explain:

eye level on a flat surface

- 3.) Controlled Substance Medication Count Sheet is signed after the shift is over?

☐ Yes ☒ No Explain:

after the med is passed, before and after shift

- 4.) The DMA may crush tablets if Resident does not want to swallow whole?

☐ Yes ☒ No Explain:

No meds are to be crushed unless prescribed by doctor to crush.

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

☐ Yes ☒ No Explain:

They are double locked.

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

☐ Yes

☒ No

Explain:

All errors are to be reported

7.) The Medication Room Keys are left hanging on a special hook in the office area?

☐ Yes

☒ No

Explain:

med keys are kept 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 use another resident medication for anyone else.

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

☐ Yes

☒ No

Explain:

only administer according to Client prescription

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

☒ Yes

☐ No

Explain:

these are antihypertensive & used to treat hypertension.

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

☐ Yes

☒ No

Explain:

Medication can be given 1 hour before
and 1 hour after. Example: 8pm can be given
7pm & 9pm

12.) Medications that have been popped from a bubble pack and then the resident refuses to take them, are put back in the bubble pack?

☐ Yes

☒ No

Explain:

Any unused medication must be destroyed.

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

☐ Yes

☒ No

Explain:

~~Recorded as a refusal~~ MISC Note - Written
orders whether prescription OTC.

14.) When a Resident gets up late for a medication pass, just enter in the EMAR system "Resident Not in the Home for Medication Pass" and give the medication to the resident whenever they wake up?

☐ Yes

☒ No

Explain:

15.) OTC means "Other Than Called" for?

☐ Yes

☒ No

Explain:

Over the Counter

16.) One Tablespoon is equal to 30ml?

☐ Yes

☒ No

Explain:

1 tbsp is equal to 14.79 ml

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 ~~be~~ Coated and destroyed

19.) Choking and aspiration is a rare problem among Residents on Psychotropic medications?

☐ Yes

☒ No

Explain:

Causes Choking & Aspiration

20.) Constipation is never a side effect of Psychotropic medications?

☐ Yes

☒ No

Explain:

often Causes Constipation