



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Stanton - The Cottage

Employee Receiving In-Service: Amanda Knapp

Date of 1st In-Service\*: 02/25/2020 Time: 9:00 am/pm Trainer: Kathryn Strahan, RN

\*This is done by a regional nurse

Date of 2nd In-Service: 02/25/2020 Time: 1:00 am (pm) Trainer: David Schmitz

Date of 3rd In-Service: 3/9/2020 Time: 8:00 am /pm Trainer: Bionca Ritter

Date of 4th In-Service: 3/17/2020 Time: 8:00 am /pm Trainer: Bionca Ritter

Date of 5th In-Service: 4/14/2020 Time: 8:00 am /pm Trainer: Alexis Clark

Date of 6th In-Service: 4/17/2020 Time: 8:00 am /pm Trainer: Bionca Ritter

Date of Final Evaluation: 4/20/2020 Time: 8:00 am /pm Trainer: Alexis Clark

### 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)                                        | ✓   | ✓   | ✓   | ✓   | ✓   | ✓     |          |
|              | 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 | 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

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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.

Amanda Drapp  
Employee Signature

4/20/2020  
Date

Alexis Claver  
Home Manager Signature

4/20/2020  
Date

# ANNUAL DMA RECERTIFICATION TEST

- 1 List the six patient rights:

|                    |                      |
|--------------------|----------------------|
| <u>Medication</u>  | <u>Documentation</u> |
| <u>Name/Person</u> | <u>Dose</u>          |
| <u>Route</u>       | <u>Time</u>          |

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

☐ Yes ☒ No Explain:

Level Surface eye level holding label  
in hand

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

☐ Yes ☒ No Explain:

when DMA keys are exchanged  
when controlled substance is administered  
to a resident

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

☐ Yes ☒ No Explain:

Must be ordered by Dr.

# 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 errors are reported

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

☐ Yes ☒ No Explain:

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:

Inform House Manager

# ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

Only if ordered If blood sugar  
is too high

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

☒ Yes ☐ No Explain:

Take BP before giving medication  
listed above if ordered

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

☐ Yes ☒ No Explain:

7 8 or 9 2 hour window  
1 hour before 8 1 hour after 8

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

☐ Yes ☒ No Explain:

Destroyed ~~with~~ w/ 2nd staff

# ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes

☒ No

Explain:

Orders are always needed

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 medical after House Manager

15. OTC means other than called for?

☐ Yes

☒ No

Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

☐ Yes

☒ No

Explain:

15 ml = 1 Tbsp.

# 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 in Box (metal)

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

☐ Yes

☒ No

Explain:

They are common and so is constipation

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

☐ Yes

☒ No

Explain:

Common side effect