



Medication Administration In-Service and Evaluation

Name of Facility/Home: Trolley Center

Employee Receiving In-Service: Johnny Blakely

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: 09/10/20 Time: 9:30 (am) pm Trainer: Faisha Balice

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	d. Observe Resident to ensure medication is swallowed	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	e. Offer adequate and appropriate fluid with medication	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	f. Medication record is signed immediately after administration of same	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	g. Controlled substance record is signed immediately after administration of same	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	h. Correct dose is administered	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	i. Medication is administered at correct time	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	j. Verify no additional MAR pages have been added	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
7	Infection control technique is reviewed	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
8	Medication via gastric tube administered per facility policy and procedure (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	a. Resident is properly positioned, at a 45° sitting angle	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	b. Tube is checked for placement and patency	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	c. Tube is flushed before, between and after medications are administered	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
10	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
11	DMA administers eye and ear medication according to facility policies and procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
12	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
13	Medication administration should not interrupted. DO NOT RUSH	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
14	Controlled drugs are stored (Double Locked) according to facility policy and procedure	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
15	Residents' rights are observed	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
16	Location, Procedures and Documenting for administering PRN	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
17	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
18	Medications are administered within time frame per facility policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>						



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	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor and RN teaching medication classes	<input type="checkbox"/>	✓						
20	Medication area is cleaned and locked after completion of medication administration	<input type="checkbox"/>	✓						
21	Designated Medication Administrator can identify action and common side effects of medications administered	<input type="checkbox"/>	✓						
22	Approved Abbreviations List is reviewed	<input type="checkbox"/>	✓						
23	Seizure precautions and documentation	<input type="checkbox"/>	✓						
24	After hour procedures, procedures for found/spilled medication, location of Guide to Drugs Book	<input type="checkbox"/>	✓						
25	2nd Staff Verification, what it is, when it is needed, and how to document it	<input type="checkbox"/>	✓						
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	<input type="checkbox"/>	✓						

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.

John Berkely
Employee Signature

9-10-2020
Date

[Signature]
Home Manager Signature

09-10-2020
Date

ANNUAL DMA RECERTIFICATION TEST

Johnny
Blakely

1 List the six patient rights:

Time Person
medication Dose
Route Documentation

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

Yes No Explain:

on a level flat surface

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

Yes No Explain:

Controlled substance is counted after
every time it's passed and at shift
changes

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

Yes No Explain:

only by doctors order

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:

always Report

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:

Never use anyone else medication

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

check levels first

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:

*at 7:00-8:00-9:00 or hour before
and a hour after*

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

Yes No Explain:

They get destroyed

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes No Explain:

NPO-Nothing By Mouth

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

Yes No Explain:

Destroyed

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

Yes No Explain:

Common

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

Yes No Explain:

It is a side effect
