



Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks

Employee Receiving In-Service: Nicole Brunn

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: 9 / 10 / 2020 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)							NA	
	a. Resident is properly positioned, at a 45° sitting angle							NA	
	b. Tube is checked for placement and patency							NA	
	c. Tube is flushed before, between and after medications are administered							NA	
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.

Michelle B...
Employee Signature

9/10/20
Date

Brad M...
Home Manager Signature

9/10/20
Date

ANNUAL 'DMA' RECERTIFICATION TEST

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

<u>medication</u>	<u>Dosage</u>
<u>route</u>	<u>Time</u>
<u>person</u>	<u>Documentation</u>

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

Yes No Explain:

No, poured on a flat level surface; moving your position to place yourself eye level with the cup.

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

Yes No Explain:

Anything can happen. you verify for the last amount counted for before you leave

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

Yes No Explain:

Unless it is prescribed / written by physician that this is an option.

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

Yes No Explain:

Double lock, drawers not end cabinets are locked as the medications are to be locked behind this double barrier

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

Yes

No

Explain:

medication can be given within
1 hour before or after the actual time
the medication is prescribed for.

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:

Medication is to be properly disposed
of with another staff to witness + sign
for

13.) Orders to no have to be on record for insulin injections?

Yes

No

Explain:

insulin is to be verified
the correct amount being given by another
staff and documented for

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:

Mark late if preapproved
or refuse if the resident chooses not to
take it.

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

Yes

No

Explain:

over the counter.

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

Yes No

Explain:

Errors are to be reported immediately to monitor / take action before it causes harm.

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

Yes No of DMH

Explain:

Medication keys are to be in hand the entire shift or until keys are signed out to the next person.

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:

Call assistant manager / person in charge of replacements or call for proper instructions.

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

Yes No

Explain:

follow the written prescription

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

Yes No

Explain:

Treat & control

16.) One Tablespoon is equal to 30ml?

Yes No

Explain:

14.78 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:

If already passed. Disposed of properly

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

Yes No

Explain:

Common / ~~not uncommon~~

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

Yes No

Explain:

Can be