



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Wavecrest

Employee Receiving In-Service: Amanda Everett

Date of 1st In-Service\*: 9 / 1 / 20 Time: 8:00 (am/pm) Trainer: S. Freislinger  
\*This is done by a regional nurse

Date of 2nd In-Service: 9 / 1 / 20 Time: 5:00 am / (pm) Trainer: B. Vanholt

Date of 3rd In-Service: 9 / 2 / 20 Time: 12:00 am / (pm) Trainer: S. Freislinger

Date of 4th In-Service: 9 / 2 / 20 Time: 4:00 am / (pm) Trainer: S. Freislinger

Date of 5th In-Service: 9 / 4 / 20 Time: 2:00 am / (pm) Trainer: K. McPike

Date of 6th In-Service: 9 / 4 / 20 Time: 5:00 am / (pm) Trainer: S. Freislinger

Date of Final Evaluation: 9 / 4 / 20 Time: 8:00 am / (pm) Trainer: S. Freislinger

**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									Great
	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									Good
3	Medication keys are retained by DMA									Good
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'									Good
	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									



**BEACON**  
Specialized Living

Medication Administration In-Service and Evaluation

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
6	✓	✓	✓	✓	✓	✓	✓	Good
								Good
								Good
								Good
								Great
7								
8	N/A	Talked about						
a.	N/A							
b.	N/A							
c.	N/A							
9								Good
a.								Good
b.								
10								
11								Good
12								
13								
14								Good
15								
16								
17								
18								Good



**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							Good
21	Designated Medication Administrator can identify action and common side effects of medications administered							
22	Approved Abbreviations List is reviewed							Good
23	Seizure precautions and documentation							Good
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							Good
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)							Good

**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.

Amanda Evertt  
Employee Signature

9-8-2020  
Date

S. Freislinger  
Home Manager Signature

9/8/2020  
Date

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

<u>Right Person</u>	<u>Right Medication</u>
<u>Right Dose</u>	<u>Right Time</u>
<u>Right Route</u>	<u>Right Documentation</u>

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

Yes  No Explain:

no setting on the counter

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

Yes  No Explain:

Beginning and end of shift as well as anytime its  
passed.

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

Yes  No Explain:

Must have a written order on file to crush

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# 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:

Report all errors

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

Yes  No Explain:

On the DMA

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:

Only the ones that are prescribed to the person

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Administer per doctors order

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

Yes  No Explain:

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

Yes  No Explain:

1 hour before up to 1 hour after

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

Yes  No Explain:

Disposed of properly

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# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

They must be on file  
\_\_\_\_\_  
\_\_\_\_\_

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:

enter as refused, Contact nurse for permission to pass  
and do  
\_\_\_\_\_  
\_\_\_\_\_

15. OTC means other than called for?

Yes  No Explain:

Over the counter  
\_\_\_\_\_  
\_\_\_\_\_

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

15ml  
\_\_\_\_\_  
\_\_\_\_\_

# ANNUAL DMA RECERTIFICATION TEST

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:

Destroyed by designated person

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:

Very common