



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Wavecrest

Employee Receiving In-Service: Tina Gale

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 / 15 / 20 Time: 12:00 am / pm Trainer: T. Memitt

**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									Did well
3	Medication keys are retained by DMA									
4	Resident is identified per facility policy and procedure prior									Good
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								✓	<i>Checked well</i>
	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									
9	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									
10	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									
11	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure									
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results									
12	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.									
13	DMA administers eye and ear medication according to facility policies and procedures									
14	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.									
15	Medication administration should not interrupted. DO NOT RUSH									
16	Controlled drugs are stored (Double Locked) according to facility policy and procedure									
17	Residents' rights are observed									
18	Location, Procedures and Documenting for administering PRN									
19	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)									
20	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.

*Traci Bell*  
Employee Signature

9-15-2020  
Date

*Deesa Merritt*  
Home Manager Signature

9-15-2020  
Date

Tina Galz

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

right Patient  
right medication  
Right Time

Right Dose  
Right route  
right Documentation

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

Yes  No Explain:

Liquid medication is poured on the level with cup on a hard surface

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

Yes  No Explain:

at ~~the~~ Shift change + at each pass

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

Yes  No Explain:

must Have Doctor orders to due so

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

controlled substance are Double  
Locked

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

Yes  No Explain:

all medication errors need to be  
reported. so patient can be monitored

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

Yes  No Explain:

on The DMA Person 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:

Under no circumstances. are you  
To give a client's medication to  
another client.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

as it is a slow acting Medication.  
will help with over night Sugar level

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

Yes     No    Explain:

as they can significantly lower your  
Blood sugar

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

Yes     No    Explain:

one hour early and upto one hour after  
desinated Time

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

Yes     No    Explain:

need to referese Them and Destroy  
Them, and document it.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

all medication needs a scription.

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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:

refuse on quick mar and Then hand write in Paper mar

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15. OTC means other than called for?

Yes  No Explain:

over the counter

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16. One Tablespoon is equal to 30ml?

Yes  No Explain:

one tablespoon is equal to 14.7 ml

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# 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:

There disposed By appropriate person

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

Yes  No Explain:

choking and aspiration is Common  
problem among client on psychotropic  
medications

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

Yes  No Explain:

Constipation is a side effect of  
some psychotropic medication