

Sydney S.

# ANNUAL DMA RECERTIFICATION TEST

100%

1 List the six patient rights:

Right Person

Right Med

Right time

Right Route

Right Dose

Document

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

Yes  No Explain:

liquid med is poured on a flat surface  
away from you.

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

Yes  No Explain:

controlled is signed as soon as its popped

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

Yes  No Explain:

not with out writted dr. order

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

Yes  No Explain:

controlled is stored double locked

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

Yes  No Explain:

reported everytime @ time of error

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

Yes  No Explain:

keys are kept on 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:

you can never take medication from another resident.

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

Yes  No Explain:

only give according to glucometer reading

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

Yes  No Explain:

blood pressure is monitored w/ vitals for residents on blood pressure meds.

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

Yes  No Explain:

an hour before 8 and an hour after

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

Yes  No Explain:

medication must be destroyed with Second Staff

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

Yes  No Explain:

any medication being given needs  
to be in writing and on hand

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:

must be given on paper email up to  
30 min after med pass time after  
that on call medical must be  
contacted

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

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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:

All controlleds are destroyed with  
Second Staff

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

Yes  No Explain:

Common ~~problem~~ Side effect

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

Yes  No Explain:

constipation is a common side  
effect



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Stanton Cottage

Employee Receiving In-Service: Sydney Strickling

Date of 1st In-Service\*: 09/29/2020 Time: 9:00 am / pm Trainer: Cathryn Strahan, RN  
\*This is done by a regional nurse

Date of 2nd In-Service: 09/29/2020 Time: 12:00 am / pm Trainer: David Schmitz

Date of 3rd In-Service: 10/3/2020 Time: 4:55 am / pm Trainer: J. Hicks

Date of 4th In-Service: 10/3/2020 Time: 8:50 am / pm Trainer: J. Hicks

Date of 5th In-Service: 10/10/2020 Time: 12:- am / pm Trainer: W. Be...

Date of 6th In-Service: 10/14/2020 Time: 11:00 am / pm Trainer: Alexis Clark

Date of Final Evaluation: 10/14/2020 Time: 12:00 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 # | Description   | 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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

Sydney Strickland  
Employee Signature

10/14/2020  
Date

Alexis Clark  
Home Manager Signature

10/14/2020  
Date