



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Leslie

Employee Receiving In-Service: Sidney Crow

Date of 1st In-Service*: 10/9/20 Time: 8:00 am / pm Trainer: Anna Sule
*This is done by a regional nurse

Date of 2nd In-Service: 10/9/20 Time: 12:00 am / pm Trainer: Anna Sule

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: / / Time: : am / pm Trainer:

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	✓	✓						
	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	✓	✓						



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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.

Sidney Ciar
Employee Signature

10-9-20
Date

Home Manager
Home Manager Signature

10-9-20
Date

ANNUAL DMA RECERTIFICATION TEST

- 1 List the six patient rights:

<u>Route</u>	<u>Dose</u>
<u>medication</u>	<u>Patient</u>
<u>Date time</u>	<u>Documentation.</u>

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

☐ Yes ☒ No Explain:

Liquid medications are poured at eye level
to the correct measures on a flat level
surface

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

☐ Yes ☒ No Explain:

after each shift change, key change, and
medication pass of the controlled substance

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

☐ Yes ☒ No Explain:

Doctors orders need to be followed and the
physician needs to have a written order
for those medications

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

Controlled substances need to be double locked according to policy and Procedures

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

☐ Yes ☒ No Explain:

All medication errors need to be reported immediately. All errors need to be known as High level

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

☐ Yes ☒ No Explain:

medication keys need to be with the staff members who signed them off 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:

Notify House manager of missing medication and order a new bubble pack immediately. There should never be an empty medication.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes

☒ No

Explain:

Check ~~medication~~ glucose levels before administering
any medication. ~~do not give insulin~~ Only
give medication if written by the Pharmacy.

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

☒ Yes

☐ No

Explain:

all can treat high blood pressure.

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

☐ Yes

☒ No

Explain:

8:00 medications can be given an hour
before up until an hour after.

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

☐ Yes

☒ No

Explain:

medications need to be destroyed and documented
with two signatures by two staff.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

all orders need to be on record for insulin injections because it needs a prescription. all medications need prescriptions

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:

If medication is given outside of time frame, call home manager to call ^{or call} medical and they will instruct you what to put. Medication given outside of time frame - per nurse, and document.

15. OTC means other than called for?

☐ Yes ☒ No Explain:

Over the counter medications.

16. One Tablespoon is equal to 30ml?

☐ Yes ☒ No Explain:

one tablespoon is equal to 14.8.

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

☒ Yes

☐ No

Explain:

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

☐ Yes

☒ No

Explain:

all controlled substances are put in a locked drop box for the nurse to dispose of correctly

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

☐ Yes

☒ No

Explain:

a side effect from psychotropic medications often are choking and aspiration.

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

☐ Yes

☒ No

Explain:

side effects from psychotropic medications can commonly be constipation.



Certificate of Completion

IS HEREBY GRANTED TO

Sidney (RON)
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Certification

TYPE OF TRAINING

10/9/20
COMPLETION DATE

[Signature]
TRAINER SIGNATURE