



Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks

Employee Receiving In-Service: Tori Wroblewski

Date of 1st In-Service*: / / Time: : am / pm Trainer:
*This is done by a registered 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: 12/15/20 Time: 8:10 (am) / pm Trainer: Rebecca Johnson

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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	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 Wroblewski
Employee Signature

12/15/20
Date

Rebecca Johnson
Home Manager Signature

12/15/20
Date

ANNUAL 'DMA' RECERTIFICATION TEST

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

Right person _____ documentation _____
right time _____ medication _____
right route _____ dose _____

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

Yes No Explain:

liquid medication is poured at eye level on a hard surface

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

Yes No Explain:

Narc count is done at change of shift, after you pass scheduled narc's and if there is a DMA change during your shift

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

Yes No Explain:

there needs to be a written order from a physician

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

Yes No Explain:

cets double locked

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

Yes

No

Explain:

Any errors are to be reported to HM and nurse right away

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

Yes

No

Explain:

The medication keys are to be on the DMA at all times. They are not to hand them off to any other staff

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 are never to share medications between residents

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

Yes

No

Explain:

Lantus is a long acting insulin if they sugar is low call the nurse and follow physician order

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

Yes

No

Explain:

These medications are used to treat Hypertension.

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

Yes

No

Explain:

The DMA has a hour before and hour after

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:

They are put in the destroyer liquid, if its a narc, then in narc disposal box.

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

Yes

No

Explain:

We need a order for any medications or treatments

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:

You mark refused on the mar and if they want them when they are awake, call or call nurse to

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

Yes

No

Explain:

Over the Counter

16.) One Tablespoon is equal to 30ml?

Yes

No

Explain:

30ml is 2 tablespoons
15ml is 1 tablespoon

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:

They are destroyed each month with
the nurse

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

Yes

No

Explain:

It's a common side effect of psychotropic
medications

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

Yes

No

Explain:

Constipation is a very common side effect
of psychotropic medications