



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Stanton-Cottage

Employee Receiving In-Service: Tierza Kellogg

Date of 1st In-Service\*: 08/11/2020 Time: 9:00 am / pm Trainer: Cathryn Strahan, RN  
\*This is done by a regional nurse

Date of 2nd In-Service: 08/11/2020 Time: 12:00 am / pm Trainer: David Schmitz

Date of 3rd In-Service: 8/24/2020 Time: 12:00 am / pm Trainer: Alexis Clark

Date of 4th In-Service: 8/26/2020 Time: 12:00 am / pm Trainer: Alexis Clark

Date of 5th In-Service: 9/8/2020 Time: 11:00 am / pm Trainer: Alexis Clark

Date of 6th In-Service: 9/8/2020 Time: 12:00 am / pm Trainer: Alexis Clark

Date of Final Evaluation: 1/19/21 Time: 12:00 am / pm Trainer: Launyn Hill

**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 #   | 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.

Sierra Kellogg  
Employee Signature

1/19/2021  
Date

Alexis Clark  
Home Manager Signature

1/19/2021  
Date

# ANNUAL DMA RECERTIFICATION TEST

1 List the six patient rights:

Right Person      Right Route  
Right medication      Right Dosage  
Right Date + Time      Right Documentation

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

Yes     No    Explain:

Liquid medication is poured at eye level  
with cup on a flat surface w/ hand  
over the table.

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

Yes     No    Explain:

Controlled substance log is signed when you  
pass a controlled substance, change  
DMA's & count controlled <sup>with the 2nd staff</sup> OR Add any  
controlled substances you count with a  
second staff, you sign the log.

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

Yes     No    Explain:

The DMA may only crush tablets if it  
says so on the prescription (order).

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Controlled substances are stored  
double locked according to policy +  
procedures

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

Yes  No Explain:

medication errors need to be reported  
immediately to the house manager or on  
call manager + the Nurse or on call medical.

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

Yes  No Explain:

Medication Room keys are always  
on the DMA that is on that shift.

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 only use a medication that  
is prescribed for that resident that  
has that residents name on it.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

If a persons glucose level is to low  
call management & on call to see  
what you should do. Giving Lantus if  
it is to low could do harm or kill a person.

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

Yes  No Explain:

Blood Pressure Readings must be taken  
before administering any bp medications  
like the 3 listed.

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

Yes  No Explain:

Eight o'clock medication can be given  
at 7:00, 8:00, before 9:00.  
So between 7 & 9 one hour before  
or after the 8 o'clock medication.

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

Yes  No Explain:

medications popped & refused must  
be destroyed & documented in front  
of 2nd staff.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Orders have to be on record for  
insulin injections and all medications.

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 resident gets up late for a medication  
pass & it is within a 1/2 hour after the  
time frame allowed you can pass on paper -  
otherwise call management to get approval  
to call medical to ask to pass it late.

15. OTC means other than called for?

Yes  No Explain:

Over the counter is what OTC means.

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

Two ~~one~~ Tablespoon is equal to 30ml.  
one T is = to 15ml.

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes     No    Explain:

NPO means nothing by mouth

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

Yes     No    Explain:

Controlled substances outdated or discontinued need to be destroyed by the Nurse so they are locked in a box until the Nurse comes to destroy them.

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

Yes     No    Explain:

Choking & aspiration is a problem among residents on psychotropic medications.

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

Yes     No    Explain:

Constipation is a side effect of psychotropic medications.