



Medication Administration In-Service and Evaluation

Name of Facility/Home: Wavecrest

Employee Receiving In-Service: Kayla Borden

Date of 1st In-Service*: 12/18/20 Time: 8:00 am / pm Trainer: S. Freislinger

*This is done by a regional nurse

Date of 2nd In-Service: 12/21/20 Time: 8:00 am / pm Trainer: C. Bennett

Date of 3rd In-Service: 12/26/20 Time: 8:00 am / pm Trainer: K. McPike

Date of 4th In-Service: 1/15/21 Time: 7:00 am / pm Trainer: K. McPike

Date of 5th In-Service: 1/22/21 Time: 7:00 am / pm Trainer: T. Merritt

Date of 6th In-Service: 1/23/21 Time: 8:00 am / pm Trainer: K. McPike

Date of Final Evaluation: 1/24/21 Time: 8:00 am / pm Trainer: T. Merritt

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		✓	✓	✓	✓	✓	✓	✓	Great
3	Medication keys are retained by DMA		✓	✓	✓	✓	✓	✓	✓	Good
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'		✓	✓	✓	✓	✓	✓	✓	Good
	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	✓	✓	✓	✓	✓	✓	✓	Good
							✓	
							✓	
							✓	Great
							✓	Great
							✓	
							✓	
							✓	
7							✓	
8							N/A	Watched Video Online
							N/A	
							N/A	
							N/A	
9							✓	Good
							✓	
							✓	
10							✓	
11							✓	Good
12							✓	
13							✓	
14							✓	Good
15							✓	
16							✓	
17							✓	Good
18							✓	Good



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	✓	✓	✓	✓	✓	✓	Good
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	✓	✓	✓	✓	✓	✓	Good
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	✓	✓	✓	✓	✓	✓	Good
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	✓	✓	✓	✓	✓	✓	Good

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.



 Employee Signature

1/25/21

 Date



 Home Manager Signature

1/25/21

 Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Person 1
Time 2
Dose 4

medication 3
route 5
Documentation 6.

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

Yes No Explain:

Liquid medication is poured eye level with the
Cup on Flat surface.

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

Yes No Explain:

Controlled Substance Log is signed right
before passing the medication at all shift
Changes.

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

Yes No Explain:

Must have written orders on file

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Double locked

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

Yes No Explain:

All errors need to be reported

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

Yes No Explain:

medication room keys should always be
on the 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:

Never give someone another's medications.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

minister per Doctor's orders.

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

Yes No Explain:

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

Yes No Explain:

8:00 medications can be giving 1 hr before or 1 hr after. EXP " 7pm - 9pm

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

Yes No Explain:

they should be destroyed between two Dma's appropriately.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

all orders must be on file.

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:

Document as a refusal, when the ~~indev~~ individual requested the medication's contact medical for permission to pass.

15. OTC means other than called for?

Yes No Explain:

OTC - over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

15ml

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:

disposed by the appropriate person

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

Yes No Explain:

It's Common

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

Yes No Explain:

Constipation is a common side effect.