



**Certificate of Completion**  
IS HEREBY GRANTED TO

Kristian Horner  
NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA Certification  
TYPE OF TRAINING

1/23/21  
COMPLETION DATE

[Signature]  
TRAINER SIGNATURE

1	Medication Area							In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
	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															
6	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															

Instructions: Check (✓) the appropriate box after Employee has been in-serviced.

All staff must complete all three (6) In-Services and Final Evaluation

Name of Facility/Home:	Employee Receiving In-Service:	Date of 1st In-Service*	Time:	Trainer:	Date of 2nd In-Service:	Time:	Trainer:	Date of 3rd In-Service:	Time:	Trainer:	Date of 4th In-Service:	Time:	Trainer:	Date of 5th In-Service:	Time:	Trainer:	Date of 6th In-Service:	Time:	Trainer:	Date of Final Evaluation:		
Silverview	Krystian Huizar	01/05/21	02:00	F. Genna	1/5/21	2:15	F. Genna	1/5/21	4:25	F. Genna	1/5/21	8:00	F. Genna	1/23/21	5:00	M. Sundry	12/30/20	9:00	DMA class	12/30/20	1:00	DMA class

\*This is done by a regional nurse

Medication Administration In-Service and Evaluation



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 be 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

Home Manager Signature: [Signature] Date: 11/23/21

Employee Signature: [Signature] Date: 01/05/21

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.

Specify time frame for completion: Staff member appears to be very competent - excellent knowledge of medications

**FOLLOW UP CONCERNS**

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	✓	✓	✓	✓	✓	✓	✓	
20	✓	✓	✓	✓	✓	✓	✓	
21	✓	✓	✓	✓	✓	✓	✓	
22	✓	✓	✓	✓	✓	✓	✓	
23	✓	✓	✓	✓	✓	✓	✓	
24	✓	✓	✓	✓	✓	✓	✓	
25	✓	✓	✓	✓	✓	✓	✓	
26	✓	✓	✓	✓	✓	✓	✓	

**Medication Administration In-Service and Evaluation**

