



Certificate of Completion
IS HEREBY GRANTED TO

Jeremy Spicer

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Designated Medication Administration

TYPE OF TRAINING

11/19/20

COMPLETION DATE

TRAINER SIGNATURE

Medication Administration In-Service and Evaluation

Name of Facility/Home: The Oaks
 Employee Receiving In-Service: Jeremy Spicer
 Date of 1st In-Service*: 11/3/20 Time: 7:09 am/pm am Trainer: Jennifer Vanderploeg
*This is done by a regional nurse
 Date of 2nd In-Service: 11/18/20 Time: 8:10 am/pm am Trainer: Tori Worobleski
 Date of 3rd In-Service: 11/18/20 Time: 11:1 am/pm am Trainer: Tori Worobleski
 Date of 4th In-Service: 11/18/20 Time: 3:5 am/pm am Trainer: Tori Worobleski
 Date of 5th In-Service: 11/19/20 Time: 7:9 am/pm am Trainer: Vanessa Berry
 Date of 6th In-Service: 1/1 Time: : am/pm am Trainer: _____
 Date of Final Evaluation: 11/19/20 Time: 12:00 am/pm am 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.

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

Medication Administration In-Service and Evaluation

In-Service #	1st						2nd						3rd						4th						5th						6th						Eval.	Comments
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6		
6	c. DMA verifies medication and strength with order as transcribed on medication record per facility policy and procedure						/						/						/						/						/							
7	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						/						/						/						/						/							
8	j. Verify no additional MAR pages have been added						/						/						/						/						/							
	k. Infection control technique is reviewed						/						/						/						/						/							
	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						/						/						/						/						/							
	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.						/						/						/						/						/							
	DMA administers eye and ear medication according to facility policies and procedures						/						/						/						/						/							
	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.						/						/						/						/						/							
10	Medication administration should not interrupted. DO NOT RUSH						/						/						/						/						/							
	Controlled drugs are stored (Double Locked) according to facility policy and procedure						/						/						/						/						/							
	Residents' rights are observed						/						/						/						/						/							
	Location, Procedures and Documenting for administering PRN						/						/						/						/						/							
	Designated Medication Administrator follows facility policy and procedure for medication refused or withheld. (MER & IR written)						/						/						/						/						/							
	Medications are administered within time frame per facility policy						/						/						/						/						/							

Home Manager Signature: Debra Johnson Date: 11/19/20

Employee Signature: [Signature] Date: 11/19/20

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: _____ N/A

FOLLOW UP CONCERNS

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

Medication Administration In-Service and Evaluation



ANNUAL 'DMA' RECERTIFICATION TEST

Jeremy's po

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

_____	_____
<i>Route</i>	<i>Tune</i>
_____	_____
<i>Person</i>	<i>dosage</i>
_____	_____
<i>Documentation</i>	<i>Med</i>

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

Yes No Explain: _____

no, because it has to be on a flat surface at eye level

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

Yes No Explain: _____

No before the shift ends

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

Yes No Explain: _____

If will mess the dosage up.

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

Yes No Explain: _____

Double locked

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

Yes

No

Explain:

1 hour before, 1 hour after

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:

No you have to ~~take~~ discard them

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

Yes

No

Explain:

No you have to have a order for your Medication.

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 will have to call on call nurse

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

Yes

No

Explain:

Over the counter

16.) One Tablespoon is equal to 30ml?

Yes

No

Explain:

one tablespoon is equal 14.787 ML

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:

Never returned to pharmacy

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

Yes

No

Explain:

Not rare its common

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

Yes

No

Explain:

Its a side effect