



Medication Administration In-Service and Evaluation

Name of Facility/Home: Battle Creek

Employee Receiving In-Service: Sirafino Davis

Date of 1st In-Service*: / / Time: : am / pm Trainer:

*This is done by a regional nurse
Date of 2nd In-Service: 3/18/21 Time: 8:00 am / pm Trainer: Diante Taylor

Date of 3rd In-Service: 3/19/21 Time: 8:00 am / pm Trainer: Diante Taylor

Date of 4th In-Service: 3/25/21 Time: 8:00 am / pm Trainer: Diante Taylor

Date of 5th In-Service: 3/26/21 Time: 8:00 am / pm Trainer: Diante Taylor

Date of 6th In-Service: 3/11/21 Time: 8:00 am / pm Trainer: B. Miller

Date of Final Evaluation: 3/12/2021 Time: 8:00 am / pm Trainer: Diante Taylor

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.

Dorcas Dawn
Employee Signature

3/12/2021
Date

[Signature]
Home Manager Signature

3/12/2021
Date

Aubrey Wapin

3/12/2021

20/20 150/20

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

- | | |
|---------------------|----------------------------|
| <u>Right Dose</u> | <u>Right Documentation</u> |
| <u>Right Person</u> | <u>Right Medication</u> |
| <u>Right Time</u> | <u>Right Route</u> |

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 flat surface.

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

Yes No Explain:

During Med Delivery, shift change, and
after med is passed

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

Yes No Explain:

Only if prescribed by doctor.

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 and procedures.

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

Yes No Explain:

Medication errors always need to be
reported immediately.

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

Yes No Explain:

Keys should always be on DMA's Person
at all time.

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:

Alert Nurse - Never give other Resident
Meds away to others

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

give as prescribed by doctor

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

Yes No Explain:

Meds can cause Blood Pressure to fluctuate.

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

Yes No Explain:

8:00 meds can be given an hour early or an hour late.

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

Yes No Explain:

Meds that have been popped out need to be destroyed

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Orders should be on record for injections as prescribed by doctor.

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:

Alert Nurse and mark resident as a refusal, later call nurse and get approval to pass med late outside of timeframe.

15. OTC means other than called for?

Yes No Explain:

OTC means Over the Counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

1 tablespoon is equal to 15ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

NPO means Non Para oral
or Nothing by Mouth

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

Yes No Explain:

They are to be destroyed

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

Yes No Explain:

Choking and aspirations are common among
residents.

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

Yes No Explain:

Constipation can be a side effect of
psychotropic Medications