



Medication Administration In-Service and Evaluation

Name of Facility/Home: East Jordan

Employee Receiving In-Service: Summer Sundelius

Date of 1st In-Service: 02 / 17 / 21 Time: 1 : 00 am / pm Trainer: Training Dept.

Date of 2nd In-Service: 02 / 17 / 21 Time: 3 : 00 am / pm Trainer: Training Dept.

Date of 3rd In-Service: 3 / 1 / 21 Time: 8 : 00 (am) / pm Trainer: F. Gemas

Date of 4th In-Service: 3 / 2 / 21 Time: 8 : 07 (am) / pm Trainer: F. Gemas

Date of 5th In-Service: 3 / 3 / 21 Time: 8 : 00 (am) / pm Trainer: F. Gemas

Date of 6th In-Service: 3 / 8 / 21 Time: 8 : 10 (am) / pm Trainer: F. Gemas

Date of Final Evaluation: 3 / 16 / 21 Time: 8 : 25 (am) / pm Trainer: F. Gemas

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		<input checked="" type="checkbox"/>							
	a. Location of ample supplies prior to administration		<input checked="" type="checkbox"/>							
	b. Area is clean and organized		<input checked="" type="checkbox"/>							
	c. Area is always locked		<input checked="" type="checkbox"/>							
	d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)		<input checked="" type="checkbox"/>							
2	DMA washes hands prior to administering medications and between each Resident		<input checked="" type="checkbox"/>							
3	Medication keys are retained by DMA		<input checked="" type="checkbox"/>							
4	Resident is identified per facility policy and procedure prior		<input checked="" type="checkbox"/>							
5	Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications		<input checked="" type="checkbox"/>							
	a. If Pulse and BP are required, hands and equipment are washed per facility policy		<input checked="" type="checkbox"/>							
	b. If Apical Pulse is required, privacy is provided		<input checked="" type="checkbox"/>							
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'		<input checked="" type="checkbox"/>							
	a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR		<input checked="" type="checkbox"/>							
	b. Liquid medication is poured at eye level, with palm covering label of stock bottle		<input checked="" type="checkbox"/>							



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	<input checked="" type="checkbox"/>							
	d. Observe Resident to ensure medication is swallowed	<input checked="" type="checkbox"/>							
	e. Offer adequate and appropriate fluid with medication	<input checked="" type="checkbox"/>							
	f. Medication record is signed immediately after administration of same	<input checked="" type="checkbox"/>							
	g. Controlled substance record is signed immediately after administration of same	<input checked="" type="checkbox"/>							
	h. Correct dose is administered	<input checked="" type="checkbox"/>							
	i. Medication is administered at correct time	<input checked="" type="checkbox"/>							
	j. Verify no additional MAR pages have been added	<input checked="" type="checkbox"/>							
7	Infection control technique is reviewed	<input checked="" type="checkbox"/>							
8	Medication via gastric tube administered per facility policy and procedure (if applicable)	<input checked="" type="checkbox"/>							
	a. Resident is properly positioned, at a 45° sitting angle	<input checked="" type="checkbox"/>							
	b. Tube is checked for placement and patency	<input checked="" type="checkbox"/>							
	c. Tube is flushed before, between and after medications are administered	<input checked="" type="checkbox"/>							
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure	<input checked="" type="checkbox"/>							
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping	<input checked="" type="checkbox"/>							
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results	<input checked="" type="checkbox"/>							
10	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.	<input checked="" type="checkbox"/>							
11	DMA administers eye and ear medication according to facility policies and procedures	<input checked="" type="checkbox"/>							
12	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	<input checked="" type="checkbox"/>							
13	Medication administration should not interrupted. DO NOT RUSH	<input checked="" type="checkbox"/>							
14	Controlled drugs are stored (Double Locked) according to facility policy and procedure	<input checked="" type="checkbox"/>							
15	Residents' rights are observed	<input checked="" type="checkbox"/>							
16	Location, Procedures and Documenting for administering PRN	<input checked="" type="checkbox"/>							
17	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)	<input checked="" type="checkbox"/>							
18	Medications are administered within time frame per facility policy	<input checked="" type="checkbox"/>							



Medication Administration In-Service and Evaluation

	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor and RN teaching medication classes	<input checked="" type="checkbox"/>							
20	Medication area is cleaned and locked after completion of medication administration	<input checked="" type="checkbox"/>							
21	Designated Medication Administrator can identify action and common side effects of medications administered	<input checked="" type="checkbox"/>							
22	Approved Abbreviations List is reviewed	<input checked="" type="checkbox"/>							
23	Seizure precautions and documentation	<input checked="" type="checkbox"/>							
24	After hour procedures, procedures for found/spilled medication, location of Guide to Drugs Book	<input checked="" type="checkbox"/>							
25	2nd Staff Verification, what it is, when it is needed, and how to document it	<input checked="" type="checkbox"/>							
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	<input checked="" type="checkbox"/>							

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.

[Handwritten Signature]
Employee Signature

3/16/21
Date

F. GEMA
Home Manager Signature

3-16-21
Date

DMA CLASSROOM TRAINING TEST

NAME: Summer Sundelius DATE: 2-17-21 SCORE: _____

1. Where should medication keys be kept?

They are kept on the DMA person per Shift.

2. T F PRN is an abbreviation for as needed or whenever necessary.
3. T F NPO is an abbreviation for by mouth
4. T F Prescription medication, including dietary supplements, or individual special medical procedures do not need to have a physician or dentist order.
5. T F Prescription medications are to be kept in the original pharmacy container which is labeled for a specific resident, and locked and refrigerated if required.
6. T F You should preset each resident's medication in order to save time.
7. If a resident can't swallow their medications and needs to be crushed, we need:
- a pill crusher
 - the resident to chew the pill
 - a physician's order
8. The medication administration record (MAR) contains the following information:
- the medication, the side effects, and time to be administered.
 - the medication, the dosage, the side effects
 - the medication, the dosage, label instructions for use, and time to be administered
 - the medication, dosage
9. The following information about each medication must be obtained before it is given:
- purpose of medication and therapeutic effect
 - unwanted side effects
 - any known drug interactions with drugs the resident is currently is taking
 - a and c
 - All of the above

DMA CLASSROOM TRAINING TEST

10. T F When medication is removed from the pharmacy-labeled container, it must be administered to the resident immediately by the person removing the medication from the container.
11. T F The initials of the person who administers the medication, must be entered at the time the medication is given.

12. List the 6 rights of Medication Administration:

Right Patient

Right Medication

Right Dosage

Right Time

Right Route

Right Documentation

13. T F If the MAR is missing the initials of the staff who administered a medication and you cannot verify the medication was given, the resident's physician must be notified. This is a med error.
14. T F If the resident refuses to take their medication, you should record the refusal on EMAR and complete the Event report?
15. T F When a resident is going on a LOA (Leave of Absence), you should remove the meds from the bubble pack and place in another container and label the new container for the resident to take with him or her.
16. T F If a PRN medication is prescribed, you need to know what it is prescribed for, and the PRN medication can only be given for the reason it is prescribed.
17. T F When giving a PRN medication, record the reason for giving the PRN medication, follow-up with effectiveness one hour later, write a note that describes in detail what was observed.
18. T F Medication errors must be reported to the nurse and to the home manager. An event report must be completed.
19. T F It is important for the DMA to be familiar with the medications that is being administered to the residents. The DMA should also be familiar with common side effects.
20. T F It is not important for the DMA to be able to educate the resident about his or her medications.

DMA CLASSROOM TRAINING TEST

21. T F It is important to avoid distractions when preparing and or passing medications?
22. Prior to administering medications to a resident you should:
a. ask the resident to tell you his or her name
b. identify the resident with his or her photo on EMAR
c. hand them a glass of water
d. All of the above
23. What is the medication administration time frame?
a. half hour before and half hour after the correct administration time.
b. one hour before and one hour after the correct administration time
c. whenever the resident decides to take his or her medication
24. T F Good hand-washing technique is not important when you are passing medications.
25. T F When assisting a resident to apply a topical medication, it is alright to use your fingers to remove the medication form the jar.
26. T F Liquid medication is poured at eye level.
27. T F The resident has the right to refuse medication, but also has the right to know the consequences of refusing the medications.
28. T F Controlled substances must be counted by the on-coming shift (DMA) and the-going shift (DMA).
29. T F It is alright to store internal and external medications together.
30. T F When a blood sugar on a diabetic client is below 70, you should call the medical staff or on call personnel, and treat them with the hypoglycemic protocol and retest their blood sugar in 20 minutes?

DMA TRAINING

LIST OF MEDICATIONS TO COMPLETE FOR DMA TRAINING

Use the attached forms to look up each of the medications listed below. Each line must be completed and turned in the day that you do your final DMA Evaluation with your ROM (Regional Operation Manager) for your area. You will not be able to become DMA certified until all of the forms are completed [48]
See slide 65 in DMA Packette

Mental Illness Anxiety Disorders	Inhalers Allergy / Asthma	Hyperlipidemia Statins	Diabetes Endocrine & Metabolic
Abilify ✓ Ativan Clozaril ✓ Depakote Haldol Invega Klonopin ✓ Lamictal Lithium Risperdal Seroquel Tripleptal Zyprexa	Advair Discus Atrovent Flonase ✓ Flovent ✓ Loratadine Proventil	Crestor Lipitor Zocor	Apidra Byetta Glucophage Glyburide Lantus Levemir Levothyroxine ✓ Novolog Synthroid
Seizures	Gastrointestinal Disorder Constipation	Blood Pressure Meds	Pain & Inflammation
Dilantin Keppra ✓ Neurontin Topamax	Colace ✓ Miralax ✓ Prilosec Protonix Zantac	HCTZ (hydorchlorothiazide) Lisinopril Toprol Tenormin	Flexeril ✓ Motrin Norco Tylenol with Codeine Ultram ✓

App/Website: Epocrates

Please complete 10 of the above medications prior to attending DMA class.

DMA Code #1 0907

DMA Code #2 0113

DMA Code #3 2117

DRUG NAME	Aripiprazole
GENERIC NAME	Abilify
DOSAGE RANGE	2mg 5mg 10mg 15mg 20mg 30mg
HOW TO TAKE	With water
USES	for Bipolar / Schizophrenia
SIDE EFFECTS	Nausea Vomiting Dizziness Anxiety insomnia
WARNINGS	

DRUG NAME	Clozapine
GENERIC NAME	Clozapine
DOSAGE RANGE	25mg 100mg 12.5mg 150mg 200mg 500mg
HOW TO TAKE	take once or more daily
USES	Schizophrenia and anxiety
SIDE EFFECTS	Sweat Shortness of breath Fluttering heart
WARNINGS	Seizures Seizures

DRUG NAME	Flavent
GENERIC NAME	Flavent
DOSAGE RANGE	49mg / 20mg tablet
HOW TO TAKE	Breathe out and Breathe Treatment in
USES	to breathe
SIDE EFFECTS	Dry mouth
WARNINGS	

DRUG NAME	Clonazepam
GENERIC NAME	Klonopin
DOSAGE RANGE	0.25 to 4mg
HOW TO TAKE	Orally
USES	Schizophrenia Panic Disorder
SIDE EFFECTS	Memory Problems Confusion more worse
WARNINGS	Suicidal thoughts seizure

DRUG NAME	Flonase
GENERIC NAME	
DOSAGE RANGE	2 sprays on each nostril 5mg
HOW TO TAKE	2 sprays in each nostril
USES	Nasal congestion
SIDE EFFECTS	Dry nose or ear Fluid buildup
WARNINGS	

DRUG NAME	Mirtaz
GENERIC NAME	
DOSAGE RANGE	17g in 8oz liquid
HOW TO TAKE	take once daily
USES	topical
SIDE EFFECTS	Sweating Chills popping
WARNINGS	

DRUG NAME	Keppra
GENERIC NAME	Levetiracetam
DOSAGE RANGE	500mg/1000mg
HOW TO TAKE	orally
USES	Seizures
SIDE EFFECTS	Anaphylaxis Increase blood pressure
WARNINGS	

DRUG NAME	Levothyroxine Sodium
GENERIC NAME	Levoxine
DOSAGE RANGE	25mg - 300mg
HOW TO TAKE	orally
USES	thyroid hormone medication
SIDE EFFECTS	Cramps Anxiety Headaches
WARNINGS	

DRUG NAME	Flexeril - Amrix
GENERIC NAME	Cyclobenzaprine
DOSAGE RANGE	5mg - 30mg
HOW TO TAKE	orally Food or not
USES	Muscle Spasms
SIDE EFFECTS	Widening of Blood vessels CONFUSION
WARNINGS	

DRUG NAME	Tremadol
GENERIC NAME	Ultram
DOSAGE RANGE	
HOW TO TAKE	orally
USES	Muscle aches Arthritis
SIDE EFFECTS	Hepatotoxicity
WARNINGS	Seizures Suicide with Drows

Name: Summer Sundelius

Medical Training Test

- What are the ranges for vital signs?
 - Blood Pressure: 120/80 790/50 or < 160/90
 - Pulse: 100-120 beat per min 50-100
 - Temperature: 97.6-99.6 96-99
 - Respirations: 12-16 breaths per minute 12-20
- When are vital signs taken on a resident?
 - When a resident shows signs of infection or reports not feeling well.
 - At the beginning of each month and as needed.
 - As indicated on the MAR.
 - All of the above
- When is it okay to call 911 before contacting anyone else?
 - When the resident tells you to.
 - When the resident has chest pain, shortness of breath/breathing difficulties, seriously high or low vital signs, signs of a stroke, sudden change in condition or is non-responsive.
 - When the resident is experiencing coughing, sneezing and runny nose.
 - When the resident is experiencing nausea vomiting and diarrhea.
- T F : When a resident leaves the home, staff does not have to bring their Epi Pen with them if they don't want to.
- What does the stroke acronym FAST stand for?
 - F: Facial drooping
 - A: Arm weakness
 - S: Speech Difficulties
 - T: Time
- If a resident has an incident of choking, when is it okay not to call 911?
 - When the resident says they are okay.
 - When the Heimlich technique was used.
 - When the regional nurse is on-site, completes an assessment and approves that 911 does not need to be called.
 - When vital signs are normal.
- T F : It is important to report and record any change in physical condition or behavior of a resident.
- T F : Behavioral changes can be due to a medical issue.
- T F : If a seizure lasts 3 minutes long and the resident does not have a history of seizures there is no need to call 911 immediately.
- T F : The circulatory system is made up of the blood, heart, and the brain.

11. The primary purpose of the respiratory system is to:
- Supply oxygen to the tissue cells and eliminate carbon dioxide waste from the cells.
 - Bring food and nutrients to the tissue cells.
 - Both a and b.
 - None of the above.
12. T F ____: Foods that are difficult for someone to chew are chopped, ground, shredded and/or soft cooked to facilitate chewing and ease of swallowing, this is called a mechanical soft diet.
13. T ____ F : When a resident is eating and they are gagging, coughing, drooling, sticking their fingers into the back of their throat, or food is pooling in their mouth, it is not important to contact medical.
14. If a resident has a physician's order for a regular diet, the resident can consume:
- Only liquids.
 - Foods that are dry and sticky.
 - All types of foods and liquids.
 - Only what is on the menu.
15. The musculoskeletal system is comprised of:
- Sclera, retina, and cornea.
 - Bones, ligaments, joints, muscles and tendons.
 - ~~Both a and b.~~
 - None of the above.
16. What does the acronym RICE stand for?
- R: Rest
 - I: Ice
 - C: Compression
 - E: elevate - elevation
17. T F ____: The skin is the largest organ in the human body.
18. What are the signs and symptoms of a urinary tract infection?
- Urinary frequency, low abdominal/back pain
 - Diarrhea, blood in the stool
 - Burning or pain when urinating, blood in the urine
 - Confusion
 - a, c, and d
19. T F ____: The hormones produced by the endocrine system regulate the entire body.
20. Uncontrolled diabetes can lead to:
- Heart disease.
 - Dental disease.
 - Nerve damage.
 - All of the above.

21. T ___ F : In type 1 diabetes, the pancreas continues to produce insulin normally.
22. T F ___ : In type 2 diabetes, some people can control their blood sugar levels with healthy eating and exercise.
23. If a resident has a blood sugar of 61 you should:
- Call 911.
 - Give them insulin.
 - Treat with hypoglycemic kit then recheck blood sugar 20 minutes later.
 - All of the above.
24. T ___ F : If a resident has a blood sugar of 350, you should treat with sugar or carbohydrates.
25. After an insulin vial or pen is opened it has an expiration date of:
- 28 days later.
 - There is no expiration date.
 - 60 days later.
 - The manufacturer's expiration date.
26. T ___ F : Communicable diseases are only transmitted by direct contact.
27. The best way to prevent the flu is by:
- Staying at home.
 - Getting a flu vaccine each year.
 - Washing your hands after going to the bathroom.
 - Wearing a mask and gloves at all times.
28. T ___ F : You can get the flu by getting a flu shot.
29. The best prevention to the spread of infection is:
- Washing your hands.
 - Washing your hands.
 - Washing your hands.
 - All of the above.
30. If a resident has a seizure you should:
- Keep the person safe and free from injury by laying them down with something soft.
 - Time the seizure and provide first aid as necessary once the seizure is over.
 - Loosen restrictive clothing.
 - All of the above.
31. T ___ F : You can limit a resident's diet without a behavior plan or physician's order.
32. T F ___ : It is important to wear gloves when there is the potential to come into contact with blood or bodily fluids.

33. T ___ F : After removing disposable gloves you do not need to wash your hands.
34. T F ___ : It is a resident's right to refuse medical treatment, but if you as a staff feel that it is a medical emergency you should call 911 and let the resident refuse to the paramedics.
35. If you accidentally poke yourself with a used insulin needle, what should you do next?
- a. Clean site well with soap and water then notify supervisor immediately.
 - b. Use hand sanitizer and call 911.
 - c. Do not tell anyone.
 - d. Clean site well with soap and water and notify your supervisor at the end of your shift.
36. T ___ F : It is acceptable to operate a lifting device by yourself.
37. When lifting or transferring a client you must:
- a. Know how many people need to assist.
 - b. Make the resident do it themselves.
 - c. Communicate with your partner and the resident.
 - d. Both a and c.
38. T ___ F : Assistive devices do not need a physician's order.
39. T ___ F : It is not necessary to report a fall to medical if no one was hurt.
40. What should you do if a resident experiences a fall?
- a. Take their vitals.
 - b. Check for obvious signs of injury.
 - c. Report to home manager and medical.
 - d. All of the above.