



**Medication Administration In-Service and Evaluation**

Name of Facility/Home: Cascade

Employee Receiving In-Service: Sydney Bournay

Date of 1st In-Service\*: 3 / 3 / 21 Time: 1: 00 am / pm  Trainer: Training Dept  
\*This is done by a regional nurse

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

Date of 3rd In-Service: 3 / 19 / 21 Time: 8: 00 (am) / pm Trainer: Ange Stiles

Date of 4th In-Service:  / /  Time:  :  am / pm Trainer:

Date of 5th In-Service:  / /  Time:  :  am / pm Trainer:

Date of 6th In-Service:  / /  Time:  :  am / pm Trainer:

Date of Final Evaluation:  / /  Time:  :  am / pm Trainer:

**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	✓	✓	✓					



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	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	✓	✓	✓					



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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.

*[Signature]*  
Employee Signature

3-19-21  
Date

*[Signature]*  
Home Manager Signature

3-19-21  
Date

DMA codes

1217

0414

0620

Name: Sydney B

## Medical Training Test

- What are the ranges for vital signs?
  - Blood Pressure: 90-160
  - Pulse: 50-100 bpm
  - Temperature: 96-99°
  - Respirations: 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: face drooping
  - A: Arm weakness
  - S: Speech difficulty
  - T: Time to call 911
- 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: compress
  - E: elevate
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.
  - c 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:
- a 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.
  - b Getting a flu vaccine each year.
  - c 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.
  - d 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.
  - d 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.