



Certificate of Completion
IS HEREBY GRANTED TO

Rebecca Kell

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Virtual training and in-service

TYPE OF TRAINING

4/6/21

COMPLETION DATE

A handwritten signature in cursive script, appearing to read "Tammy Bellis", written over a horizontal line.

TRAINER SIGNATURE

Medication Administration In-Service and Evaluation

Name of Facility/Home: Sond / Saunders Point Lodge

Employee Receiving In-Service: Rebecca Kroll

Date of 1st In-Service: 3 / 31 / 21 Time: 8 : 00 am Trainer: Learning & Development

Date of 2nd In-Service: 3 / 31 / 21 Time: 12 : 00 am Trainer: Learning & Development

Date of 3rd In-Service: / / Time: : am / pm Trainer:

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: 4 / 6 / 21 Time: 7 : 00 am / pm Trainer: Tommy J. [Signature]

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 #	In-Service #						Comments
	1st	2nd	3rd	4th	5th	6th	
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
	✓	✓	✓	✓	✓	✓	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c. DMA verifies medication and strength with order as transcribed on medication record per facility policy and procedure				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 Infection control technique is reviewed				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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. 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 (MR & IR written) Medications are administered within time frame per facility policy				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

Home Manager Signature

M. L. Gurne

Date
4/6/21

Employee Signature

Rebecca Koel

Date
4/6/21

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: N/A

FOLLOW UP CONCERNS

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

Medication Administration In-Service and Evaluation



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	Status	Diabetes	Endocrine & Metabolic
Abilify Arivan Clozari Depakote Haldol Invega Klonopin Lamictal Lithium Risperdal Serquel Tiplerpal Zyprexa		Advair Discus Avent Fionase Flovent Loradine Proventil				Apidra Byetta Glucophage Glyburide Lantus Levermir Levothyroxine Novolog Synthroid	
Seizures		Gastrointestinal Disorder		Blood Pressure Meds		Pain & Inflammation	
Dilantin Keppra Neurontin Topamax		Colace Miralax Prilosec Protonix Zantac		HCTZ (hydrochlorothiazide) 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 4462

DMA Code #2 8846

DMA Code #3 3251

DRUG NAME	Haldol
GENERIC NAME	Haldol Haloperidol
DOSE RANGE	--
HOW TO TAKE	Orally
USES	Schizophrenia - tablets
SIDE EFFECTS	Drowsiness, headache, Dizziness
WARNINGS	Do not use if you have Parkinson's disease

DRUG NAME	Novolog
GENERIC NAME	Insulin aspart
DOSE RANGE	Sliding scale (100 units per mL)
HOW TO TAKE	Inject
USES	diabetes
SIDE EFFECTS	Hypoglycemia, headache, weight gain
WARNINGS	Hypoglycemia

DRUG NAME	Depakote
GENERIC NAME	Divalproex
DOSE RANGE	125mg, 250mg, 500mg
HOW TO TAKE	do not crush, drink plenty of water
USES	Seizures, bipolar, migraine
SIDE EFFECTS	Nausea, headache, Dizziness, fever
WARNINGS	Hepatotoxicity

DRUG NAME	Advair Discus
GENERIC NAME	fluticasone propionate/salmeterol inhaled
DOSE RANGE	100mg 250mg 500mg
HOW TO TAKE	Inhaler, rinse
USES	Asthma, COPD
SIDE EFFECTS	wheezing, fever, headache, thrush
WARNINGS	Itches, swelling

DRUG NAME	Clonaz
GENERIC NAME	Clonazepam
DOSE RANGE	2.5mg - 10mg
HOW TO TAKE	oral
USES	Schizophrenia,
SIDE EFFECTS	fever, sores, cough, weight gain, nausea
WARNINGS	Can cause serious heart problems

DRUG NAME	Lerthyroxine
GENERIC NAME	Lerthyroxine
DOSE RANGE	13mcg-300mcg
HOW TO TAKE	Swallow whole with for water. 30-60min before meal
USES	hypothyroidism,
SIDE EFFECTS	Chest pain, Shortness of breath, fever, headache
WARNINGS	Hypersens, elderly, pregnant.

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatin
DOSE RANGE	10mg - 80mg
HOW TO TAKE	Same time every day, with or without food
USES	reduce high cholesterol, lower risk of stroke, heart attack
SIDE EFFECTS	Joint pain, Diarrhea, Liver problems, kidney problems
WARNINGS	Do not Breastfeed, Can cause liver failure

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSE RANGE	2mg - 30mg
HOW TO TAKE	with food with or without food (tablet or liquid)
USES	to treat schizophrenia & bipolar I disorder
SIDE EFFECTS	agitation, twitching, seizure, suicidal, nausea
WARNINGS	Hypersens,

DRUG NAME	Aleurontin
GENERIC NAME	Gabapentin
DOSE RANGE	100mg - 800mg
HOW TO TAKE	whole, do not crush, with or without food
USES	pain, seizures, fibromyalgia
SIDE EFFECTS	Depression, suicidalality, Erythema multiforme, fatigue
WARNINGS	Hypersens, depression, elderly

DRUG NAME	Lithium
GENERIC NAME	Lithium Carbonate
DOSE RANGE	150mg - 450mg
HOW TO TAKE	Pill: whole with water. with or without food
USES	bipolar, schizoaffective
SIDE EFFECTS	Depression, Nephrotoxicity
WARNINGS	if pregnant, Hypersens, thyroid disorder

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:

Resident	Medication
Dose	Documentation
Route	Time

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.

Medical Training Test

Name: _____

1. What are the ranges for vital signs?
 - a. Blood Pressure: 90-160/50-90
 - b. Pulse: 50-100 bpm
 - c. Temperature: 96-99
 - d. Respirations: 12-20 rpm
2. When are vital signs taken on a resident?
 - a. When a resident shows signs of infection or reports not feeling well.
 - b. At the beginning of each month and as needed.
 - c. As indicated on the MAR.
 - d. All of the above
3. When is it okay to call 911 before contacting anyone else?
 - a. When the resident tells you to.
 - b. 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.
 - c. When the resident is experiencing coughing, sneezing and runny nose.
 - d. When the resident is experiencing nausea vomiting and diarrhea.
4. 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.
 - F: Face Drooping
 - A: Arm Weakness
 - S: Speech Difficulties
 - T: Time to call emergency services
5. What does the stroke acronym FAST stand for?
 - a. When the resident says they are okay.
 - b. When the Heimlich technique was used.
 - c. When the regional nurse is on-site, completes an assessment and approves that 911 does not need to be called.
 - d. When vital signs are normal.
6. If a resident has an incident of choking, when is it okay not to call 911?
 - a. When the resident says they are okay.
 - b. When the Heimlich technique was used.
 - c. When the regional nurse is on-site, completes an assessment and approves that 911 does not need to be called.
 - d. When vital signs are normal.
7. T F: It is important to report and record any change in physical condition or behavior of a resident.
8. T F: Behavioral changes can be due to a medical issue.
9. 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.
10. 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: a. Supply oxygen to the tissue cells and eliminate carbon dioxide waste from the cells.
 b. Bring food and nutrients to the tissue cells.
 c. Both a and b.
 d. 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:
 a. Only liquids.
 b. Foods that are dry and sticky.
 c. All types of foods and liquids.
 d. Only what is on the menu.

15. The musculoskeletal system is comprised of:
 a. Sclera, retina, and cornea.
 b. Bones, ligaments, joints, muscles and tendons.
 c. Both a and b.
 d. None of the above.

16. What does the acronym RICE stand for?
 • R: Rest
 • I: Ice
 • C: Compression
 • E: Elevation

17. T F: The skin is the largest organ in the human body.
 a. Urinary frequency, low abdominal/back pain
 b. Diarrhea, blood in the stool
 c. Burning or pain when urinating, blood in the urine
 d. Confusion
 e. a, c, and d

18. What are the signs and symptoms of a urinary tract infection?
 a. Urinary frequency, low abdominal/back pain
 b. Diarrhea, blood in the stool
 c. Burning or pain when urinating, blood in the urine
 d. Confusion
 e. a, c, and d

19. T F: The hormones produced by the endocrine system regulate the entire body.
 a. Heart disease.
 b. Dental disease.
 c. Nerve damage.
 d. All of the above.

20. Uncontrolled diabetes can lead to:

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:

- a. Call 911.
- b. Give them insulin.
- c. Treat with hypoglycemic kit then recheck blood sugar 20 minutes later.
- d. ~~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.
- b. There is no expiration date.
- c. 60 days later.
- d. 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:

- a. Staying at home.
- b. Getting a flu vaccine each year.
- c. Washing your hands after going to the bathroom.
- d. 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:

- a. Washing your hands.
- b. Washing your hands.
- c. Washing your hands.
- d. All of the above.

30. If a resident has a seizure you should:

- a. Keep the person safe and free from injury by laying them down with something soft.
- b. Time the seizure and provide first aid as necessary once the seizure is over.
- c. 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.

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:
- ask the resident to tell you his or her name
 - identify the resident with his or her photo on EMAR
 - hand them a glass of water
 - All of the above
23. What is the medication administration time frame?
- half hour before and half hour after the correct administration time.
 - one hour before and one hour after the correct administration time
 - 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 from 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?