



Medication Administration In-Service and Evaluation

Name of Facility/Home: Spartan Bay / Breakwater

Employee Receiving In-Service: Dina Williams

Date of 1st In-Service*: / / Time: : am / pm Trainer:
*This is done by a regional nurse

Date of 2nd In-Service: / / Time: : am / pm Trainer:

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: 3/14/21 Time: 2:00 am pm Trainer: P. Clemons

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							✓	<i>discussed</i>
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)							✓	<i>discussed</i>
	a. Resident is properly positioned, at a 45° sitting angle							✓	<i>discussed</i>
	b. Tube is checked for placement and patency							✓	<i>discussed</i>
	c. Tube is flushed before, between and after medications are administered							✓	<i>discussed</i>
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							✓	
20							✓	
21							✓	
22							✓	
23							✓	
24							✓	
25							✓	
26							✓	

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.

Jina Williams
Employee Signature

3-14-21
Date

Roberta Clemens
Home Manager Signature

3-14-21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right medication

Right resident

Right Dose

Right Route

Right Date & time

Right Documentation

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

Yes No Explain:

is to be poured at eye level sitting on something flat surface.

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

Yes No Explain:

it is signed after each medication pass and shift is over

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

Yes No Explain:

Their has to be crush order in order to crush medication.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Double locked

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

Yes No Explain:

Medication errors need to be reported

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

Yes No Explain:

Medication room keys are handed over to the next person passing medication

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:

You can't use medications with another residents name on it.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All insulin has parameters depending on what the glucose level is for the resident.

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

Yes No Explain:

These are all high blood pressure medications

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

Yes No Explain:

Must be given one hour before and one hour after eight o'clock

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

Yes No Explain:

If refused must destroy with a second verification

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Record it for every injection you give and
get a 2nd staff verification

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:

If its still in allotted time frame, Pass
as normal otherwise click resident refused.
call medical and get permission to pass outside
of time frame

15. OTC means other than called for?

Yes No Explain:

OTC Over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

one ~~tablespoon~~ tablespoon is equal to 14.78ml.

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

NPO nothing by mouth

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

Yes No Explain:

They get sent to medical to be destroyed.

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

Yes No Explain:

Choking and aspiration are common among residents on psychotropic medication

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

Yes No Explain:

Constipation is one of the side effects of taking psychotropic medications