



## Medication Administration In-Service and Evaluation

Name of Facility/Home: RIVER RUN

Employee Receiving In-Service: TRINITY SPIECE

Date of 1st In-Service\*: 3/28/21 Time: 12:00 am /  pm Trainer: B. Miller  
\*This is done by a regional nurse

Date of 2nd In-Service: 3/31/21 Time: 12:00 am /  pm Trainer: B. Miller

Date of 3rd In-Service: 4/3/21 Time: 8:00  am / pm Trainer: B. Miller

Date of 4th In-Service: 4/17/21 Time: 8:00  am / pm Trainer: B. Miller

Date of 5th In-Service: 4/17/21 Time: 12:00 am /  pm Trainer: B. Miller

Date of 6th In-Service: 4/17/21 Time: 4:00 am /  pm Trainer: B. Miller

Date of Final Evaluation: 4/21/21 Time: 12:00 am /  pm Trainer: Ally Weppa

**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	✓	✓	✓	✓	✓		✓	



## 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

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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.

Trinity Spiece  
Employee Signature

4-21-21  
Date

Aubrey Wapio  
Home Manager Signature

4/21/2021  
Date

20/20 100%

Trinity Spence  
4/21/2021

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

right dosage  
right medication  
right time

right documentation  
right person  
right route.

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

Yes  No Explain:

Set medication on flat surface, no hands  
then pour medication

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

Yes  No Explain:

DMA Change, Shift Change, passing  
medication, and med intake.

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

Yes  No Explain:

Can only crush them if you have a  
physician's order.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Doublet locked. Medication door locked,  
and medications locked.

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

Yes  No Explain:

All errors need to be reported to management,  
and medical. Must be documented

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

Yes  No Explain:

keys must be on medication person at all  
times.

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:

Must notify medical immediately, Can not give  
another residents medication.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes    No   Explain:

Lantus is fast acting

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

Yes    No   Explain:

Those medications affect blood pressure readings

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

Yes    No   Explain:

You have an hour before, time of, and an hour after.

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

Yes    No   Explain:

Put in a bag and labeled. Can use for another med pass later that day. Must be disposed of before the end of that shift.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

MUST have an order for medications

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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:

Documented in a miscellaneous note, Call medical for permission to pass out of time frame. Mark as a refusal.

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15. OTC means other than called for?

Yes  No Explain:

Over the counter.

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16. One Tablespoon is equal to 30ml?

Yes  No Explain:

one tablespoon is equal to 15ml.

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# ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes  No Explain:

None para oral. Nothing by mouth.

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

Yes  No Explain:

MUST be destroyed.

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

Yes  No Explain:

Its a common side affect

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

Yes  No Explain:

Constipation can be a side effect.