



Medication Administration In-Service and Evaluation

Name of Facility/Home: Kalamazoo Home

Employee Receiving In-Service: Laurel Blakie

Date of 1st In-Service: 4 / 28 / 21 Time: 1 : 00P am / pm Trainer: Learning and Development

Date of 2nd In-Service: 4 / 28 / 21 Time: 4 : 00P am / pm Trainer: Learning and Development

Date of 3rd In-Service: 4⁵ / ~~30~~² / 21 Time: 7 : 00 am / (pm) Trainer: Karen Wildsmith

Date of 4th In-Service: 5 / 4 / 21 Time: 7 : 45 (am) pm Trainer: Kim Hill

Date of 5th In-Service: 5 / 6 / 21 Time: 7 : 45 am (pm) Trainer: Kim Hill

Date of 6th In-Service: 5 / 7 / 21 Time: 7 : 45 am (pm) Trainer: Anna LaBarre

Date of Final Evaluation: 5 / 13 / 21 Time: 8 : 00 am (pm) Trainer: Heather Gross

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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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"/>							



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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

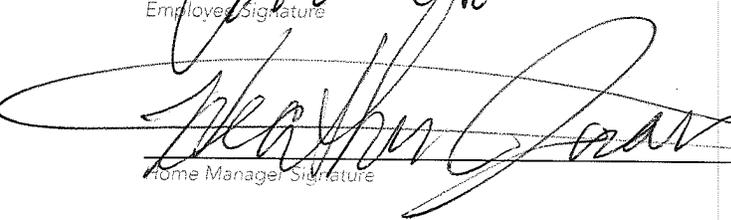
Specify time frame for completion: _____ N/A

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.



 Employee Signature

 Date



 Home Manager Signature

 Date

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 (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 1217

DMA Code #2 1109

DMA Code #3 0917

DRUG NAME	Depakote, Divalproex Sodium
GENERIC NAME	
DOSAGE RANGE	125mg - 500mg
HOW TO TAKE	Orally
USES	Seizures, Bipolar
SIDE EFFECTS	Bleeding, Anemia
WARNINGS	Do not take while pregnant, Hepatotoxicity

DRUG NAME	Clonazepam
GENERIC NAME	Klonopin
DOSAGE RANGE	.5mg - 2mg
HOW TO TAKE	Orally
USES	Seizures, Tics, Tourettes
SIDE EFFECTS	Addiction, Abuse, Seizures
WARNINGS	Addiction, Dependence

DRUG NAME	Clozapine
GENERIC NAME	Clozaril
DOSAGE RANGE	25mg - 100mg
HOW TO TAKE	Orally
USES	Antipsychotic - Schizophrenia
SIDE EFFECTS	Hypotension, heart stroke, Seizures
WARNINGS	Neutropenia, Use as Intended

DRUG NAME	Topiramate
GENERIC NAME	Topamax
DOSAGE RANGE	15mg - 200mg
HOW TO TAKE	Orally
USES	PTSD, Parasomnia, Seizures, dependence
SIDE EFFECTS	Osteoporosis, Anemia, Metabolic acidosis
WARNINGS	No BB Warning

DRUG NAME	Fluticasone propionate nasal
GENERIC NAME	Flonase
DOSAGE RANGE	1-2 actuations to each nostril
HOW TO TAKE	Nasally
USES	Allergies
SIDE EFFECTS	Hypersensitivity, glaucoma
WARNINGS	No warnings - OTC

DRUG NAME	Lisinopril
GENERIC NAME	Prinivil
DOSAGE RANGE	2.5 mg - 40mg
HOW TO TAKE	Orally
USES	BP
SIDE EFFECTS	Angioedema, Renal Failure Hypotension
WARNINGS	Do not take while pregnant

DRUG NAME	
GENERIC NAME	Loratadine ↑, Claritin, Alavert
DOSAGE RANGE	10mg
HOW TO TAKE	Orally
USES	Allergies
SIDE EFFECTS	Seizures, hepatotoxicity, anaphylaxis
WARNINGS	No warnings

DRUG NAME	Hydrocodone
GENERIC NAME	Norco
DOSAGE RANGE	5mg - 10mg
HOW TO TAKE	Orally
USES	Pain - Surgery Recovery
SIDE EFFECTS	CNS depression, hypotension
WARNINGS	Addiction, Abuse, Misuse

DRUG NAME	Docusate Sodium
GENERIC NAME	Colace
DOSAGE RANGE	50-300mg
HOW TO TAKE	Orally
USES	Constipation
SIDE EFFECTS	Diarrhea
WARNINGS	No BB warning

DRUG NAME	Insulin Glargine
GENERIC NAME	Lantus
DOSAGE RANGE	100 units per mL
HOW TO TAKE	Injection
USES	Diabetes
SIDE EFFECTS	Anaphylaxis, Rash, Weight gain
WARNINGS	No BB Warning