



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Judy McDonald

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: 4 / 12 / 21 Time: 12:00 am / pm Trainer: B. Lanning

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								✓	



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

3 Codes from DMA Virtual
4462, 8846, 3251

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.

Judy McDaniel
Employee Signature

4-11-21
Date

[Signature]
Home Manager Signature

4-11-21
Date

J. McDaniel 6-4-21

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right patient

Right Route

Right Drug

Right time

Right Dose

Right documentation

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

Yes No Explain:

Poured at eye level but cup must be sitting on flat surface

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

Yes No Explain:

Signed at the beginning, shift change or changing DMAs

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

Yes No Explain:

Have to have an order from the Dr. stating to crush them

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Giving insulin when not needed may cause harm to the person. You must insulin @ can be harmful.

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

Yes No Explain:

If the blood pressure is high, give the medication, if low hold the medication

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

Yes No Explain:

An hour before 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:

Dispose of them properly.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Yes they do. Keeps track of their
blood sugar and how much they are receiving

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:

You must have permission to pass
the medication out of time frame

15. OTC means other than called for?

Yes No Explain:

Over The Counter.

16. One Tablespoon is equal to 30ml?

Yes No Explain:

1 tbsp = 15 ml.

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

nothing through the mouth

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

Yes No Explain:

They are to be disposed of by the nurse or DEA.

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

Yes No Explain:

It isn't a rare problem, Psychotropic medication can cause these problems.

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

Yes No Explain:

Any medication can cause constipation