



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Kal-Haven

Employee Receiving In-Service: Hayley Gorski

Date of 1st In-Service: 5 / 26 / 21 Time: 1 : 00P am / pm Trainer: Learning and Development

Date of 2nd In-Service: 5 / 26 / 21 Time: 4 : 00P am / pm Trainer: Learning and Development

Date of 3rd In-Service: 5 / 27 / 2021 Time: <sup>8 AM</sup>  
12 PM 4: PM am / pm Trainer: Olivia Kesselly

Date of 4th In-Service: 6 / 4 / 2021 Time: <sup>12 PM</sup>  
4: PM am / pm Trainer: Destiny Lewis

Date of 5th In-Service: 6 / 15 / 2021 Time: <sup>12 PM</sup>  
4: PM am / pm Trainer: Bethany Mulla

Date of 6th In-Service: 6 / 16 / 2021 Time: <sup>12 PM</sup>  
4: PM am / pm Trainer: Destiny Lewis

Date of Final Evaluation: 6 / 17 / 2021 Time: 4: 00 am / pm Trainer: Suby

**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	<input checked="" type="checkbox"/>							
	a. Location of ample supplies prior to administration	<input checked="" type="checkbox"/>							
	b. Area is clean and organized	<input checked="" type="checkbox"/>							
	c. Area is always locked	<input checked="" type="checkbox"/>							
	d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)	<input checked="" type="checkbox"/>							
2	DMA washes hands prior to administering medications and between each Resident	<input checked="" type="checkbox"/>							
3	Medication keys are retained by DMA	<input checked="" type="checkbox"/>							
4	Resident is identified per facility policy and procedure prior	<input checked="" type="checkbox"/>							
5	Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications	<input checked="" type="checkbox"/>							
	a. If Pulse and BP are required, hands and equipment are washed per facility policy	<input checked="" type="checkbox"/>							
	b. If Apical Pulse is required, privacy is provided	<input checked="" type="checkbox"/>							
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'	<input checked="" type="checkbox"/>							
	a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR	<input checked="" type="checkbox"/>							
	b. Liquid medication is poured at eye level, with palm covering label of stock bottle	<input checked="" type="checkbox"/>							



## Medication Administration In-Service and Evaluation

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	<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"/>	<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	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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Resident is properly positioned, at a 45° sitting angle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Tube is checked for placement and patency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Tube is flushed before, between and after medications are administered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<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	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"/>							



## Medication Administration In-Service and Evaluation

	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor 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 Guide to Drugs Book	✓	✓	✓	✓	✓	✓	✓	
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.

  
 \_\_\_\_\_  
 Employee Signature

6/7/2021  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Home Manager Signature

6/7/2021  
 \_\_\_\_\_  
 Date

19/20  
95%

Hayley Goesti

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

- |                       |                              |
|-----------------------|------------------------------|
| <u>right resident</u> | <u>right Time &amp; date</u> |
| <u>right medicine</u> | <u>right route</u>           |
| <u>right dosage</u>   | <u>right documentation</u>   |

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

Yes  No Explain:

Liquid medication should be poured & measured while  
placed on a flat surface at eye level

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

Yes  No Explain:

medication pass / substance log is signed & updated  
at / during the end of the shift

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

Yes  No Explain:

The DMA must know its approved by a <sup>doctor</sup> nurse,  
to crush a medication Tablet. with an  
order

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No

Explain:

Medication is <sup>double</sup> locked securely in the medication room

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

Yes  No

Explain:

Medication errors must always be reported to the on-call nurse and nurse manager right away. Medication errors need to also be filed in an incident report.

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

Yes  No

Explain:

The medication room keys should be kept with the DMA 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:

Giving medication to the wrong resident is Always a medication error.

# ANNUAL DMA RECERTIFICATION TEST

9.

Always give Lantus insulin irregardless of the glucose level?

Yes  No Explain:

Insulin should only be given if blood glucose level is 350 mg/dl or higher, Resident is conscious, and insulin is prescribed

Went over correct response 6/1/2021 (DW)

10.

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

Yes  No Explain:

These medications can all be used to treat or lower high blood pressure

11.

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

Yes  No Explain:

8 o'clock meds must be given an hour before scheduled to an hour after scheduled - given between 7:00 and 9:00.

12.

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

Yes  No Explain:

non-controlled medications refused by residents should be properly disposed of in the Rx liquid <sup>disolver</sup> jug after a doctor decides controlled meds must be put in the locked ~~box~~ box - Both should be documented

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Insulin must be prescribed & applicable to a resident to be given.

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 a resident refuses to get up for their med pass on time it must be recorded on Emar to the nurse. DMA must get permission from a nurse for a late pass.

15. OTC means other than called for?

Yes  No Explain:

OTC means over-the-counter

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

one Tablespoon is 14.7 ml

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes  No Explain:

NPO stands for Nothing by Mouth

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

Yes  No Explain:

Controlled substances should be given to as prescribed to whom they were prescribed to.

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

Yes  No Explain:

it is common for residents on psychotropic meds to have problems with choking

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

Yes  No Explain:

it is common to experience constipation as a side-effect