



Medication Administration In-Service and Evaluation

Name of Facility/Home: Ancher Pointe

Employee Receiving In-Service: Safreda Rzeszut

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: 06 10 21 Time: 6:51 am (pm) Trainer: Kelly Green

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
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)						N/A	
	a. Resident is properly positioned, at a 45° sitting angle						N/A	
	b. Tube is checked for placement and patency						N/A	
	c. Tube is flushed before, between and after medications are administered						N/A	
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.


 Employee Signature

8/9/21
 Date


 Home Manager Signature

6-9-21
 Date

Dajada August

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right to be

Right to know

Right medication

Right dose

Right person

Right documentation

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

Yes No Explain:

Liquid meds are poured at eye level
cup sitting on counter

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

Yes No Explain:

you sign it as you pour controlled meds-
you sign at shift change (a staff do
shift change.

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

Yes No Explain:

NEEDS A WRITTEN DOCTORS PERMISSION

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

They are locked with 2 locks
(~~or~~ stored behind 2 locks)

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

Yes No Explain:

Every medication that occurs
needs TO be Reported.

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

Yes No Explain:

the medication keys stay with
the DMA until shift is over.

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:

medications can only be passed
to the clients whose name is
on the bottle. Report right away
that the client needs meds.

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

After you check clients blood sugar level, IF blood sugar is low; you hold the insulin per physicians orders

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

Yes

No

Explain:

Taking the Blood pressure lets the DMA know where the clients reading is hold for give medication

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

Yes

No

Explain:

DMA has an hour before and an hour pass scheduled times -

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

Yes

No

Explain:

Prompt Resident/IP they Refuse the medication has to be logged and destroyed by 2-STAFF

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All insulin has to be recorded
You need another STAFF TO
Verify the insulin

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 have to call the on call nurse
to get permission to pass
their meds to them

15. OTC means other than called for?

Yes No Explain:

over the counter = etc

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 my mouth

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

Yes

No

Explain:

you cannot return substance
controlled meds to pharmacy

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

Yes

No

Explain:

It is a rare side effect

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

Yes

No

Explain:

constipation is a side effect
of some meds.