



Medication Administration In-Service and Evaluation

Name of Facility/Home: The Cottage

Employee Receiving In-Service: Brandy Donley

Date of 1st In-Service*: / / Time: : am / pm Trainer:

Date of 2nd In-Service: 7 / 12 / 21 Time: 7:30 (am) / pm Trainer: Ceryl Shoot

Date of 3rd In-Service: 7 / 13 / 21 Time: 7:53 (am) / pm Trainer: Ceryl Shoot

Date of 4th In-Service: 7 / 19 / 21 Time: 7:00 (am) / pm Trainer: Ceryl Shoot

Date of 5th In-Service: 7 / 26 / 21 Time: 7:00 (am) / pm Trainer: Ceryl Shoot

Date of 6th In-Service: 7 / 27 / 21 Time: 7:00 (am) / pm Trainer: Ceryl Shoot

Date of Final Evaluation: / / Time: : am / pm Trainer:

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)		/	/	/	/			
	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		/	/	/	/			
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.

Brenda Dault
 Employee Signature

7-30-21
 Date

Cheyl Shook
 Home Manager Signature

7-27-21
 Date

ANNUAL DMA RECERTIFICATION TEST

1 List the six patient rights:

Right Person Right Medication
Right time Right Route
Right Dose Right Documented

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

Yes No Explain:

To make sure that you pour the Right
amount, Put on Counter and Pour
after you mark Right amount on cup

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

Yes No Explain:

all way's signed when passed

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

Yes No Explain:

unless we have an order to crush
Other wise Do not crush

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Double Lock Braw Locked and
med Room Door Locked.

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

Yes No Explain:

no Report all medication errors
no matter what

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

Yes No Explain:

DmA Holds keys no matter what
never give keys to anybody.

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:

no matter what never use
from another resident.

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

no all ways check level's Frist,

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

Yes

No

Explain:

all ways monitor Blood pressure.

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

Yes

No

Explain:

8:00 clock medication can be given up till 9:00am any longer have to call ~~GA~~ to see if can pass if passed time

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

Yes

No

Explain:

They are all ways Disposed ~~to~~ in ~~Blatt~~ med Destroyer and a notther person all ways to Double check to.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

yes all way's have^{to} be on Record

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 Resident gets up late have to call manager, to see if they can have them if ok then give to them if it is no then no

15. OTC means other than called for?

Yes No Explain:

over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

one tablespoon is only 15ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes No Explain:

~~Take by mouth~~
Nothing by mouth

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

Yes No Explain:

no it gets all destroyed

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

Yes No Explain:

It is a side affect of medications

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

Yes No Explain:

yes any medication can cause
constipation