



Medication Administration In-Service and Evaluation

Name of Facility/Home: Lantern Bay/Brookwater

Employee Receiving In-Service: Gabrielle Weiss

| | | |
|--|---|---------------------------------|
| Date of 1st In-Service*: <u>10/3/21</u> | Time: <u>5:30 AM</u> <input checked="" type="radio"/> am / <input type="radio"/> pm | Trainer: <u>Zandy Dominguez</u> |
| Date of 2nd In-Service: <u>10/3/21</u> | Time: <u>6:00</u> <input checked="" type="radio"/> am / <input type="radio"/> pm | Trainer: <u>[Signature]</u> |
| Date of 3rd In-Service: <u>10/3/21</u> | Time: <u>8:00</u> <input checked="" type="radio"/> am / <input type="radio"/> pm | Trainer: <u>Stacy Milliken</u> |
| Date of 4th In-Service: <u>10/3/21</u> | Time: <u>12:00</u> am / <input checked="" type="radio"/> pm | Trainer: <u>Stacy Milliken</u> |
| Date of 5th In-Service: <u>10/3/21</u> | Time: <u>2:00</u> am / <input checked="" type="radio"/> pm | Trainer: <u>Stacy Milliken</u> |
| Date of 6th In-Service: <u>10/5/21</u> | Time: <u>8:00</u> <input checked="" type="radio"/> am / <input type="radio"/> pm | Trainer: <u>Rodolfo Serrato</u> |
| Date of Final Evaluation: <u>10/6/21</u> | Time: <u>10:00</u> <input checked="" type="radio"/> am / <input type="radio"/> pm | Trainer: <u>Roberta Clemens</u> |

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 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | <i>discussed</i> |
| 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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| 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 techniques reviewed | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 8 | Medication via gastric tube administered per facility policy and procedure (if applicable) | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | <i>discussed</i> |
| | a. Resident is properly positioned, at a 45° sitting angle | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | <i>discussed</i> |
| | b. Tube is checked for placement and patency | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | <i>discussed</i> |
| | c. Tube is flushed before, between and after medications are administered | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | <i>discussed</i> |
| 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 | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |



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|----|--|--------------|-----|-----|-----|-----|-----|-----|-------|----------|
| 19 | Medication errors are reported to Home Manager 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 Epocrates link on staff computer | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 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

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.

Yakelle Weiss
Employee Signature

10-6-21
Date

Roberta Clemons
Home Manager Signature

10-6-21
Date

1572
1909
9847

ANNUAL DMA RECERTIFICATION TEST

1 List the six patient rights:

| | |
|-------------------------|----------------------------|
| <u>right person</u> | <u>right time</u> |
| <u>right medication</u> | <u>right route</u> |
| <u>right dose</u> | <u>right documentation</u> |

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

Yes No Explain:

pour at eye level on flat surface

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

Yes No Explain:

Sign every time you pass a controlled substance
and after every time shift change

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

Yes No Explain:

Has to have crush order

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Controlled Substances had to be double
locked

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

Yes No Explain:

have to be reported immediately after med error
all errors

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

Yes No Explain:

the dma has to have it on person 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:

Cannot use any other residents medication not
prescribed to them

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

if it is 70 and below call on call medical
and follow instructions

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

Yes No Explain:

they are blood pressure medications

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

Yes No Explain:

8:00 medication can be given 1 hour before
1 hour after longer then that call on call
medical

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

Yes No Explain:

disposed of by beach policy

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Orders have to be on record to have
insulin injections

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:

Call on call medical
pass on paper mar when appeared
mark as refuse because they didnt want to get up

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 15 ml
30 ml is two tablespoons

ANNUAL DMA RECERTIFICATION TEST

17. NPO means nothing para oral?

Yes No Explain:

nothing by mouth

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

Yes No Explain:

Controlled substances are disposed of by
deacon policy

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

Yes No Explain:

It is common among psychotropic medication patients
to have choking and aspiration

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

Yes No Explain:

It is very common to have constipation when taking
psychotropic medications