



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Sand/Saunders Point Lodge

Employee Receiving In-Service: Madison Carlson

Date of 1st In-Service: 10 / 14 / 2021 Time: 1 : 00pm am / pm Trainer: Learning and Development

Date of 2nd In-Service: 10 / 14 / 2021 Time: 3 : 00pm am / pm Trainer: Learning and Development

Date of 3rd In-Service: 10 / 24 / 21 Time: 7 : 00 (am) / pm Trainer: Tammy Jelen

Date of 4th In-Service: 10 / 26 / 21 Time: 7 : 00 (am) / pm Trainer: Tammy Jelen

Date of 5th In-Service: 11 / 01 / 21 Time: 8 : 30 am / (pm) Trainer: Tammy Jelen

Date of 6th In-Service: 11 / 02 / 21 Time: 7 : 00 (am) / pm Trainer: Tammy Jelen

Date of Final Evaluation: 11 / 09 / 21 Time: 7 : 00 (am) / pm Trainer: Tammy Jelen

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

*Made Good*  
Employee Signature

11/9/21  
Date

*Kimberly Bailey*  
Home Manager Signature

11/9/21  
Date



**Certificate of Completion**  
**IS HEREBY GRANTED TO**

Madison Carlson

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Virtual training and in-service

TYPE OF TRAINING

11/09/21

COMPLETION DATE

Tommy Sklar

TRAINER SIGNATURE

MC

# DMA TRAINING

## LIST OF MEDICATIONS TO COMPLETE FOR DMA TRAINING

Use the attached forms to look up each of the medications listed below. Each line must be completed and turned in the day that you do your final DMA Evaluation with your ROM (Regional Operation Manager) for your area. You will not be able to become DMA certified until all of the forms are completed [ 48 ]  
See slide 65 in DMA Packette

<b>Mental Illness Anxiety Disorders</b>	<b>Inhalers Allergy / Asthma</b>	<b>Hyperlipidemia Statins</b>	<b>Diabetes Endocrine &amp; Metabolic</b>
Abilify Ativan Clozaril Depakote Haldol Invega Klonopin Lamictal Lithium Risperdal Seroquel Tripleptal Zyprexa	Advair Discus Atrovent Flonase Flovent Loratadine Proventil	Crestor Lipitor Zocor	Apidra Byetta Glucophage Glyburide Lantus Levemir Levothyroxine Novolog Synthroid
<b>Seizures</b>	<b>Gastrointestinal Disorder Constipation</b>	<b>Blood Pressure Meds</b>	<b>Pain &amp; Inflammation</b>
Dilantin Keppra Neurontin Topamax	Colace Miralax Prilosec Protonix Zantac	HCTZ (hydrochlorothiazide) Lisinopril Toprol Tenormin	Flexeril Motrin Norco Tylenol with Codeine Ultram

App/Website: Epocrates

Please complete 10 of the above medications prior to attending DMA class.

DMA Code #1 0611

DMA Code #2 0925

DMA Code #3 0515

DRUG NAME	Ativan
GENERIC NAME	lorazepam
DOSAGE RANGE	TAB 0.5mg, 1mg, 2mg; INJ 2mg per mL, 4mg per mL
HOW TO TAKE	PO/IM/IV
USES	anxiety,
SIDE EFFECTS	Sedation, dizziness, asthenia, ataxia, fatigue, confusion, constipation
WARNINGS	risks from concomitant opioid use, addiction, abuse, and misuse,

DRUG NAME	Flonase
GENERIC NAME	fluticasone propionate nasal
DOSAGE RANGE	2-4 actuations in each nostril/day
HOW TO TAKE	nasal
USES	Corticosteroid for relieving allergic rhinitis symptoms
SIDE EFFECTS	headache, URI sx, nasal burning, cough, vomiting
WARNINGS	

DRUG NAME	ZOCOR
GENERIC NAME	Simvastatin
DOSAGE RANGE	5mg, 10mg, 20mg, 40mg, 80mg
HOW TO TAKE	PO
USES	hypercholesterolemia
SIDE EFFECTS	URI, headache, abdominal pain, nausea, vertigo
WARNINGS	

DRUG NAME	Synthroid
GENERIC NAME	levothyroxine
DOSAGE RANGE	25mcg - 300mcg
HOW TO TAKE	PO
USES	hypothyroidism
SIDE EFFECTS	palpitations, tremor, weight loss, tremor
WARNINGS	

DRUG NAME	Dilantin
GENERIC NAME	phenytoin
DOSAGE RANGE	ER CAP 30mg, 100mg; CHEWABLE: 50mg; SUSP: 126mg per 5mL
HOW TO TAKE	PO
USES	status epilepticus, seizure disorder
SIDE EFFECTS	nausea, vomiting, rash, ataxia, confusion
WARNINGS	cardiovascular risk with rapid infusion

DRUG NAME	Colace
GENERIC NAME	docusate sodium
DOSAGE RANGE	50-300 mg/day
HOW TO TAKE	PO
USES	emollient laxative for softening stool
SIDE EFFECTS	diarrhea, abdominal cramps, throat irritation, rash
WARNINGS	

DRUG NAME	Toprol - XL
GENERIC NAME	metoprolol succinate
DOSAGE RANGE	25mg, 50mg, 100mg, 200mg
HOW TO TAKE	PO
USES	HTN, angina
SIDE EFFECTS	fatigue, dizziness, rash, depression
WARNINGS	Avoid Abrupt Cessation

DRUG NAME	Norco
GENERIC NAME	hydrocodone / acetaminophen
DOSAGE RANGE	5mg/325mg, 7.5mg/325mg, 10mg/325mg
HOW TO TAKE	PO
USES	pain
SIDE EFFECTS	lightheadedness, dizziness, sedation, nausea
WARNINGS	medication error risk, addiction, abuse, and misuse respiratory depression

DRUG NAME	Invega
GENERIC NAME	paliperidone
DOSAGE RANGE	1.5mg, 3mg, 6mg, 9mg
HOW TO TAKE	PO
USES	Schizophrenia disorder
SIDE EFFECTS	tachycardia, URI, myalgia, headache
WARNINGS	Dementia-related psychosis

DRUG NAME	Seroquel
GENERIC NAME	quetiapine
DOSAGE RANGE	25mg - 400mg
HOW TO TAKE	PO
USES	Schizophrenia, bipolar, anxiety
SIDE EFFECTS	Somnolence, weight gain, anemia, rash
WARNINGS	dementia-related psychosis, suicidality