



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _____

Courtyard Home

*Answer
DMA*

Employee receiving In-Service: _____

Raymond Macrester

Date of 1st In-Service: ___ / ___ / ___ Time: ___:___ am/pm L&D:

Date of 2nd In-Service: ___ / ___ / ___ Time: ___:___ am / pm Medical:

Date of 3rd In-Service: ___ / ___ / ___ Time: ___:___ am / pm DMA TTT:

Date of 4th In-Service: ___ / ___ / ___ Time: ___:___ am / pm DMA TTT: _____

Date of 5th In-Service: ___ / ___ / ___ Time: ___:___ am / pm DMA TTT: _____

Date of 6th In-Service: ___ / ___ / ___ Time: ___:___ am / pm HM:

Date of Final Evaluation: 11/24/21 Time: 12:00 am / pm DMA TTT:

All staff must complete DMA class, Medical class, Homework and DMA Test in LMS along with In-Services and Final Evaluation for certification.

Code #1 _____ Code #2 _____ Code #3 _____

In-Service #		1st	2nd	3rd	4th	5th	6th	Eval.	Comments
1.	MEDICATION AREA-								
	a. Location of ample supplies before administration.							✓	
	b. Report medication that is 10 days or less. Check expiration dates on all medication (special attention to epi-pen, prn medication not commonly used). If a medication is not available contact management and medical to obtain medication or further direction. This							✓	



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22	The medication area is cleaned and locked after the completion of medication administration. All medication is double locked.									✓
23	DMA can identify the action and common side effects of medications administered. Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.									✓
24	Approved Abbreviations List is reviewed									✓
25	Seizure precautions and documentation. Follow Beacon's policy unless someone has their medical protocol prescription.									✓
26	After-hour procedures and protocol for found/spilled medication. Location of Epocrates link on staff computer. All medication disposed of must have second staff verification and a complete disposal log. Controlled substances are disposed of in the Dead drug box, all other medication is disposed of in the Rx destroyer jug.									✓
27	2nd Staff Verification, what it is, when it is needed, and how to document it. (Med disposal, Insulin verification, Med reconciliation, controlled substance count)									✓
28	Refusal of Medication procedures (prompt 3 times, then complete IR/ER as applicable) If medication has been popped, store in a sealed baggie labeled with their initial, time, and date in their medication folder. If medication is not administered per approval as applicable dispose at end of shift.									✓
29	For questions or concerns contact your Regional Nurse during business hours. Follow After hours On-Call procedure as applicable. If a medical emergency contact 911 before Medical. Must know the on-call process and the phone numbers									✓

FOLLOW UP CONCERNS

Specify the time frame for completion: _____ N/A

I have received the above In-services 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 Home Manager or Regional Nurse at my Site during open office hours and to the On-Call person after hours.



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Jessamine Bho

Employee Signature

11-24-21

Date

Janice L. S.

Home Manager Signature or DMA TTT

11-24-2021

Date

J. Blum

ANNUAL DMA RECERTIFICATION TEST

1 List the six patient rights:

right Patient right medication
right Dosage right Documentation
right time right route

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

Yes No Explain:

at a leveled flat surface

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

Yes No Explain:

soon you pass medication, and
reviewed for shift change at end
of shift

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

Yes No Explain:

Doctor has to prescribe it to
be crushed.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

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

Yes No Explain:

no, nurse need to be notified
documented and she'll tell you what to
do.

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

Yes No Explain:

staff who pass medications keeps
medication keys on them at all times
while on shift.

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:

must contact nurse, and document
cant none.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

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

Yes No Explain:

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

Yes No Explain:

Hour before or hour after

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

Yes No Explain:

put refused and dump them
with second verification. (med disposal!)

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Any medication passed must be documented.

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:

Document it on emar After nurse contacted.

15. OTC means other than called for?

Yes No Explain:

Over The Counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

15. mL

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:

Comes packaged with medication list.

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

Yes

No

Explain:

Anyone can choke or aspirate on psychotropic medications.

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

Yes

No

Explain:

False Constipation can be of any medication.