BEACON
Specialized Living

Certificate of Completion

IS HEREBY GRANTED TO

Danielle Walters

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

DMA Virtual training and in-service

TYPE OF TRAINING

2/25/21

COMPLETION DATE

Leah Mills

TRAINER SIGNATURE

BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Sand / Saunders Point Lodge

Employee Receiving In-Service: Danielle Walters

Date of 1st In-Service: 02 / 17 / 21 Time: 1 : 00 am / pm Trainer: Training Dept.

Date of 2nd In-Service: 02 / 24 / 21 Time: 3 : 00 am / pm Trainer: Training Dept.

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: 2 / 25 / 21 Time: 7 : 00 am / (pm) Trainer: Tammy Gillis

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	✓	✓					✓	reviewed
	a. If Pulse and BP are required, hands and equipment are washed per facility policy	✓	✓					✓	reviewed
	b. If Apical Pulse is required, privacy is provided	✓	✓					✓	reviewed
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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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)	✓	✓					✓	na
	a. Resident is properly positioned, at a 45° sitting angle	✓	✓					✓	na
	b. Tube is checked for placement and patency	✓	✓					✓	na
	c. Tube is flushed before, between and after medications are administered	✓	✓					✓	na
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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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

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.

Danielle Walters
Employee Signature

2/25/21
Date

Home Manager Signature

2/26/21
Date

DMA CLASSROOM TRAINING TEST

NAME: Danelle Walters DATE: 2-22-2021 SCORE: _____

1. Where should medication keys be kept?

   On DMA at all times

2. T ✓ F ____ PRN is an abbreviation for as needed or whenever necessary.

3. T ____ F ✓ NPO is an abbreviation for by mouth

4. T ____ F ✓ Prescription medication, including dietary supplements, or individual special medical procedures do not need to have a physician or dentist order.

5. T ✓ F ____ Prescription medications are to be kept in the original pharmacy container which is labeled for a specific resident, and locked and refrigerated if required.

6. T ____ F ✓ You should preset each resident's medication in order to save time.

7. If a resident can't swallow their medications and needs to be crushed, we need:
   a. a pill crusher
   b. the resident to chew the pill
   c. a physician's order

8. The medication administration record (MAR) contains the following information:
   a. the medication, the side effects, and time to be administered.
   b. the medication, the dosage, the side effects
   c. the medication, the dosage, label instructions for use, and time to be administered
   d. the medication, dosage

9. The following information about each medication must be obtained before it is given:
   a. purpose of medication and therapeutic effect
   b. unwanted side effects
   c. any known drug interactions with drugs the resident is currently is taking
   d. a and c
   e. All of the above

DMA CLASSROOM TRAINING TEST

10. T ✓ F ____ When medication is removed from the pharmacy-labeled container, it must be administered to the resident immediately by the person removing the medication from the container.

11. T ✓ F ____ The initials of the person who administers the medication, must be entered at the time the medication is given.

12. List the 6 rights of Medication Administration:

Right Resident _____ Right time + Date _____

Right Medication _____ Right Route/Method _____

Right Dosage _____ Right Documentation _____

13. T ✓ F ____ If the MAR is missing the initials of the staff who administered a medication and you cannot verify the medication was given, the resident's physician must be notified. This is a med error.

14. T ✓ F ____ If the resident refuses to take their medication, you should record the refusal on EMAR and complete the Event report?

15. T ____ F ✓ When a resident is going on a LOA (Leave of Absence), you should remove the meds from the bubble pack and place in another container and label the new container for the resident to take with him or her.

16. T ✓ F ____ If a PRN medication is prescribed, you need to know what it is prescribed for, and the PRN medication can only be given for the reason it is prescribed.

17. T ✓ F ____ When giving a PRN medication, record the reason for giving the PRN medication, follow-up with effectiveness one hour later, write a note that describes in detail what was observed.

18. T ✓ F ____ Medication errors must be reported to the nurse and to the home manager. An event report must be completed.

19. T ✓ F ____ It is important for the DMA to be familiar with the medications that is being administered to the residents. The DMA should also be familiar with common side effects.

20. T ✓ F ____ It is not important for the DMA to be able to educate the resident about his or her medications.

DMA CLASSROOM TRAINING TEST

21. T ✓ F ____ It is important to avoid distractions when preparing and or passing medications?

22. Prior to administering medications to a resident you should:
    a. ask the resident to tell you his or her name
    b. identify the resident with his or her photo on EMAR
    c. hand them a glass of water
    d. All of the above

23. What is the medication administration time frame?
    a. half hour before and half hour after the correct administration time.
    b. one hour before and one hour after the correct administration time
    c. whenever the resident decides to take his or her medication

24. T ____ F ✓ Good hand-washing technique is not important when you are passing medications.

25. T ____ F ✓ When assisting a resident to apply a topical medication, it is alright to use your fingers to remove the medication form the jar.

26. T ✓ F ____ Liquid medication is poured at eye level.

27. T ✓ F ____ The resident has the right to refuse medication, but also has the right to know the consequences of refusing the medications.

28. T ✓ F ____ Controlled substances must be counted by the on-coming shift (DMA) and the-going shift (DMA).

29. T ____ F ✓ It is alright to store internal and external medications together.

30. T ✓ F ____ When a blood sugar on a diabetic client is below 70, you should call the medical staff or on call personnel, and treat them with the hypoglycemic protocol and retest their blood sugar in 20 minutes?

Danielle Walters

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

Mental Illness Anxiety Disorders	**Inhalers Allergy / Asthma**	**Hyperlipidemia Statins**	**Diabetes Endocrine & Metabolic**
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 ✓
Seizures	**Gastrointestinal Disorder Constipation**	**Blood Pressure Meds**	**Pain & Inflammation**
Dilantin Keppra Neurontin Topamax ✓	Colace Miralax Prilosec Protonix Zantac ✓	HCTZ (hydorchlorothiazide) 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 0907 DMA Code #2 0113 DMA Code #3 2117

DRUG NAME	Proventil
GENERIC NAME	Albuterol Inhaled
DOSAGE RANGE	90mcg per actuation
HOW TO TAKE	
USES	bronchospasm, bronchospasm acute, bronchospasm, exercise-induced
SIDE EFFECTS	Cardiac arrest, cough, dizziness, pain, nervousness, nausea, hyperlactatemia
WARNINGS	N/A

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatine
DOSAGE RANGE	10mg, 20mg, 40mg, 80mg
HOW TO TAKE	
USES	Hypercholesterolemia, mixed dyslipidemia, Hypercholesterolema type IV
SIDE EFFECTS	Myopathy, leukopenia, UTI, dyspepsia, insomnia, gynecomastia, headache
WARNINGS	N/A

DRUG NAME	Levothyroxine
GENERIC NAME	Euthyrox
DOSAGE RANGE	25mcg, 50mcg, 75mcg, 88mcg, 100mcg, 112mcg, 125mcg, 137mcg, 150mcg, 175mcg, 200mcg
HOW TO TAKE	
USES	Hypothyroidism, ~~THS~~ TSH suppression
SIDE EFFECTS	HTN, arrhythmia, nervousness, tremor, weightloss, menstrual irregularities
WARNINGS	Not for obesity/Weight loss

DRUG NAME	Seroquel
GENERIC NAME	Quetiapine
DOSAGE RANGE	25mg, 50mg, 100mg, 200mg, 300mg, 400mg
HOW TO TAKE	
USES	Schizophrenia, bipolar I disorder, manic, bipolar disorder, acute depressive, anxiety disorder
SIDE EFFECTS	stroke, pancreatitis, dizziness, tremor, asthenia, headache, fatigue, nausea, insomnia
WARNINGS	Dementia-Related Psychosis, Suicidality

DRUG NAME	Synthroid
GENERIC NAME	Levothyroxine
DOSAGE RANGE	25mcg, 50mcg, 75mcg, 88mcg, 100mcg, 112mcg, 125mcg, 137mcg, 150mcg, 175mcg, 200mcg
HOW TO TAKE	
USES	Hypothyroidism, TSH suppression
SIDE EFFECTS	angina, seizures, nervousness, diarrhea, anxiety, muscle spasm, alopecia
WARNINGS	Not for obesity/Weight loss

DRUG NAME	Clozaril
GENERIC NAME	Clozapine
DOSAGE RANGE	25mg, 100mg
HOW TO TAKE	
USES	Schizophrenia, tx-resistant, suicide prevention, schizophrenia-assoc
SIDE EFFECTS	Seizures, stroke, dystonia, weight gain, drowsiness, tremor, nausea, fever
WARNINGS	Severe Neutropenia, Seizures, Dementia-Related Psychosis, Myocarditis

DRUG NAME	Topamax
GENERIC NAME	topiramate
DOSAGE RANGE	Sprinkle CAP: 15mg, 25mg TAB: 25mg, 50mg, 100mg, 200mg
HOW TO TAKE	
USES	Partial Seizures, Seizures, primary generalized tonic clonic, sleep-related eating dis.
SIDE EFFECTS	nephrolithiasis, weight loss, dizziness, insomnia, infection, dyspepsia, ataxia
WARNINGS	N/A

DRUG NAME	Zantac
GENERIC NAME	ranitidine
DOSAGE RANGE	TAB: 150mg, 300mg; SOL: 15mg per mL, Inj: 25mg per mL
HOW TO TAKE	
USES	
SIDE EFFECTS	N/A
WARNINGS	pneumonia, arrhythmia, headache, confusion, fatigue, diarrhea, constipation

DRUG NAME	Lisinopril
GENERIC NAME	Prinivil
DOSAGE RANGE	TAB: 10mg, 20mg
HOW TO TAKE	
USES	MI, acute, HTN, heart failure w/ reduced ejection fraction
SIDE EFFECTS	renal failure, SIADH, dizziness, cough, abdominal pain, hypotension, headache
WARNINGS	Fetal Toxicity

DRUG NAME	Norco
GENERIC NAME	Hydrocodone/acetaminophen
DOSAGE RANGE	TAB: 5mg/325mg, 7.5mg/325mg, 10mg/325mg
HOW TO TAKE	
USES	Pain, moderate-mod, severe
SIDE EFFECTS	Seizures, abuse, lightheadedness, dizziness, rash, constipation, sedation
WARNINGS	Addiction, Abuse, & Misuse, Opioid Analgesic REMS, Respiratory Depression

Name: Danielle Walters

Medical Training Test

1. What are the ranges for vital signs?
   a. Blood Pressure: 90-160/50-90
   b. Pulse: 50-100 bpm
   c. Temperature: 96-99°F
   d. Respirations: 12-20

2. When are vital signs taken on a resident?
   a. When a resident shows signs of infection or reports not feeling well.
   b. At the beginning of each month and as needed.
   c. As indicated on the MAR.
   (d.) All of the above

3. When is it okay to call 911 before contacting anyone else?
   a. When the resident tells you to.
   (b.) When the resident has chest pain, shortness of breath/breathing difficulties, seriously high or low vital signs, signs of a stroke, sudden change in condition or is non-responsive.
   c. When the resident is experiencing coughing, sneezing and runny nose.
   d. When the resident is experiencing nausea vomiting and diarrhea.

4. T____ F✓: When a resident leaves the home, staff does not have to bring their Epi Pen with them if they don't want to.

5. What does the stroke acronym FAST stand for?
   - F: Face drooping
   - A: Arm weakness
   - S: Speech difficulty
   - T: Time to call 911

6. If a resident has an incident of choking, when is it okay not to call 911?
   a. When the resident says they are okay.
   b. When the Heimlich technique was used.
   (c.) When the regional nurse is on-site, completes an assessment and approves that 911 does not need to be called.
   d. When vital signs are normal.

7. T✓ F____: It is important to report and record any change in physical condition or behavior of a resident.

8. T✓ F____: Behavioral changes can be due to a medical issue.

9. T____ F✓: If a seizure lasts 3 minutes long and the resident does not have a history of seizures there is no need to call 911 immediately.

10. T____ F____: The circulatory system is made up of the blood, heart, and the brain.

11. The primary purpose of the respiratory system is to:
    a. Supply oxygen to the tissue cells and eliminate carbon dioxide waste from the cells.
    b. Bring food and nutrients to the tissue cells.
    c. Both a and b.
    d. None of the above.

12. T ✓ F____: Foods that are difficult for someone to chew are chopped, ground, shredded and/or soft cooked to facilitate chewing and ease of swallowing, this is called a mechanical soft diet.

13. T____ F ✓: When a resident is eating and they are gagging, coughing, drooling, sticking their fingers into the back of their throat, or food is pooling in their mouth, it is not important to contact medical.

14. If a resident has a physician's order for a regular diet, the resident can consume:
    a. Only liquids.
    b. Foods that are dry and sticky.
    c. All types of foods and liquids.
    d. Only what is on the menu.

15. The musculoskeletal system is comprised of:
    a. Sclera, retina, and cornea.
    b. Bones, ligaments, joints, muscles and tendons.
    c. Both a and b.
    d. None of the above.

16. What does the acronym RICE stand for?
    - R: Rest the injured area for 48min
    - I: Ice for 20min at a time 4-8 hours per day
    - C: Compress to help reduce swelling
    - E: Elevate the injured limb 6-10inch above the heart

17. T ✓ F____: The skin is the largest organ in the human body.

18. What are the signs and symptoms of a urinary tract infection?
    a. Urinary frequency, low abdominal/back pain
    b. Diarrhea, blood in the stool
    c. Burning or pain when urinating, blood in the urine
    d. Confusion
    e. a, c, and d

19. T ✓ F____: The hormones produced by the endocrine system regulate the entire body.

20. Uncontrolled diabetes can lead to:
    a. Heart disease.
    b. Dental disease.
    c. Nerve damage.
    d. All of the above.

21. T✓ F____: In type 1 diabetes, the pancreas continues to produce insulin normally.

22. T✓ F____: In type 2 diabetes, some people can control their blood sugar levels with healthy eating and exercise.

23. If a resident has a blood sugar of 61 you should:
    a. Call 911.
    b. Give them insulin.
    c. Treat with hypoglycemic kit then recheck blood sugar 20 minutes later.
    d. All of the above.

24. T____ F✓: If a resident has a blood sugar of 350, you should treat with sugar or carbohydrates.

25. After an insulin vial or pen is opened it has an expiration date of:
    a. 28 days later.
    b. There is no expiration date.
    c. 60 days later.
    d. The manufacturer's expiration date.

26. T____ F✓: Communicable diseases are only transmitted by direct contact.

27. The best way to prevent the flu is by:
    a. Staying at home.
    b. Getting a flu vaccine each year.
    c. Washing your hands after going to the bathroom.
    d. Wearing a mask and gloves at all times.

28. T____ F✓: You can get the flu by getting a flu shot.

29. The best prevention to the spread of infection is:
    a. Washing your hands.
    b. Washing your hands.
    c. Washing your hands.
    d. All of the above.

30. If a resident has a seizure you should:
    a. Keep the person safe and free from injury by laying them down with something soft.
    b. Time the seizure and provide first aid as necessary once the seizure is over.
    c. Loosen restrictive clothing.
    d. All of the above.

31. T____ F✓: You can limit a resident's diet without a behavior plan or physician's order.

32. T✓ F____: It is important to wear gloves when there is the potential to come into contact with blood or bodily fluids.

33. T____ F✓: After removing disposable gloves you do not need to wash your hands.

34. T✓ F____: It is a resident's right to refuse medical treatment, but if you as a staff feel that it is a medical emergency you should call 911 and let the resident refuse to the paramedics.

35. If you accidently poke yourself with a used insulin needle, what should you do next?
    a. Clean site well with soap and water then notify supervisor immediately.
    b. Use hand sanitizer and call 911.
    c. Do not tell anyone.
    d. Clean site well with soap and water and notify your supervisor at the end of your shift.

36. T____ F✓: It is acceptable to operate a lifting device by yourself.

37. When lifting or transferring a client you must:
    a. Know how many people need to assist.
    b. Make the resident do it themselves.
    c. Communicate with your partner and the resident.
    d. Both a and c.

38. T____ F✓: Assistive devices do not need a physician's order.

39. T____ F✓: It is not necessary to report a fall to medical if no one was hurt.

40. What should you do if a resident experiences a fall?
    a. Take their vitals.
    b. Check for obvious signs of injury.
    c. Report to home manager and medical.
    d. All of the above.