BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Mission Point

Employee Receiving In-Service: Helen Bates

Date of 1st In-Service*: 3/17/21 Time: 1:00 am / (pm) Trainer: Traning Dept
*This is done by a regional nurse

Date of 2nd In-Service: 3/17/21 Time: 5:00 am / (pm) Trainer: Training Dept

Date of 3rd In-Service: 3/23/21 Time: 1:15 am / (pm) Trainer: ENorthrop

Date of 4th In-Service: 3/23/21 Time: 1:45 am / (pm) Trainer: ENorthrop

Date of 5th In-Service: 3/25/21 Time: 8:50 (am) / pm Trainer: EGema

Date of 6th In-Service: 3/25/21 Time: 4:50 am / (pm) Trainer: EGema

Date of Final Evaluation: 3/25/21 Time: 5:10 am / (pm) Trainer: EGema

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	✓	✓	✓	✓	✓	✓	✓	

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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	✓	✓	✓	✓	✓	✓	✓	

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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.

Helen Bates — *Employee Signature*

3·26·21 — *Date*

F. Gema — *Home Manager Signature*

3·26·21 — *Date*

Helen Bates

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 7821 DMA Code #2 2221 DMA Code #3 3482

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	2-5 10-15 mg PO qd - MAX - 30 mg day.
HOW TO TAKE	By mouth
USES	Bipolar - Antipsychotics, TLC Disorder, tourette Syndrome
SIDE EFFECTS	hypersensitivity - tardive Dyskinesia, Stroke,
WARNINGS	Suicidal - Dementia - Related Psychosis.

DRUG NAME	Clozaril
GENERIC NAME	Clozapine, FAZACLO, VersaCloz,
DOSAGE RANGE	12½ mg increase 100 mg.
HOW TO TAKE	By Mouth
USES	Schizophernia,
SIDE EFFECTS	Dysilipidemia, Headaches,
WARNINGS	neutropenia Risk, - orthostatic Hypotension, Seizures, myocarditis.

DRUG NAME	Haldo
GENERIC NAME	Haldo Decanoate, Haldo Lactate → Haloperidol
DOSAGE RANGE	Injectable. 0.5mg 1mg 2mg 5mg 10mg, 20mg
HOW TO TAKE	Injection.
USES	Tourette Syndrome, Agitation
SIDE EFFECTS	Insomnia. Drowsiness, gynecomastia,
WARNINGS	Extrapyramidal sx Leukopenia - Retinopathy

DRUG NAME	Dilantin
GENERIC NAME	Phenytoin.
DOSAGE RANGE	ER CAP 30mg, 100mg. Chewable: 50 mg Susp. 125 mg per 5mL.
HOW TO TAKE	By Mouth, IV.
USES	Seizure Disorders.
SIDE EFFECTS	Nausea, Vomiting, Rash Ataxia Headache.
WARNINGS	Ventricular fib. Hypotension. Stevens-Johnson Syn.

DRUG NAME	Levothyroxine
GENERIC NAME	Euthyrox, Levothyroid, Levoxyl, Synthroid, Thyquidity
DOSAGE RANGE	CAP 13 mcg to 300 mg Inj. Various. / Hypothyroidism 50-200 mcg PO qd.
HOW TO TAKE	By mouth / IV Inj.
USES	thyroid Disorders. Hypothyroidism
SIDE EFFECTS	Palpitations, Appetite incr. tachycardia tremor, weight loss.
WARNINGS	not for obesity/weight loss

DRUG NAME	Lisinopril
GENERIC NAME	Prinivil, Qbrelis, Zestril
DOSAGE RANGE	2.5mg - 40mg
HOW TO TAKE	By Mouth
USES	Angiotensin-converting (ACE) inhibitors Blood Press
SIDE EFFECTS	Anaphylactoid rxn, Stevens-Johnson Syndrom. pancreatitus
WARNINGS	fetal Toxicity

DRUG NAME	Flonase.
GENERIC NAME	Clarispray, Anticholinergics, Intranasal Zinc.
DOSAGE RANGE	1-2 actuations in Each nostril
HOW TO TAKE	1-2 actuations in Each nostril
USES	Corticosteriod for relieving Allergic rhinitis Symptom
SIDE EFFECTS	Headache, Ulcer Epistaxis nasal irritation nausea
WARNINGS	Hypersensitivity, Anaphylaxis glaucoma, cataracts

DRUG NAME	Advair Discs
GENERIC NAME	fluticasone propionate
DOSAGE RANGE	100mcg/50mcg - 500mcg/50mcg per Blister
HOW TO TAKE	1 puff inhaled.
USES	Asma Maintenance
SIDE EFFECTS	Bronchospasm, paradoxical, Asthma exacerbation
WARNINGS Ø Black Box	pneumonia, laryngospasm.

DRUG NAME	Ativan
GENERIC NAME	Lorazepam.
DOSAGE RANGE	0.5mg - 4mg per ml
HOW TO TAKE	2-6mg/Day PO/ Bymouth
USES	Anxiety, Insomnia, Status Epileptiaus
SIDE EFFECTS	Sedation, Dizziness, Asthenia, Ataxia - Chemo -
WARNINGS	Concomitant opioid use. Addiction, Abuse, Misuse.

DRUG NAME	Toprol
GENERIC NAME	Metoprolol Succinate
DOSAGE RANGE	ER TAB 25mg - 200mg
HOW TO TAKE	Pill By Mouth
USES	HTN - Angina, Heart Failure, Migraine renal
SIDE EFFECTS	Fatigue Dizziness Diarrhea, pruritis
WARNINGS	Avoid Abrupt Cessation