BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Beacon Specialty Living - Ludington**

Employee Receiving In-Service: **Laura Prutch**

Date of 1st In-Service: **1** / **27** / **21**   Time: **1** : **00** am / pm   Trainer: **Training Department**

Date of 2nd In-Service: **1** / **27** / **21**   Time: **3** : **00** am / pm   Trainer: **Training Department**

Date of 3rd In-Service: **2** / **17** / **21**   Time: **4** : **00** am / (pm)   Trainer: **David Rafter**

Date of 4th In-Service: **2** / **25** / **21**   Time: **8** : **00** am / (pm)   Trainer: **David Rafter**

Date of 5th In-Service: **2** / **26** / **21**   Time: **8** : **00** am / (pm)   Trainer: **Ashley Kelsey**

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

Date of Final Evaluation: **2** / **28** / **21**   Time: **8** : **00** am / (pm)   Trainer: **Ashley Kelsey**

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	✔	✔	✓	✓	✓		✓	

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)	✔	✔	✓	✓	✓	✓	✓	
	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	✔	✔	✓	✓	✓	✓	✓	

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 <u>Coordinator of Care at my Site during open office hours and to the On-Call person after hours</u>.

Laura Pruteh
Employee Signature

2/28/21
Date

Ashley Kelsey
Home Manager Signature

2/28/21
Date

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	Advair Discus	Crestor	Apidra
Ativan	Atrovent	Lipitor	Byetta
Clozaril	Flonase	Zocor	Glucophage
Depakote	Flovent		Glyburide
Haldol	Loratadine		Lantus
Invega	Proventil		Levemir
Klonopin			Levothyroxine
Lamictal			Novolog
Lithium			Synthroid
Risperdal			
Seroquel			
Tripleptal			
Zyprexa			

Seizures	Gastrointestinal Disorder Constipation	Blood Pressure Meds	Pain & Inflammation
Dilantin	Colace	HCTZ (hydorchlorothiazide)	Flexeril
Keppra	Miralax	Lisinopril	Motrin
Neurontin	Prilosec	Toprol	Norco
Topamax	Protonix	Tenormin	Tylenol with Codeine
	Zantac		Ultram

App/Website: Epocrates

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

DMA Code #1 __1989__   DMA Code #2 __7930__   DMA Code #3 __2740__

? Hepatic/renal dosing??

DRUG NAME	ATIVAN
GENERIC NAME	LORAZAPAM
DOSAGE RANGE	2-6 mg per day
HOW TO TAKE	orally
USES	anxiety, insomnia, status epilepticus, chemo nausea, alcohol withdrawal, preop sedation
SIDE EFFECTS	respitory depression, abuse, seizures, suicidality
WARNINGS	dizziness, ataxia, fatigue, confusion, irritability, appetite changes, constipation incontinence

DRUG NAME	ABILIFY
GENERIC NAME	ARIPIPAZOLE
DOSAGE RANGE	2-30 mg
HOW TO TAKE	INJ
USES	bi-polar, manic + mixed, major depressive disorders
SIDE EFFECTS	Headaches, weight gain, INsomnia, INcontinence, cough
WARNINGS	

DRUG NAME	INVEGA
GENERIC NAME	paliperidone
DOSAGE RANGE	1.5 mg - 5mg
HOW TO TAKE	INJ, TABlet
USES	Schizo affective do, schitzoprenia,
SIDE EFFECTS	parkinsonisim, sleep disorder, Ab pain, Cough, URI
WARNINGS	Arrhythmia, Dizziness

DRUG NAME	KloNopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	.5mg - 2mg
HOW TO TAKE	TABlet
USES	seizur, panic do, anxiety, restless leg, Sleep terrors
SIDE EFFECTS	allergic reaction, diff. Breathing,
WARNINGS	

DRUG NAME	Risperdal
GENERIC NAME	Risperidone
DOSAGE RANGE	1-4 mg per day
HOW TO TAKE	
USES	bipolar, acute manic, tourette,
SIDE EFFECTS	lo (wBC) count, Seizures, trouble swolloing
WARNINGS	could affeet fets fertility

Anxiety Disorders / Mental Illness

DRUG NAME	Zyprexa
GENERIC NAME	olanzipine (injection)
DOSAGE RANGE	2.5 mg - 5 mg
HOW TO TAKE	
USES	Schizophrenia, Bipolar, Schizoaffective disorder, major depress
SIDE EFFECTS	Dilirium, disorientation, agitation, Speech, Walking
WARNINGS	dizziness, severe drowsiness

DRUG NAME	Neurontin — (Seizures)
GENERIC NAME	gabapentin
DOSAGE RANGE	100-300-400-600-800 mg.
HOW TO TAKE	PO, Im, IV
USES	partial seizures, post-herpetic neuralgia, Pain, fibromyalgia, alcohol dependance
SIDE EFFECTS	dizziness, ataxia, fatigue, fever, nausea, vomiting
WARNINGS	depression, suicide, respitory Dep., Stevens johnson Syn,

DRUG NAME	Flonase (allergy)
GENERIC NAME	fluticasone propionate nasal (NO INFO)
DOSAGE RANGE	INJ - 100 units per mL
HOW TO TAKE	INJ
USES	diabeter mellitus type 1+2
SIDE EFFECTS	
WARNINGS	

DRUG NAME	Lantus (diabetes)
GENERIC NAME	INSULIN glargine
DOSAGE RANGE	
HOW TO TAKE	INJection
USES	Diabetes
SIDE EFFECTS	hypoglycemia, INJ site, Rash, pritius, URI
WARNINGS	anaphylaxis, hypokalimia

DRUG NAME	Novolog (diabetes)
GENERIC NAME	INSULIN aspart
DOSAGE RANGE	
HOW TO TAKE	
USES	
SIDE EFFECTS	
WARNINGS	