BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Ludington**

Employee Receiving In-Service: **Bianca Kirk**

Date of 1st In-Service*: **01/20/2021** Time: **9:00** (am)/ pm   Trainer: **Cathryn Strahan-RN**
*This is done by a regional nurse

Date of 2nd In-Service: **01/20/2021** Time: **12:00** am /(pm)   Trainer: **David Schmitz**

Date of 3rd In-Service: **2/2/21** Time: **8:00** (am)/ pm   Trainer: **Ashley Kelsey**

Date of 4th In-Service: **2/5/21** Time: **12:00** am /(pm)   Trainer: **Ashley Kelsey**

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

Date of 6th In-Service: **2/10/21** Time: **4:00** am /(pm)   Trainer: **David Ralter**

Date of Final Evaluation: **2/12/21** 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	√	√	√	√	√	√	√	

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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.

Bianca Kirk
Employee Signature   Date

[signature]
Home Manager Signature   Date   2/12/21

Bianca
Kirk

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

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

Epocrates.com

DRUG NAME	Abilify
GENERIC NAME	aripiprazole
DOSAGE RANGE	2mg - 30mg TAB
HOW TO TAKE	by mouth
USES	schizophrenia, biopolar disorder, major depression dis order
SIDE EFFECTS	headache, weight gain, anxiety, insomnia
WARNINGS	hypersensitivity, and drug were Dementia-Related con Psychosis, suicidality

DRUG NAME	Ativan
GENERIC NAME	Larospan
DOSAGE RANGE	TAB 0.5mg - 2mg Inj 2mL - 4mL mg per mg per
HOW TO TAKE	by mouth
USES	anxiety, insomnia short-term, status epilepous, nausea
SIDE EFFECTS	tired, dizziness, asthenia (weakness, lack of energy), ataxia (loss of
WARNINGS	respiratory depression, apnea, body move ment) Risk from concomitant Opiod Use

DRUG NAME	Invega
GENERIC NAME	Paliperidone
DOSAGE RANGE	1.5mg - 9mg TAB
HOW TO TAKE	by mouth
USES	schizophrenia, schizophrenia disorder
SIDE EFFECTS	drowness, anixety, muscle stiffness, weight gain
WARNINGS	Dementia - Related Psychosis

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	0.5mg - 2mg TAB
HOW TO TAKE	by mouth
USES	seizure disorder, panic disorder, anxiety, sleepwalking
SIDE EFFECTS	confusion, drowsiness, dizziness, depression, constipation
WARNINGS	Risk from concomitant Opioid Use

DRUG NAME	Lamictal
GENERIC NAME	Lamotrigine
DOSAGE RANGE	25mg - 200mg TAB 2mg - 25mg chewable
HOW TO TAKE	by mouth
USES	bipolar I disorder, partial seizures, migraine headache w/ aura prophylaxis
SIDE EFFECTS	vomitting, rash, dizziness, nausea, blurred vision
WARNINGS	Serious Rush

DRUG NAME	Seroquel
GENERIC NAME	quetiapine
DOSAGE RANGE	25mg - 400mg
HOW TO TAKE	by mouth
USES	schizophrenia, bipolar, generalized anxiety disorder
SIDE EFFECTS	dizziness, diarrhea, tremor, back pain, fatigue
WARNINGS	Dementia-Related psychosis, Suicidality

DRUG NAME	Atrovent
GENERIC NAME	Ipratropium bromide inhaled
DOSAGE RANGE	17mcg 12 puffs 2 puff - morning
HOW TO TAKE	inhaled
USES	by mouth
SIDE EFFECTS	back pain, nausea, dyspnea
WARNINGS	N/A

DRUG NAME	Flonase
GENERIC NAME	fluticasone propionate nasal
DOSAGE RANGE	1 actuation in each nostril
HOW TO TAKE	nasal
USES	allergies
SIDE EFFECTS	back pain, headache, cough
WARNINGS	N/A

DRUG NAME	Lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	Inj (correct amount of insulin given) U-pen
HOW TO TAKE	Injection
USES	diabetes type 1 or 2
SIDE EFFECTS	Rash all over body, sweating
WARNINGS	N/A

DRUG NAME	Novolog
GENERIC NAME	insulin aspart
DOSAGE RANGE	100 mL (correct mL amount given)
HOW TO TAKE	Injection
USES	diabetes 1 or 2
SIDE EFFECTS	Nausea, headache, confusion
WARNINGS	N/A