BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Kurstin Summer

Employee Receiving In-Service: Beacon Home At Ludington

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

Date of 2nd In-Service: 02 / 17 / 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: 4 / 20 / 21 Time: 7 : 20 am / (pm) Trainer: David Rafter

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 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.

Employee Signature _____ *Date* 4/20/21

Home Manager Signature _____ *Date* 4-20-21

DRUG NAME	Seroquel (Antipsychotic)
GENERIC NAME	Quetiapine
DOSAGE RANGE	25mg, 50mg, 100mg, 200mg, 300mg, 400-800mg Maintenance range
HOW TO TAKE	Orally
USES	Schizophrenia, bipolar disorder, depression, Mania,
SIDE EFFECTS	Unusual Dreams, Weight gain, Headache, increased appetite, Decreased sexual desire Dizziness, Pain, Weakness, Dry Mouth, Vomiting, Indigestion, Constipation, gas,
WARNINGS	fainting, falling, Seizures, Vision Change, uncontrollable Movements, Painful erection, fever, contusion, hives, rash, Unusual bleeding or bruising

DRUG NAME	Tripleptal / Trileptal (Anticonvulsant)
GENERIC NAME	Oxcarbazepine / Oxtellar
DOSAGE RANGE	150mg, 300mg, 600mg
HOW TO TAKE	Orally
USES	Seizures, Bipolar disorder, Diabetic Neuropathy, Neuralgia
SIDE EFFECTS	Vision Change, Dizziness, Drowsiness, Headache, Stomach pain, Low energy
WARNINGS	Tonic-Clonic Seizure, Toxic effect of Nervious System, Low Sodium, Low blood Press, Abnormal brain activity, Reduces visual acuity, Brain hemorage, Toxic epidermal Necrolysis

DRUG NAME	Zyprexa (Antipsychotic)
GENERIC NAME	Olanzapine
DOSAGE RANGE	
HOW TO TAKE	Orally, Injectable
USES	Schizophrenia, Bipolar disorder, Depression,
SIDE EFFECTS	Drowsiness, Low blood pressure, Shakes, Dry mouth, Weight gain, restlessness
WARNINGS	Neuroleptic Malignant Syndrome, DRESS, Body temp problems, Dementia Stroke, High blood Sugar, Low White blood cell count, Cholesterol, Tardive dyskinesia,

DRUG NAME	~~Advair Diskus~~ Lamictal
GENERIC NAME	Lamotragine
DOSAGE RANGE	25mg, 50mg, 100mg, 150mg, 200mg up to 700mg per Day
HOW TO TAKE	Tab / ODT Orally, Chewables
USES	Bipolar Disorder, Seizure Disorder
SIDE EFFECTS	Rash, Headache, Nausea, vomiting, Pain, Anxiety, Tremors, Diarrhea, ~~Hemophagocytic, Lymp~~ Dizziness, insomnia, Chest pain
WARNINGS	Serious Rash, Hemophagocytic Lymphohistiocytosis, Organ Failure Blood Dyscrasias,

DRUG NAME	~~Albuterol~~ Risperdal
GENERIC NAME	Risperidone
DOSAGE RANGE	0.5-16mg
HOW TO TAKE	Liquid, Pill, Injection, Disolvable tabs
USES	Schizophrenia, Bipolar, Mood disorders
SIDE EFFECTS	Drowsy, dizzy, drooling, Nausea, Tiredness
WARNINGS	Muscle spasms, tremors, sleep apnea, Difficulty swallowing seizures, fainting

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Kurstin Sumner

DRUG NAME	Abilify
GENERIC NAME	aripiprazole
DOSAGE RANGE	10-20mg 300 mg - 400mg injection
HOW TO TAKE	Oral, Injection
USES	Schizophrenia, bipolar disorder, depression, Tourettes, irritability
SIDE EFFECTS	weight gain, restlessness, sleepiness, Compulsive behavior, Uncontrolable urges
WARNINGS	dizziness, drooling, constipation, blurred vision, Hypotension, falls

DRUG NAME	Ativan
GENERIC NAME	Lorazepam
DOSAGE RANGE	0.5mg 1mg, 2mg 1-10mg daily
HOW TO TAKE	Oral, Injection
USES	Anxiety
SIDE EFFECTS	Sedation, slurred speach, dizziness, fatigue, sleep apnea, Vertigo, drowsiness, Amnesia, Memory impairment, Seizures
WARNINGS	Anxiety, agitation, rage, insomnia, hallucinations, rage, hostility,

DRUG NAME	Clozaril
GENERIC NAME	Clozapine, FazaClo, Versaclo2
DOSAGE RANGE	12.5mg - 900mg
HOW TO TAKE	Oral
USES	Schizophrenia, suicidal behavior
SIDE EFFECTS	Weight gain, constipation, Blurry vision, fast heart rate, Sweating, tremor, dizziness, headache, drowsiness, Nausea,
WARNINGS	Drooling, Dizziness Tremors, Infections easier, fever, Flu like Seizures, Movement Iss, Symptoms Mouth sores pain urinating, Cough, trouble breathing

DRUG NAME	Depakote
GENERIC NAME	Divalproex Sodium 750mg 500mg - 1000mg - 3500mg
DOSAGE RANGE	125mg - 500mg Delayed release, 250-500mg ER 125mg Capsules
HOW TO TAKE	Orally
USES	Anti seizure, Acute bipolar Mania
SIDE EFFECTS	Liver damage, Headache, Dizziness, weakness, Tremors, Vision issues, Hair loss, Bleeding, Ammonia levels, Nausea, Vomiting, loss of appetite, pain right side, dark urine, face swelling
WARNINGS	liver damage, Birth defects Suicidal thoughts

DRUG NAME	Haldol
GENERIC NAME	Haloperidol
DOSAGE RANGE	0.5mg - 20mg oral 5mg-100mg injection
HOW TO TAKE	Oral, Injectable
USES	Schizophrenia, Schizoaffective, Mood/Mental disorders, Hallucinations, Tourettes, ADHD, Aggressi
SIDE EFFECTS	Muscle Stiffness, Sedation, Erectile dysfunction, Weight gain, tachycardia, Reduce Sweatin
WARNINGS	Affect heart Rhythm, Severe Dizziness, fainting, Heart problems, Low Potassium or magnesium

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