BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Andrew Bryant

Date of 1st In-Service*: ___/___/___ Time: ___:___ am / pm Trainer: _____
*This is done by a regional nurse

Date of 2nd In-Service: ___/___/___ Time: ___:___ am / pm Trainer: _____

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: 4/12/21 Time: 1:30 am / pm Trainer: Kelly Green

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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	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)							N/A	
	a. Resident is properly positioned, at a 45° sitting angle							N/A	
	b. Tube is checked for placement and patency							N/A	
	c. Tube is flushed before, between and after medications are administered							N/A	
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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	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval	Comments
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.

Andrew Bu[illegible] — 4-12-21

Employee Signature — *Date*

[illegible] — 4-12-21

Home Manager Signature — *Date*

2120 3860 8456

Andrew Bryant

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Medication
Right Dosage
Right patient
Right route
Right Date and time
Right documentation

2. Liquid medication is poured at eye level holding the cup with your hand?

☐ Yes ☒ No Explain:

all liquid suspensions and Medications to be poured at eye level on a flat even surface

3. Controlled substance log is signed after the shift is over?

☐ Yes ☒ No Explain:

Controlled Substace log must be counted at beginning and end of each shift or from one DMA to another DMA during the shift

4. The DMA may crush tablets if resident does not want to swallow whole?

☐ Yes ☒ No Explain:

unless there is a written order from a physican, Medications cannot be crushed

ANNUAL DMA RECERTIFICATION TEST

5. Controlled substances are stored (single locked) according to policy and procedures?

☐ Yes ☒ No Explain:

according to policy and procedures medications must be double locked

6. Medication errors only need to be reported if the error causes harm?

☐ Yes ☒ No Explain:

all medication errors need to be reported and recorded

7. The medication room keys are left hanging on a special hook in the office area?

☐ Yes ☒ No Explain:

Medication room keys are to remain on the designated DMA for the entire shift

8. If a resident runs out of a psychotropic medication and another bubble pack is not in the house, you can use one from another resident?

☐ Yes ☒ No Explain:

borrowing another clients medication is never allowed

ANNUAL DMA RECERTIFICATION TEST

9. Always give Lantus insulin irregardless of the glucose level?

☐ Yes ☒ No Explain:

only give lantus or any insulin to clients based on the prescription written by physician

10. Blood pressure readings are used to monitor the treatment results of Lisinopril, Tenormin, or Norvasc?

☒ Yes ☐ No Explain:

these are antihypertension medications used to treat hypertension

11. Eight o'clock medication may be given at 8:00, 9:00, or 10:00?

☐ Yes ☒ No Explain:

an hour before or an hour after 7:00, 8:00, 9:00

12. Medications that have been popped and then the resident refuses are put back in the bubble packs?

☐ Yes ☒ No Explain:

Medications may never be placed back in bubble pack must be placed in dead box if refused

ANNUAL DMA RECERTIFICATION TEST

13. Orders do not have to be on record for insulin injections?

☐ Yes ☒ No Explain:

all medications have to have written orders

14. When a resident gets up late for a medication pass, just enter in the quickMAR, resident not in house for the med pass, and give the medication whenever they get up?

☐ Yes ☒ No Explain:

record as a refusal and make note in misc note the client was sleeping

15. OTC means other than called for?

☐ Yes ☒ No Explain:

OTC means Over the Counter

16. One Tablespoon is equal to 30ml?

☐ Yes ☒ No Explain:

a tablespoon is 15mL

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

☐ Yes ☒ No Explain:

nothing by mouth

18. All controlled substances are returned to the pharmacy to be repackaged?

☐ Yes ☒ No Explain:

all controlled medications must be counted and destoyed by appointed licensed personnel and need to have a witness

19. Choking and aspiration is a rare problem among residents on psychotropic medications?

☐ Yes ☒ No Explain:

a side of psychotropic medications often causes chocking and aspiration

20. Constipation is never a side effect of psychotropic medications?

☐ Yes ☒ No Explain:

constipation is a side affect of psychotropic medications

BEACON
Specialized Living

Andrew Barrett

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

Beacon User Role: Available to all staff

Timeline: Should create an account upon initiating DMA certification training process.

How to Register:

Pull up Google Chrome or any other web browser and go to https://www.epocrates.com/

You will now be the Epocrates home page.

Click on "Login" in the upper right-hand corner of the page.

A login box/registration box will pop-up.

Click on "Register Now" to register for an account. *(Enter credential if you have already registered to access the program.)*

Fill out the form below and click "Join". Use "Other Health Professional" for Occupation and use "49009" for your work zip. Be sure to use your Beacon e-mail.

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 _____ DMA Code #2_____ DMA Code #3_____

DRUG NAME	Abilify
GENERIC NAME	aripiprazole
DOSAGE RANGE	2mg - 30mg
HOW TO TAKE	orally by tablet or liquid
USES	antipsycotic
SIDE EFFECTS	twitching, seizure, blurred vision, increased saliva/drooling
WARNINGS	Demeatia related psycosis - suicidality

DRUG NAME	flonase
GENERIC NAME	fluticasone propionate, nasal
DOSAGE RANGE	1-4 actuations per nostril
HOW TO TAKE	nasal spray
USES	Corticosteroid for relieving allergic rhinitis symptoms
SIDE EFFECTS	hypersensitivity, anaphylaxis, headache
WARNINGS	N/A

DRUG NAME	lipitor
GENERIC NAME	atorvastatin
DOSAGE RANGE	10 - 80 mg
HOW TO TAKE	take same time each day, with or without food
USES	lower bad cholesterol increase good cholesterol
SIDE EFFECTS	anaphylaxis, leukopenia, headache
WARNINGS	risk of low birth weight

DRUG NAME	lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	100 100 units per mL
HOW TO TAKE	injected under skin
USES	improve blood sugar control
SIDE EFFECTS	Anaphylaxis
WARNINGS	caution while breastfeeding

DRUG NAME	keppra
GENERIC NAME	levetiracetam
DOSAGE RANGE	Tab 250-1000 mg Sol 100mg per mL iv various
HOW TO TAKE	Same time each day with or without food
USES	treat seizures
SIDE EFFECTS	depression, psycosis, anaphylaxis
WARNINGS	caution breast feeding and pregnancy

DRUG NAME	Colace
GENERIC NAME	docusate sodium
DOSAGE RANGE	50 - 300 mg
HOW TO TAKE	by mouth
USES	emollient laxative for softening stool
SIDE EFFECTS	diarrhea, rash, bitter taste
WARNINGS	N/A

DRUG NAME	Toprol
GENERIC NAME	metoprolol succinate
DOSAGE RANGE	25 - 200 mg
HOW TO TAKE	with or just after a meal swallow capsule whole
USES	treat angina and hypertension
SIDE EFFECTS	CHF, heart block, dizzyness
WARNINGS	avoid Abrupt cessations

DRUG NAME	Norco
GENERIC NAME	Hydrocodone/acetemenophen
DOSAGE RANGE	5/10 mg
HOW TO TAKE	tablet by mouth
USES	relieve moderate/severe pain
SIDE EFFECTS	respiratory depression, seizures, abuse
WARNINGS	medication error risk, abuse, addiction, misuse

DRUG NAME	flexeril
GENERIC NAME	cyclobenzaprine
DOSAGE RANGE	N/A
HOW TO TAKE	Swallow capsule whole
USES	treat pain
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Ultram
GENERIC NAME	tramadol
DOSAGE RANGE	N/A
HOW TO TAKE	Swallow whole
USES	pain medicine
SIDE EFFECTS	N/A
WARNINGS	N/A