



**Medication Administration In-Service and Evaluation**

Name of Facility/Home: Lantern Bay / APS - APN

Employee Receiving In-Service: Yvonne Cruz

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 / 26 / 21 Time: 4 : pm am / pm Trainer: Theresa Lawson

**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)							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							✓	



## Medication Administration In-Service and Evaluation

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

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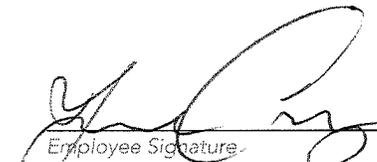


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I have received the above In-service and have read the Organizations **Medical Policies**. I understand what is expected of me as a Designated Medication Administrator. I also understand that any immediate medical questions or concerns should be directed to the Coordinator of Care at my Site during open office hours and to the On-Call person after hours.

  
Employee Signature

04/26/2021  
Date

  
Home Manager Signature

4-26-21  
Date

Yvonne C

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

<u>Medication</u>	<u>Date / time</u>
<u><del>the</del> dose</u>	<u>Person</u>
<u>Route</u>	<u>Documentation</u>

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

Yes  No Explain:

eye level on a Flat level surface

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

Yes  No Explain:

After <sup>Controlled</sup> med ~~is~~ popped is popped.

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

Yes  No Explain:

has to be ordered

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# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

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

Yes     No    Explain:

Report right away

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

Yes     No    Explain:

has to be on med person at all times

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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:

Medication Fraud

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# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Call on call to make sure to give  
Normal Range hold and call on call

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

Yes  No Explain:

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

Yes  No Explain:

1 hour before, 1 hour after

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

Yes  No Explain:

Disposed of properly

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

have to be prescribed by doctor

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:

call on call to see if the resident can still take them.

15. OTC means other than called for?

Yes  No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

2 tablespoons = 30ml

# 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:

NO USE Drug Disposed to dissolve before they are counted, verified.

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

Yes  No Explain:

often causes ~~choking~~ choking and aspiration

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

Yes  No Explain:





A login box/registration box will pop-up.

The screenshot shows the epocrates logo at the top, with the tagline "an other health service". Below the logo, there is a text input field containing the email address "khaas@beaconspecialized.org". Underneath the email field is a password field represented by a series of dots. A checkbox labeled "Remember Me" is checked. Below these fields are two buttons: "Login" and "Register Now". Below the "Login" button, there are two links: "Forgot your login or password?" and "New User?".

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.

The screenshot shows the "Create an Account" registration form. It includes fields for "First Name", "Last Name", "Email", and "Password". There is a "Phone" field with a dropdown menu for "Country Code" and a "Phone Number" field. Below these fields is a "Occupation" dropdown menu with "Other Health Professional" selected. There is also a "Work Zip" field with "49009" entered. At the bottom of the form, there is a "Join" button and a checkbox for "I agree to the Terms of Service".

## 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 (hydrochlorothiazide) 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 1018

DMA Code #2 8088

DMA Code #3 1992

DRUG NAME	Keppora
GENERIC NAME	levetiracetam
DOSAGE RANGE	250mg - 1000mg
HOW TO TAKE	Oral
USES	partial seizures
SIDE EFFECTS	Weakness, dizziness
WARNINGS	Skin Rash, Hallucinations

DRUG NAME	Neurontin
GENERIC NAME	Gabapentin
DOSAGE RANGE	100mg - 800mg
HOW TO TAKE	oral
USES	manage certain seizures, relief pain for some conditions
SIDE EFFECTS	Shaking, unusual eye movement
WARNINGS	

DRUG NAME	Colace
GENERIC NAME	Docusate Sodium
DOSAGE RANGE	50mg - 300mg
HOW TO TAKE	Oral
USES	Stool softener
SIDE EFFECTS	<del>Diarrhea</del> Diarrhea, Rash, Throat irritation
WARNINGS	

DRUG NAME	Lisinopril
GENERIC NAME	
DOSAGE RANGE	25mg - 40mg
HOW TO TAKE	Oral
USES	Heart Failure, HTN
SIDE EFFECTS	Dizziness, cough, headache
WARNINGS	Fatal toxicity

DRUG NAME	Ultram
GENERIC NAME	Tramadol
DOSAGE RANGE	Discontinued in the US
HOW TO TAKE	
USES	
SIDE EFFECTS	Sweating, dry mouth, dizziness
WARNINGS	

DRUG NAME	Depakote
GENERIC NAME	Sodium Valproate
DOSAGE RANGE	125mg, 250mg, 500mg
HOW TO TAKE	Oral
USES	Bipolar Disorder Seizure Disorder
SIDE EFFECTS	nausea, vomiting, loss of appetite
WARNINGS	<del>pancreatitis</del> pancreatitis

DRUG NAME	Lithium
GENERIC NAME	150mg - 600mg Cap/Tab
DOSAGE RANGE	Oral
HOW TO TAKE	Bipolar Disorder
USES	Headache, Dry Mouth, Diarrhea
SIDE EFFECTS	Lithium Toxicity
WARNINGS	

DRUG NAME	Advair Diskus
GENERIC NAME	Fluticasone Propionate
DOSAGE RANGE	100mcg/50mcg, 250mcg/50mcg 500mcg/50mcg
HOW TO TAKE	Inhalant
USES	Asthma
SIDE EFFECTS	throat irritation, dizziness
WARNINGS	Increased risk of asthma attack

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatin Calcium
DOSAGE RANGE	10mg - 80mg
HOW TO TAKE	
USES	Hypercholesterolemia
SIDE EFFECTS	constipation, heartburn, muscle pain
WARNINGS	confusion, yellowing of the skin or eyes

DRUG NAME	Lewemir
GENERIC NAME	Insulin Detemir
DOSAGE RANGE	100 units/ml
HOW TO TAKE	Injection
USES	Treatment for diabetes
SIDE EFFECTS	Stomach pain, thickening of skin
WARNINGS	Severe hypoglycemia