



Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Aida Maldonado

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: 11:30 (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 1	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							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
7							✓	
8							N/A	
							N/A	
							N/A	
							N/A	
9							✓	
							✓	
							✓	
10							✓	
11							✓	
12							✓	
13							✓	
14							✓	
15							✓	
16							✓	
17							✓	
18							✓	



Medication Administration In-Service and Evaluation

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval	Comments
19							✓	
20							✓	
21							✓	
22							✓	
23							✓	
24							✓	
25							✓	
26							✓	

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.

Aida Maldonado
Employee Signature

4/12/21
Date

[Signature]
Home Manager Signature

4-12-21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Dose

documentation

Route

Patient

time

Medication

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

Yes No Explain:

It has to be set on a flat surface, poured
eye level

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

Yes No Explain:

Controlled substance needs to be counted
before and after shift change, and when
handing over med key over.

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

Yes No Explain:

Only to be crushed by doctor's order.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

They have to 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
ALWAYS!

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

Yes No Explain:

The DMA has the keys at all times.

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:

Sharing medication is never allowed.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Only to be given if the glucose level
is over 200.

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

Yes No Explain:

It will let you know if the medication is
working or not.

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

Yes No Explain:

Medication can be given an hour before 8
and an hour after 8.

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

Yes No Explain:

Medications have to be properly disposed of
under supervision.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Always has to be recorded ^{at all} ~~times~~ times.

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:

~~Don't call the~~ Nurse needs to be contacted for authorization.

15. OTC means other than called for?

Yes No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

Two 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:

Pharmacies may not take back controlled substances they have to be properly destroyed

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

Yes No Explain:

Depends on which psychotropic medications.

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

Yes No Explain:

It is a common and serious side effect

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

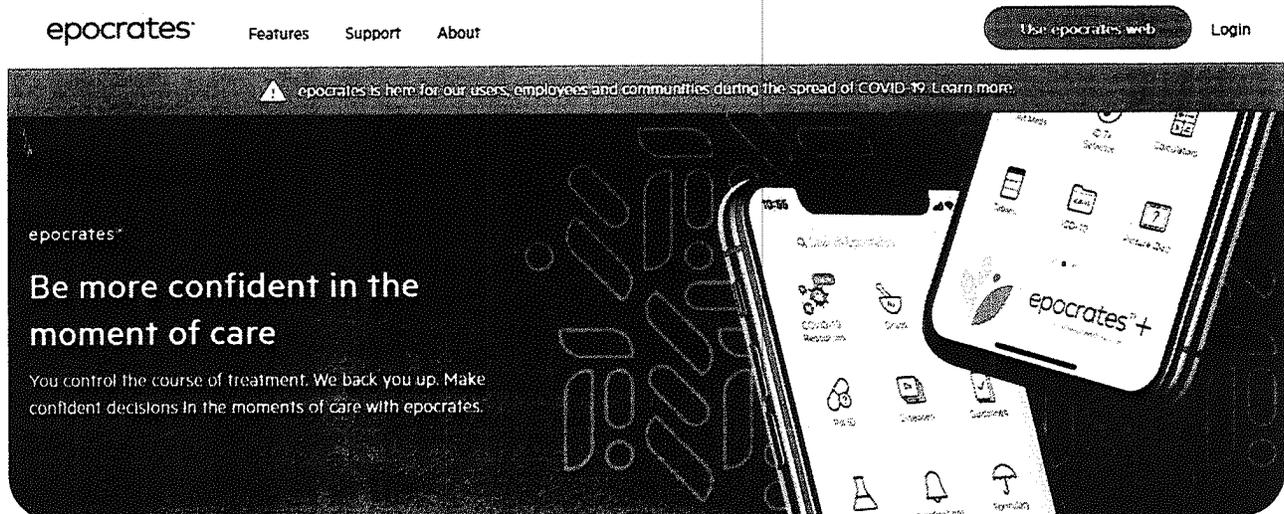
Beacon User Role: Available to all staff

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.

epocrates[®]
on otherhealth service

khaas@beaconspecialized.org

.....

Remember Me

Login

[Forgot your login or password?](#)

[New User ?](#)

Register Now

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.

epocrates[®]
on otherhealth service

Create an Account

Name

Email

Password

Country of Residence: United States of America

Work Zip/Postal Code

Occupation: Select

Join

DRUG NAME	Lipitor
GENERIC NAME	atorvastatin
DOSAGE RANGE	Tab. 10mg, 20mg, 40mg 80mg
HOW TO TAKE	Oral
USES	hypercholesterolemia, mixed dyslipidemia
SIDE EFFECTS	muscle spasms, diarrhea, insomnia
WARNINGS	N/A

DRUG NAME	Risperdal
GENERIC NAME	risperidone
DOSAGE RANGE	Tab. 25mg - 4mg Sol. 1mg per ml
HOW TO TAKE	oral
USES	bipolar I disorder, acute manic/mixed
SIDE EFFECTS	constipation fever, tremor, fatigue, insomnia
WARNINGS	Dementia-Related Psychosis

DRUG NAME	Advair Diskus
GENERIC NAME	Fluticasone propionate/salmeterol inhaled
DOSAGE RANGE	100 mcg/50mcg per blister 250mcg/150 500mcg
HOW TO TAKE	(inhaler) nasal passage
USES	COPD, maintenance tx
SIDE EFFECTS	hoarseness, throat irritation, headache
WARNINGS	N/A

DRUG NAME	Lamictal
GENERIC NAME	Lamotrigine
DOSAGE RANGE	25mg - 200mg, Tab. 2mg, 5mg 25-chewable
HOW TO TAKE	oral
USES	bipolar I disorder, maintenance, partial seizures
SIDE EFFECTS	vertigo, nausea, rash, blurred vision, back pain
WARNINGS	Serious Rash

DRUG NAME	Lithium
GENERIC NAME	Generic
DOSAGE RANGE	cap 150mg - 600mg Tab 300mg ER Tab 300mg 450
HOW TO TAKE	oral
USES	Schizoaffective disorder bipolar I disorder
SIDE EFFECTS	weight gain diarrhea, rash dizziness
WARNINGS	Lithium Toxicity

DRUG NAME	prilosec
GENERIC NAME	omeprazole
DOSAGE RANGE	Dr. Cap 10mg, 20mg, 40mg Dr. granule 10mg per PKt
HOW TO TAKE	oral
USES	gerd gastric ulcer
SIDE EFFECTS	Flatulence, Nausea abdominal pain headache
WARNINGS	N/A

DRUG NAME	Keppra
GENERIC NAME	levetiracetam
DOSAGE RANGE	Tab 250mg, 750mg, 1000mg Sol 100mg per mL, Inj Various
HOW TO TAKE	oral
USES	Juvenile myoclonic epilepsy, tonic clonic seizures
SIDE EFFECTS	Fatigue, asthenia, irritability aggressive behaviors
WARNINGS	N/A

DRUG NAME	neurontin
GENERIC NAME	gabapentin
DOSAGE RANGE	Cap 100mg, 300mg, 400mg Tab 600mg, 800mg Sol 50mg per mL
HOW TO TAKE	oral
USES	alcohol dependence, neuropathic pain, fibromyalgia
SIDE EFFECTS	diarrhea, fatigue, tremor, fever, dizziness
WARNINGS	N/A

DRUG NAME	Topamax
GENERIC NAME	topiramate
DOSAGE RANGE	Sprinkle Cap, 15mg, 25mg TAB, 25mg, 50mg, 100mg, 200mg
HOW TO TAKE	oral
USES	migraine headache, prophylaxis, seizures
SIDE EFFECTS	abdominal pain, taste change, weight loss
WARNINGS	N/A

DRUG NAME	Glucophage
GENERIC NAME	metformin
DOSAGE RANGE	Tab 500mg, 850mg, 1000mg
HOW TO TAKE	oral
USES	diabetes mellitus, type 2, polycystic ovary disorder
SIDE EFFECTS	diarrhea, nausea, indigestion
WARNINGS	Lactic Acidosis