



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Melanie 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: 04/12/21 Time: 12:00 am (pm) Trainer: Kelley Her

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	Final	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							✓	
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.

Melanie Bryant

Employee Signature

4-12-21

Date

[Handwritten Signature]

Home Manager Signature

4-12-21

Date

1217 0414 0620

Melanie Bryant

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 flat surface

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

Yes No Explain:

Controlled substance needs to be signed and counted before each shift or handing keys to another DMA (shift change)

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

Yes No Explain:

tablets are only to be crushed with doctors order.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

They have to be ~~single~~ double locked.

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

Yes No Explain:

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 in their possession 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:

It is only to be given if their glucose level reaches 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:

You can only give it 1 hour before or 1 hour after.

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

Yes No Explain:

They have to be disposed of under supervision

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Everything has to be recorded at all 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:

The nurse has to be contacted for authorization and proper med pass recorded.

15. OTC means other than called for?

Yes No Explain:

ITS Over the Counter,

16. One Tablespoon is equal to 30ml?

Yes No Explain:

30 ml is 2 tablespoons.

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

NPO means 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, facilities must make arrangements for destruction of unused controlled substances

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

Yes No Explain:

depends on which psychotropic medication.

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

Yes No Explain:

It is a common and adverse effect, especially people taking clozapine.



How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

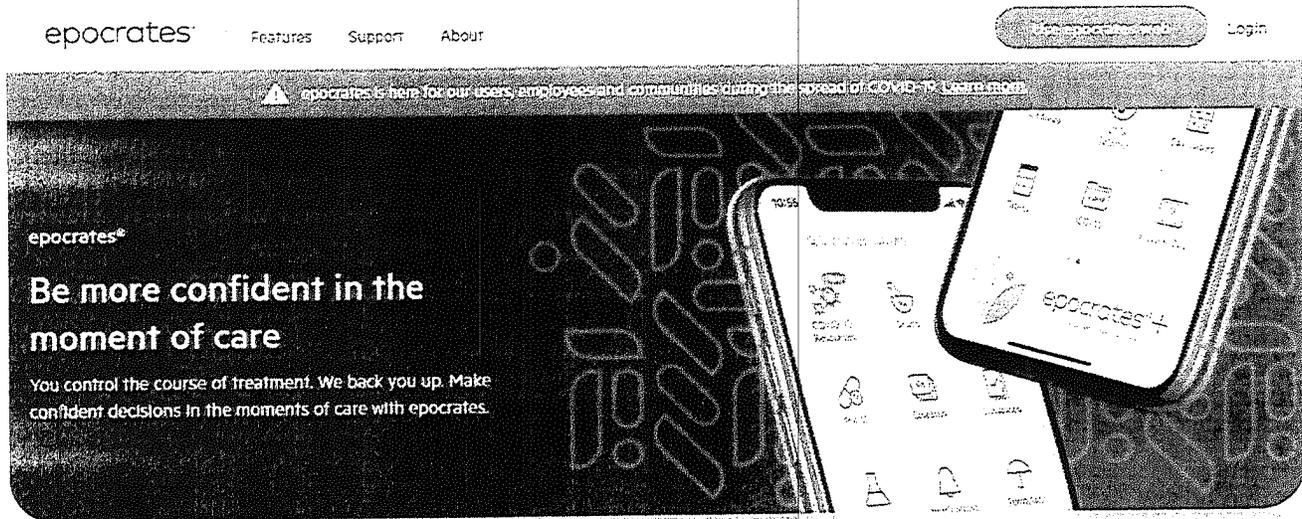
Beacon User Role: Available to all staff

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.

The screenshot shows the epocrates logo at the top, with the tagline "an otherhealth service". Below the logo is a login form with a text input field containing the email address "khaas@beaconspecialized.org". There is a password field with a masked password "*****". A checkbox labeled "Remember Me" is checked. Below the password field is a dark button labeled "Login". Underneath the "Login" button are two links: "Forgot your login or password?" and "New User?". At the bottom of the form is a dark button labeled "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.

The screenshot shows the "Create an Account" registration form. It includes fields for "First Name", "Last Name", "Email", "Phone", "Address", "City", "State", "Zip", "Occupation", and "Work Zip". The "Occupation" dropdown menu is set to "Other Health Professional" and the "Work Zip" field contains "49009". There is a "Join" button at the bottom of the form.

Melanie Bryant

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 Tepamax	Colace Miralax Pritosec 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 1217

DMA Code #2 0414

DMA Code #3 0620

DRUG NAME	Lamictal
GENERIC NAME	Lamotrigine
DOSAGE RANGE	Tab: 25 mg ODT x 14, 50 mg ODT x 14 and 100 mg ODT x 7
HOW TO TAKE	Swallow the tablet whole and do not crush, chew or break it.
USES	to treat bipolar, seizures
SIDE EFFECTS	Dizziness, Vertigo, headache, Nasal, Vomiting, Rash
WARNINGS	Black Box Warning - Serious Rash requiring hospitalization.

DRUG NAME	Zyprexa
GENERIC NAME	Olanzapine
DOSAGE RANGE	Tab: 2.5 mg, 5mg, 7.5mg, 10 mg, 15mg, 20mg; Inj: 5mg per mL
HOW TO TAKE	
USES	Schizophrenia, bipolar I disorder, major depression disorder
SIDE EFFECTS	Weight gain, headache, Insomnia, dizziness, tremor, constipation.
WARNINGS	Not approved for dementia/cementia-related psychosis, mortality risk in elderly dementia pts.

DRUG NAME	Flonase
GENERIC NAME	Fluticasone propionate nasal
DOSAGE RANGE	Allergy sx (12 yo and older) 1-2 actuations or 2 in each nostril
HOW TO TAKE	Max: 2 actuations in each nostril per day
USES	corticosteroid for relieving allergic rhinitis symptoms
SIDE EFFECTS	headache, nasal burning, nausea, vomiting, cough, diarrhea, dizziness
WARNINGS	

DRUG NAME	Lipitor
GENERIC NAME	atorvastatin
DOSAGE RANGE	Tab: 10mg, 20mg, 40mg, 80 mg
HOW TO TAKE	1x daily with or without food, same time each day.
USES	prevention of cardiovascular disease, hypercholesterolemia
SIDE EFFECTS	joint pain, stuffy nose, sore throat, diarrhea,
WARNINGS	do not take if your are pregnant or breast feeding, liver disease

DRUG NAME	Levothyroxine
GENERIC NAME	Euthyrox
DOSAGE RANGE	50-200 mcg PO qd
HOW TO TAKE	1x a day on an empty stomach, do not eat for at least 1hr after taking
USES	hypothyroidism
SIDE EFFECTS	palpitations, appetite incr, nervousness, weight loss, diarrhea, insomnia, fever, headache
WARNINGS	not for obesity/weight loss alone or as a combo, larger doses, may cause serious or life threatening toxicity.

DRUG NAME	Topamax
GENERIC NAME	Topiramate
DOSAGE RANGE	Sprinkle cap: 15mg, 25mg; tab: 25mg, 50mg, 100mg, 200mg
HOW TO TAKE	take w/wd food. Swallow whole, do not crush, chew or break.
USES	Post-traumatic stress disorder, Seizure disorders
SIDE EFFECTS	URI, dizziness, weight loss, fatigue, nervousness, nausea, anxiety, depression
WARNINGS	

DRUG NAME	Prilosec
GENERIC NAME	Omeprazole
DOSAGE RANGE	DR cap: 10mg, 20mg, 40mg; DR granule: 10mg per pkt.
HOW TO TAKE	by mouth
USES	Gastrointestinal Disorder, Constipation
SIDE EFFECTS	headaches, abdominal pain, nausea, diarrhea, vomiting, fever, UTI
WARNINGS	broken bones more likely to happen with long term use or taken more than 1x daily

DRUG NAME	Lisinopril
GENERIC NAME	none
DOSAGE RANGE	tab: 2.5mg, 5mg, 10mg, 20mg, 30mg, 40mg
HOW TO TAKE	by mouth, with or without food, drink plenty of water.
USES	Blood pressure meds
SIDE EFFECTS	dizziness, headache, hypotension, URI, cough, fatigue,
WARNINGS	fetal toxicity

DRUG NAME	Norco
GENERIC NAME	hydrocodone
DOSAGE RANGE	Tab: 5mg/325mg, 7.5mg/325mg, 10mg/325mg
HOW TO TAKE	by mouth. Never take in larger amounts or for longer than prescribed.
USES	pain moderate, severe.
SIDE EFFECTS	lightheadedness, Dizziness, sedation, Nausea, vomiting, drowsiness.
WARNINGS	med error risk, addiction, abuse, misuse, respiratory depression,

DRUG NAME	Motrin
GENERIC NAME	Ibuprofen
DOSAGE RANGE	1-2 tabs/caps 4-6 pm; Max 6 tabs or caps/24hr
HOW TO TAKE	By mouth
USES	reducing pain/inflammation, fever
SIDE EFFECTS	dyspepsia, nausea, abdominal pain, constipation, headache, dizziness
WARNINGS	