



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Luis Reyna Luis Reyna

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: 3:07 am / pm Trainer: Kelly Lee

All staff must complete all three (6) In-Services and Final Evaluation

Instructions: Check (✓) the appropriate box after Employee has been in-serviced.

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

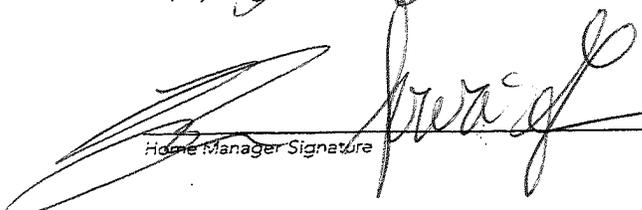
FOLLOW UP CONCERNS

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.


Employee Signature

4/12/21
Date


Home Manager Signature

4-12-21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

right consumer
right
dose

right medication
Time
documentation

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

Yes No Explain:

Because its not eye level on a flat level
surface.

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

Yes No Explain:

At the beginning or ending of every shift or
if the DMA is switched.

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

Yes No Explain:

Can't crush the medication without a
order that DMA can crush the medication.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Medication is double locked.

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

Yes No Explain:

All medication errors should be reported.

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

Yes No Explain:

keys always remain with the DMA.

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:

Never can you borrow medication from another consumer.

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

DMA call medical and always follow
the script by a doctor.

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

Yes

No

Explain:

They are help to read the blood pressure

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

Yes

No

Explain:

Medication can only be given an hour
before or after 8:00.

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

Yes

No

Explain:

To despose of the medication in the
properly, they are counted and verified.

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

No medication can be given without
a doctors permission and a written script

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 medical for assignments and
document it as a medicational refusal

15. OTC means other than called for?

Yes No Explain:

Over the Counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

15 ml

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:

DMA should return the narcotics because of pharmacy rules. DMA would count the quantity and dispose of the meds with another eye witness.

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

Yes

No

Explain:

Often psychotropic medication can cause choking and aspiration.

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

Yes

No

Explain:

psychotropic medication can also cause constipation.

LR
Luis Reyna

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

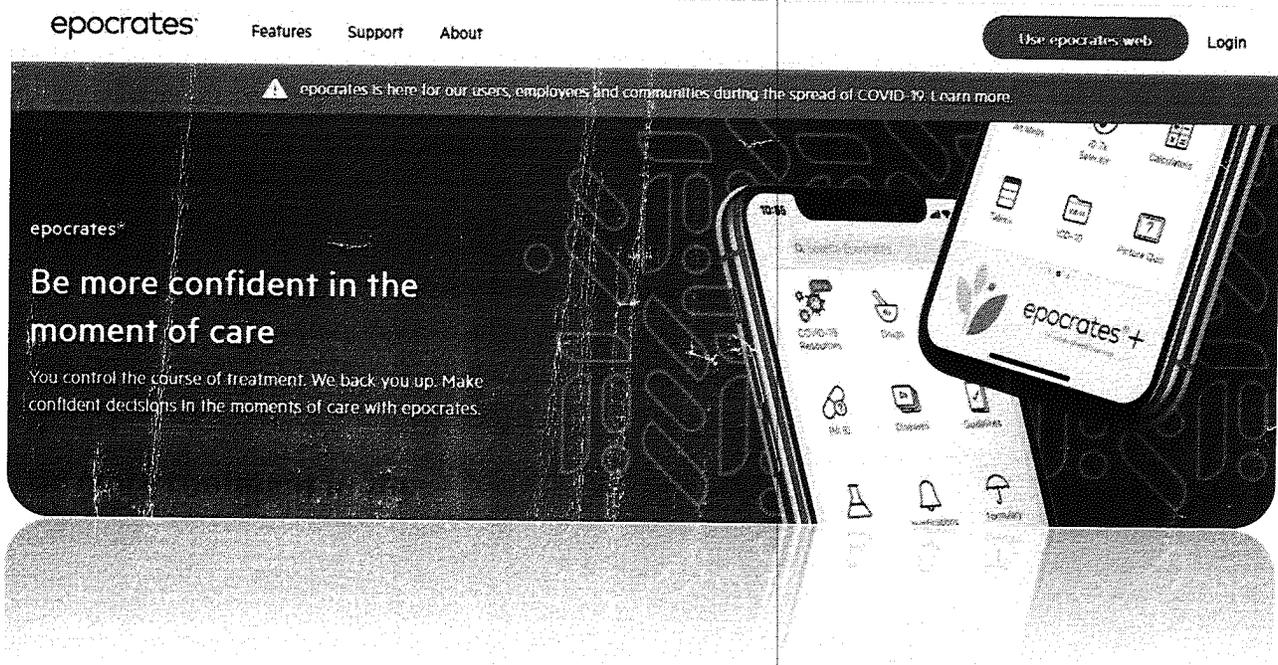
Beacon User Role: Available to all staff

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 login and registration page. At the top, the epocrates logo is displayed with the tagline "an otherhealth 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 the password field is a large black button with the text "Login". Under the "Login" button, there are two links: "Forgot your login or password?" and "New User?". Below these links is another large black button with the text "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" form on the epocrates website. The form includes the following fields and options:

- Name:** A text input field.
- Email:** A text input field.
- Password:** A text input field with a strength indicator.
- Country of Residence:** A dropdown menu set to "United States of America".
- Work Zip/Postal Code:** A text input field.
- Occupation:** A dropdown menu set to "Other".

Below the form, there is a "Join" button and a small disclaimer: "By clicking here, you agree to our privacy policy and Terms of Use and a full review of this page is required."

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 4763

DMA Code #2 1005

DMA Code #3 9946

DRUG NAME	Ativan
GENERIC NAME	Lorazepam
DOSAGE RANGE	Tab 0.5mg, 1mg, 2mg Inj 2mg per mL 4mg per mL
HOW TO TAKE	Oral, inj.
USES	insomnia short term pre operative sedation
SIDE EFFECTS	sedation, fatigue, confusion, irritability
WARNINGS	Addiction, Dependence and withdrawal reactions

DRUG NAME	Invega
GENERIC NAME	paliperidone
DOSAGE RANGE	ER tab 1.5mg, 3mg, 6mg, 9mg
HOW TO TAKE	Oral
USES	Schizophrenia, Schizoaffective disorder
SIDE EFFECTS	Nausea, dizziness, weight gain, cough
WARNINGS	Dementia - Related psychosis

DRUG NAME	Depakote
GENERIC NAME	divalproex Sodium
DOSAGE RANGE	Dr Tab 125mg, 250mg, 500mg
HOW TO TAKE	Oral
USES	absence seizures, bipolar disorder, acute manic
SIDE EFFECTS	abdominal pain, tremors, vomiting, headache
WARNINGS	Hepatotoxicity, fetal risk, pancreatitis

DRUG NAME	Synthroid
GENERIC NAME	levothyroxine
DOSAGE RANGE	Tab, 25mg, 50mg, 75mg, 88mg, 100-300mcg
HOW TO TAKE	Oral
USES	hypothyroidism
SIDE EFFECTS	nervousness, headache, anxiety, palpitations
WARNINGS	not for obesity or weight loss

DRUG NAME	Motrin
GENERIC NAME	Ibuprofen
DOSAGE RANGE	1-2 tab No more than 6 in 24 hours
HOW TO TAKE	Oral
USES	NSAID reducing pain/inflammation fever
SIDE EFFECTS	dyspepsia, headache, drowsiness, dizziness
WARNINGS	N/A

DRUG NAME	Norco
GENERIC NAME	hydrocodone/acetaminophen
DOSAGE RANGE	Tab 5mg/325mg, 75mg/325mg ^{mg} 10/325mg
HOW TO TAKE	Oral
USES	pain moderate-med severe
SIDE EFFECTS	lightheadedness, dizziness, nausea, drowsiness
WARNINGS	Respiratory Depression, Hepatotoxicity

DRUG NAME	Protonix
GENERIC NAME	esomeprazole
DOSAGE RANGE	DR Tab 20mg, 40mg, DR granule 40mg per PKT
HOW TO TAKE	oral
USES	Gerd hypersecretory conditions
SIDE EFFECTS	headache, diarrhea, abdominal pain
WARNINGS	NA

DRUG NAME	Prinivil
GENERIC NAME	Lisinopril
DOSAGE RANGE	oral
HOW TO TAKE	Tab 10mg, 20mg
USES	migraine, headaches, heart failure, reduced B/P
SIDE EFFECTS	Cough, fatigue, headache, dizziness
WARNINGS	Fetal Toxicity

DRUG NAME	Alavert
GENERIC NAME	loratadine
DOSAGE RANGE	1 Tab PO qd prn max 1 tab in 24 hrs
HOW TO TAKE	Oral
USES	for relieving allergic rhinitis, sneezing, itchy watery eyes
SIDE EFFECTS	drowsiness, dry mucous membranes, abdominal urticaria pain
WARNINGS	NA

DRUG NAME	Novolog
GENERIC NAME	insulin aspart
DOSAGE RANGE	Ins.
HOW TO TAKE	Ins (Pen fill u-100 - Cartridge)
USES	diabetes mellitus
SIDE EFFECTS	Weight gain, injection site, lipodystrophy
WARNINGS	NA