



Medication Administration In-Service and Evaluation

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

Employee Receiving In-Service: Angel Schalohorn

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

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

4-26-21
Date


Home Manager Signature

4-26-21
Date

ANGEL SCHALL MORU
ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

<u>ROUTE</u>	<u>TIME</u>
<u>MEDICATION</u>	<u>DOSE</u>
<u>PERSON</u>	<u>DOCUMENTATION</u>

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

Yes No Explain:

LABEL FACING YOU ON FLAT SURFACE
AT EYE LEVEL

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

Yes No Explain:

AND ALSO AT THE TIME MED IS
ADMINISTERED, AND BEGINNING &
END OF SHIFT OR ANY SHIFT CHANGE

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

Yes No Explain:

NEED A PHYSICIAN'S ORDER
GUARDIAN CONSENT, AND IN
BEHAVIOR PLAN

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

DOUBLE LOCKED, ACCORDING
TO POLICY,

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

Yes No Explain:

ALL MED ERRORS REQUIRE
EVENT REPORT

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

Yes No Explain:

DMA KEEPS 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:

ABSOLUTELY NOT
VIOLATES 6 RIGHTS OF
MEDICATION

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

GIVE MEDS ACCORDING TO
PRESCRIPTION. IF LOW LEVEL BS
CALL NURSE

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

Yes

No

Explain:

MONITOR TO KEEP FROM
DROPPING BP TO DANGEROUS LEVELS
AFTER GIVING ABOVE MEDS

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

Yes

No

Explain:

HOUR BEFORE
HOUR AFTER
GET NURSE APPROVAL

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

Yes

No

Explain:

DESTROY THESE REFUSED
MEDS

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

NEED PHYSICIAN ORDER
FOR STAFF TO GIVE
INJECTIONS.

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:

MEDS SHOULD BE GIVEN IN
TIME FRAME. OR DESTROYED
CAN CONSULT MED DEPT

15. OTC means other than called for?

Yes No Explain:

OVER
THE
COUNTER

16. One Tablespoon is equal to 30ml?

Yes No Explain:

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes

No

Explain:

NPO MEALS

NOT BY MOUTH

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

Yes

No

Explain:

MEDS ARE ACCOUNTED FOR, DOCUMENTED AND DISPOSED BY NURSE

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

Yes

No

Explain:

COMMON OCCURENCE

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

Yes

No

Explain:

CONSTIPATION IS COMMON

*Angel
Schallhorn*

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

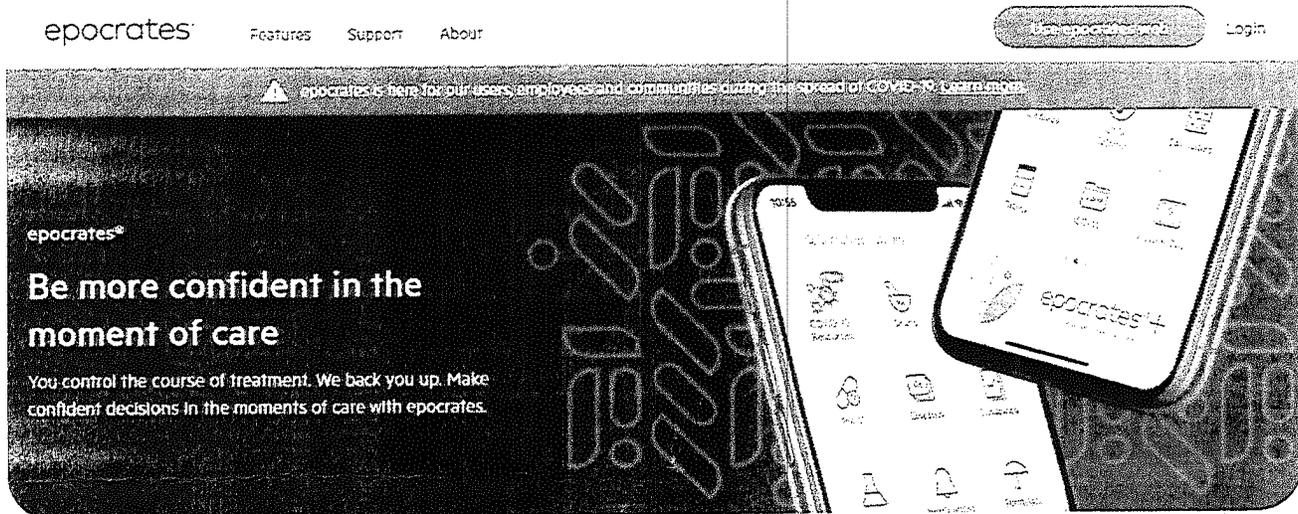
Beacon User Role: Available to all staff

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, 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 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. At the top is the epocrates logo. The form includes fields for "First Name", "Last Name", "Email", and "Password". Below these fields is a "Create Account" button. Underneath the button is a list of checkboxes for "I am a:" with options: "Physician", "Nurse", "Pharmacist", "Other Health Professional", and "Other". Below this list is a dropdown menu for "Country" with "United States of America" selected. At the bottom of the form is a "Join" button.

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 1997

DRUG NAME	Keppra
GENERIC NAME	Levetiracetam
DOSAGE RANGE	250 mg - 1000 mg
HOW TO TAKE	Oral
USES	Partial Seizures
SIDE EFFECTS	Weakness, dizziness
WARNINGS	Skin Rash, Hallucinations

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

DRUG NAME	Colace
GENERIC NAME	Docusate Sodium
DOSAGE RANGE	50 mg - 300 mg
HOW TO TAKE	Oral
USES	Stool softener
SIDE EFFECTS	Diarrhea, rash, throat irritation
WARNINGS	

DRUG NAME	Lisinopril
GENERIC NAME	
DOSAGE RANGE	2.5 mg - 40 mg
HOW TO TAKE	Oral
USES	Heart failure, HTN
SIDE EFFECTS	Dizziness, cough, headache
WARNINGS	Fetal Toxicity

DRUG NAME	Ultram
GENERIC NAME	Tramadol
DOSAGE RANGE	Discontinued in the U.S.
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	Pancreatitis

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

DRUG NAME	Advair Advair Diskus
GENERIC NAME	Fluticasone Propionate
DOSAGE RANGE	100mg/50mcg, 250mg/150mcg, 500mcg/150mcg
HOW TO TAKE	Inhalant
USES	Asthma
SIDE EFFECTS	Throat irritation, Dizziness
WARNINGS	Increased risk of asthma attacks

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

DRUG NAME	Levemir
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