BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: __Anchor Pointe__

Employee Receiving In-Service: __Jerome White__

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 / 16 / 21__ Time: __12:00__ am (pm) Trainer: _Florence Davis_

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	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								√	

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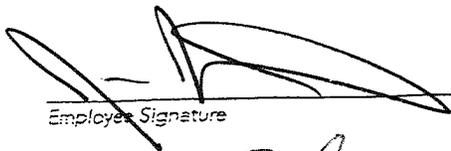|	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval	Comments
6	c. DMA verifies medication and strength with order as transcribed on medication record per facility policy and procedure							✓	
	d. Observe Resident to ensure medication is swallowed							✓	
	e. Offer adequate and appropriate fluid with medication							✓	•
	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							✓	

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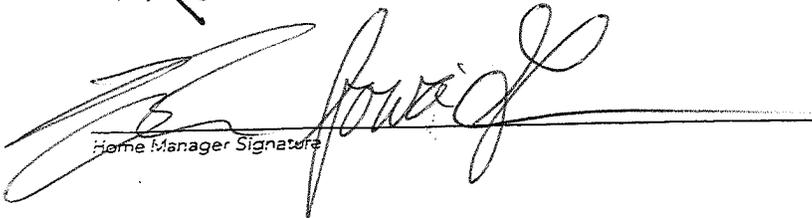| In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Home Manager and RN teaching medication classes							✔	
20	Medication area is cleaned and locked after completion of medication administration							✔	
21	Designated Medication Administrator can identify action 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

☐ N/A

Specify time frame for completion:_____

_____

_____

_____

_____

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

4/16/21
_____
Date

_____
Home Manager Signature

4-16-21
_____
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

   Right Medication

   Right Dose

   Right Rought

   Right Time

   Right Person

   Right Documentation

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

   ☒ Yes   ☐ No   Explain:

   To ensure Proper Doseage is given

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

   ☒ Yes   ☐ No   Explain:

   To ensure no medication errors are made

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

   ☐ Yes   ☒ No   Explain:

   you have To have a written order from a Docotor to crush medication

ANNUAL DMA RECERTIFICATION TEST

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

☒ Yes   ☐ No   Explain:

To ensure they arent essily accessible

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

☐ Yes   ☒ No   Explain:

Only a nurse or Docter Can Determain if a medication Causes harm

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

☒ Yes   ☐ No   Explain:

To ensure the Location of the Keys can be found

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:

To ensure no medacction errors are made

ANNUAL DMA RECERTIFICATION TEST

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

    ☒ Yes   ☐ No   Explain:

    The Body needs insulin

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

    ☒ Yes   ☐ No   Explain:

    To ensure The medication doesnT or does need to
    Be changed to an effective level

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

    ☐ Yes   ☒ No   Explain:

    only an hour Before or an hour after after tht
    a nurse has To Be contacted

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

    ☐ Yes   ☒ No   Explain:

    once Popped if refused they have To Be
    Destroyed if refused

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes   ☒ No   Explain:

To ensure what time an injection was given and that
the injection was given

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:

You have To call The nurse for The OK To pass The
medication

15.   OTC means other than called for?

☐ Yes   ☐ No   Explain:

Over The Counter

16.   One Tablespoon is equal to 30ml?

☐ Yes   ☒ No   Explain:

Its 0.067628

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:

They have to be Destroyed By a nurse or Dea

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

☐ Yes   ☒ No   Explain:

Medication can cause Dysphagia that leads to choking

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

☐ Yes   ☒ No   Explain:

they can cause a adverse effect that leads to constipation

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How to Register for an Epocrates Account

Objective: Register for Epocrates.com

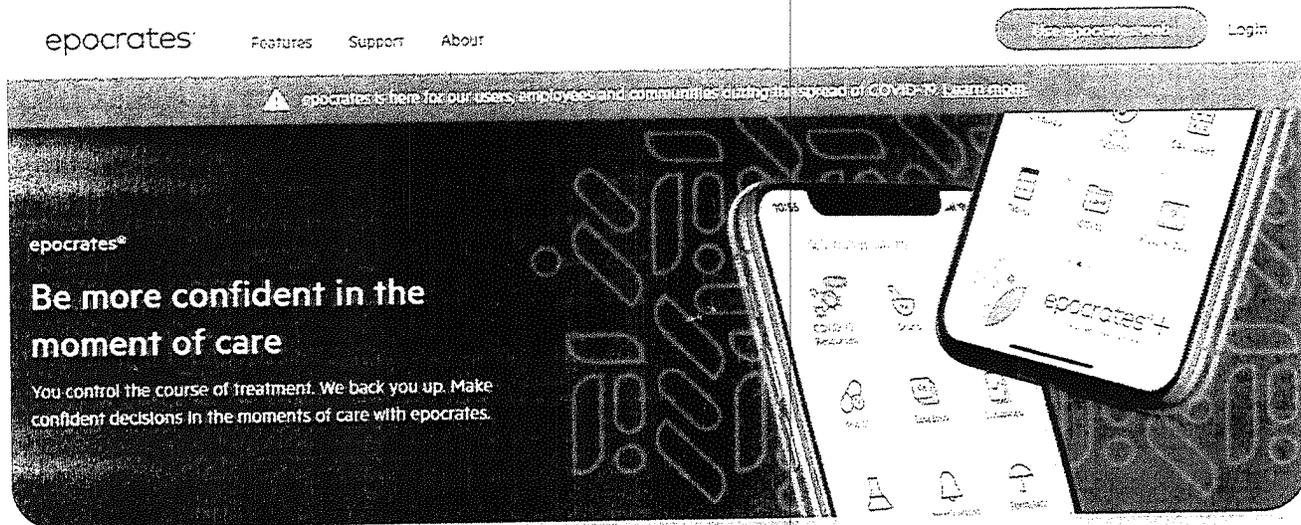**User Security Access Requirements:** Available to all staff

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 athenahealth 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®

Create an Account

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	Advair Discus	Crestor		Apidra
Ativan	Atrovent	Lipitor		Byetta
Clozaril	Flonase	Zocor		Glucophage
Depakote	Flovent			Glyburide
Haldol	Loratadine			Lantus
Invega	Proventil			Levemir
Klonopin				Levothyroxine
Lamictal				Novolog
Lithium				Synthroid
Risperdal				
Seroquel				
Tripleptal				
Zyprexa				

Seizures	Gastrointestinal Disorder Constipation	Blood Pressure Meds	Pain & Inflammation
Dilantin	Colace	HCTZ (hydorchlorothiazide)	Flexeril
Keppra	Miralax	Lisinopril	Motrin
Neurontin	Priiosec	Toprol	Norco
Topamax	Protonix	Tenormin	Tylenol with Codeine
	Zantac		Ultram

Jerome White

App/Website: Epocrates

Please complete 10 of the above medications prior to attending DMA class.

DMA Code #1 __2339__   DMA Code #2 __8746__   DMA Code #3 __7752__

DRUG NAME	Abilify
GENERIC NAME	aripiprazole
DOSAGE RANGE	15mg to 30mg
HOW TO TAKE	P/O By mouth
USES	Schizophrenia, Bipolar disorder, major depressive disorder,
SIDE EFFECTS	Tia, Stroke, Seizures, Suicidality, Bradycardia, Hemorrhage
WARNINGS	Dementia-Related Psychosis, Suicidality

DRUG NAME	Zocor
GENERIC NAME	Simvastatin
DOSAGE RANGE	5mg to 80mg restrict 80 mg dose
HOW TO TAKE	PO By mouth
USES	Hypercholesterolemia, Chronic kidney disease, Hypertriglyceridemia
SIDE EFFECTS	Myopathy, Tendon rupture, Pancreatitis, Anaphlaxis, Pancreatitis
WARNINGS	Caution if renal impairment, Caution if hepatic dz hx, Pregnancy

DRUG NAME	Zyprexa
GENERIC NAME	olanzapine
DOSAGE RANGE	2.5mg to 20mg, inj 5mg per mL
HOW TO TAKE	PO
USES	Schizophrenia, Bipolar disorder in adults, Schizoaffective
SIDE EFFECTS	Dystonia, Hyperglycemia, Stroke, Syncope, Aspiration, Anemia
WARNINGS	Caution if alchol use, caution in elderly, caution if hypotension

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	0.5 mg to 2 mg
HOW TO TAKE	PO
USES	Seizure disorder, Panic disorder, anxiety, Sleep terrors
SIDE EFFECTS	Respiratory depression, Seizures, Syncope, Hepatomegaly, Drowsiness
WARNINGS	Addiction, Withdrawal, Risks from Concomitant Opioid use

DRUG NAME	Haldol
GENERIC NAME	haloperidol
DOSAGE RANGE	PO N/A
HOW TO TAKE	PO
USES	Schizophrenia, Schizoaffective disorder, psychotic disorder
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Ultram
GENERIC NAME	Tramadol
DOSAGE RANGE	N/A
HOW TO TAKE	PO
USES	Chronic Pain Syndromes, Restless legs Syndrome, Long bone Fractur
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Zantac
GENERIC NAME	ranitidine
DOSAGE RANGE	Tab 150mg - 300mg, Sol 15mg, Inj 25mg
HOW TO TAKE	PO
USES	To treat conditions of the Stomach
SIDE EFFECTS	Hepatotoxicity, Pneumonia, Leukopenia, Pancytopenia, mental Confusion
WARNINGS	Porphyria, renal impairment, renal impairment,

DRUG NAME	Seroquel
GENERIC NAME	quetiapine
DOSAGE RANGE	25mg To 400mg
HOW TO TAKE	PO
USES	Schizophrenia, bipolar manic, acute depressive
SIDE EFFECTS	Suicidality, Hyperthermia Anaphylaxis, Seizures, Stroke
WARNINGS	Dementia-Related Psychosis, Suicidality,

DRUG NAME	Neurontin
GENERIC NAME	gabapentin
DOSAGE RANGE	Cap 100mg To 800mg, Sol 50mg per mL
HOW TO TAKE	PO
USES	epileptic Seizures, Shingles
SIDE EFFECTS	Depression, Suicidality Anaphylaxis, Respiratory depression
WARNINGS	Caution if depression or Rx, Caution if drug abuse, CrCl<30

DRUG NAME	Colace
GENERIC NAME	docusate sodium
DOSAGE RANGE	50 - 150mg
HOW TO TAKE	PO
USES	Stool Softener
SIDE EFFECTS	Diarrhea, Abdominal Cramps, Throat irritation, Rash
WARNINGS	nausea/Vomiting, Acute abdomen, Appendicitis, Fecal impaction