



# BEACON Specialized Living

## Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Matthew Plugh

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: 01/12/21 Time: 2:00 am / pm Trainer: Belly Shee

**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							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
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

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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.

Matthew Pugh  
Employee Signature

04/12/2021  
Date

[Signature]  
Home Manager Signature

4-12-21  
Date

Matt new  
Push

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Identify the right patient  
verifies the right medication  
verifies the indication of use

calculate the right dose  
Make sure its the right time  
check the right route

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

Yes  No Explain:

liquid medications should be poured on a flat even surface.

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

Yes  No Explain:

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

Yes  No Explain:

Unless the medication / doctor says other wise.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

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

Yes     No    Explain:

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

Yes     No    Explain:

*an hour before and an hour after,*

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

Yes     No    Explain:

*They should be properly disposed of.*

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# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

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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:

*Have to contact nurse to get OKs for medication pass.*

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15. OTC means other than called for?

Yes     No    Explain:

*over the counter*

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16. One Tablespoon is equal to 30ml?

Yes     No    Explain:

*its two table spoons*

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# 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're Packaged already*

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

Yes     No    Explain:

*its common*

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

Yes     No    Explain:

*its common.*



*Mr. Pugh*

## How to Register for an Epocrates Account

**Objective:** Register for Epocrates.com

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

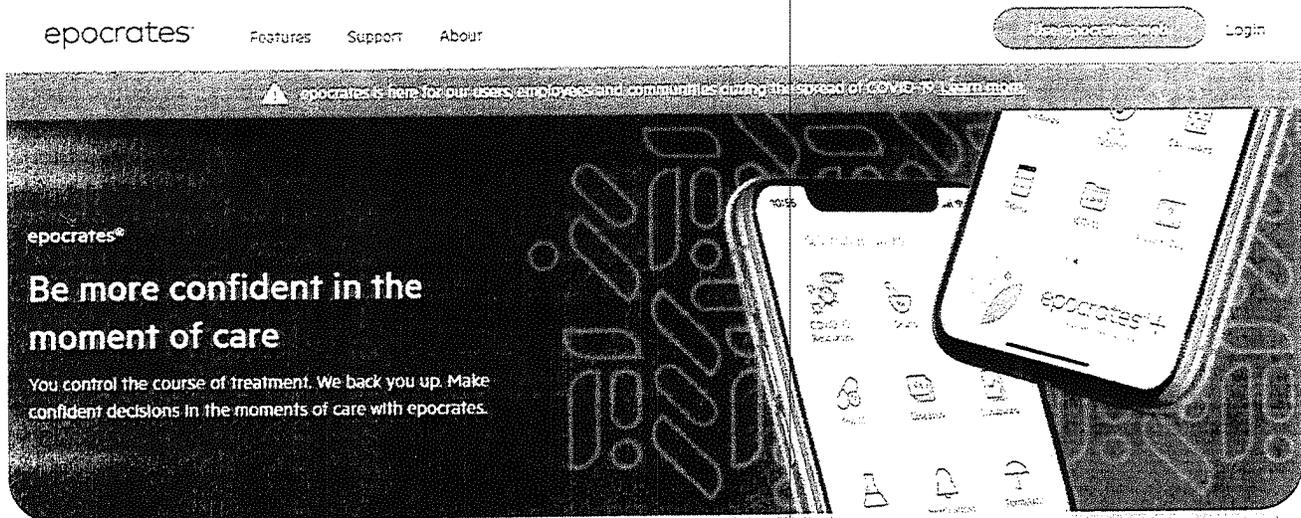
**Beacon User Role:** Available to all staff

**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 these fields is a large "Login" button. Under the "Login" button, there are two links: "Forgot your login or password?" and "New User?". At the bottom of the form is a large "Register Now" button.

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 fields for "First Name", "Last Name", "Email", and "Password". Below these fields is a dropdown menu for "Occupation" with "Other Health Professional" selected. There is also a field for "Work Zip" with "49009" entered. At the bottom of the form, there is a "Join" button and a checkbox for "I agree to the terms and conditions of the epocrates service".

## 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	protonix
GENERIC NAME	pantoprazole
DOSAGE RANGE	Dr Tab 20mg, 40mg, Dr granule 40mg per pkt Inj various
HOW TO TAKE	Oral
USES	Gerd hypersecretory conditions
SIDE EFFECTS	headache, diarrhea, abdominal pain
WARNINGS	N/A

DRUG NAME	Zantac
GENERIC NAME	ranitidine
DOSAGE RANGE	Tab, 150mg, 300mg Sol 15mg per mL Inj 25mg per mL
HOW TO TAKE	oral
USES	withdrawn from us market due to contamination
SIDE EFFECTS	Vertigo, Confusion, headache, constipation
WARNINGS	N/A

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

DRUG NAME	miralax
GENERIC NAME	polyethylene glycol 3350
DOSAGE RANGE	1 capful dissolve in 4-8 oz liquid
HOW TO TAKE	oral
USES	osmotic laxative for relieving constipation
SIDE EFFECTS	nasal burning, cough, bronchitis, nasal ulcer
WARNINGS	N/A

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 seizer
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 Tab 25mg 50mg 100mg 200mg
HOW TO TAKE	Oral
USES	migraine headache prophylaxis, seizures
SIDE EFFECTS	abdominal pain, taste changes, 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

DRUG NAME	Norco
GENERIC NAME	hydrocodone acetaminophen
DOSAGE RANGE	Tab 5mg/325mg 7.5mg/325mg 10/mg 325mg
HOW TO TAKE	Oral
USES	pain, moderate-med Severe
SIDE EFFECTS	light headedness dizziness, nausea drowsiness
WARNINGS	Respiratory Depression Hepatotoxicity