



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Lantern Bay / AP

Employee Receiving In-Service: Emily P.

Date of 1st In-Service*: 03/04/21 Time: 3:30 am / pm Trainer: Kelly Green

Date of 2nd In-Service: 03/18/21 Time: 12:00 am / ~~pm~~ Trainer: Kelly Green

Date of 3rd In-Service: 03/18/21 Time: 2:00 am / ~~pm~~ Trainer: Kelly Green

Date of 4th In-Service: 03/18/21 Time: 2:00 am / ~~pm~~ Trainer: Kelly Green

Date of 5th In-Service: 4/15/21 Time: 4:00 am / ~~pm~~ Trainer: Kelly Green

Date of 6th In-Service: 4/16/21 Time: 2:00 am / pm Trainer: Florence Law

Date of Final Evaluation: 4/16/21 Time: 4:00 am / pm Trainer: Florence Law

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

4-16-21
Date


Home Manager Signature

4-16-21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Patient
Right Route
Right Medication

Right Date & Time
Right Dose
Right Documentation

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

Yes No Explain:

All liquid suspensions and medications must be poured
at eye level on a flat surface

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

Yes No Explain:

The Controlled Substance Log must be counted at the
beginning and end of each shift or anytime
the medication room keys are transferred from one DMA
to another DMA during shift

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

Yes No Explain:

Medications should not be crushed unless
there is a written order from physician

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Controlled medications must be stored

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

Yes No Explain:

errors have to be reported and recorded

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

Yes No Explain:

Medication Room keys have to be with
DMA for whole shift

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 borrow medications from
other clients

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

only according to the clients
individual prescription instructions written
by physician

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

Yes

No

Explain:

These medications are antihypertensives
and used to treat hypertension

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

Yes

No

Explain:

Can be given ^{upto} an hour before and an
hour after

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

Yes

No

Explain:

must go in the Dead Box if refused

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

have to have written orders or OTC

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:

Recorded as refused and in a misc note that it was refused

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:

must be counted and destroyed
by appointed licensed personnel plus a witness

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

Yes No

Explain:

a side effect of psychotropic
medication often causes choking and aspiration

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

Yes No

Explain:

It is often a side effect



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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 2339

DMA Code #2 8746

DMA Code #3 7752

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	Tab 0.5mg, 1mg, 2mg
HOW TO TAKE	oral
USES	Seizure disorder, panic disorder, anxiety
SIDE EFFECTS	depression, Confusion, fatigue drowsiness
WARNINGS	Addiction, abuse Dependence and withdrawal Reactions

DRUG NAME	Lithium
GENERIC NAME	generic
DOSAGE RANGE	cap 150mg-600mg Tab 300, ER Tab 300mg 450
HOW TO TAKE	oral
USES	Sch. 20 affective disorder, bipolar disorder
SIDE EFFECTS	Weight gain diarrhea, rash, dizziness
WARNINGS	Lithium Toxicity

DRUG NAME	Lamictal
GENERIC NAME	Lamotrigine
DOSAGE RANGE	25mg-200, Tab 2mg, 5mg 25mg chewables
HOW TO TAKE	oral
USES	bipolar I disorder, maintenance, partial seizures
SIDE EFFECTS	Vertigo, nausea, rash, blurred vision back pain
WARNINGS	Serious Rash

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 25mcg, 50mcg, 75mcg, 88mcg, 100mcg, 125, 137, 150mcg (175, 200, 300)
HOW TO TAKE	oral
USES	hypothyroidism
SIDE EFFECTS	nervousness, headache, anxiety, palpitations
WARNINGS	not for obesity or weight loss

DRUG NAME	Alavert
GENERIC NAME	Loratadine
DOSAGE RANGE	1 tab Po qd prn; max; 1 tab / 24 hr.
HOW TO TAKE	oral
USES	antihistamine for relieving allergic rhinitis sneezing
SIDE EFFECTS	drowsiness, dry mucous membranes abdominal pain
WARNINGS	N/A

DRUG NAME	Dilantin
GENERIC NAME	Phenytoin
DOSAGE RANGE	ER cap 30mg 100mg, Chewable 50 Susp 125 per 5ml
HOW TO TAKE	oral / IV
USES	Seizure disorder, seizure prophylaxis
SIDE EFFECTS	blurred vision, confusion nystagmus dizziness
WARNINGS	Cardiovascular risk, with rapid infusion.

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

DRUG NAME	Byetta
GENERIC NAME	exenatide
DOSAGE RANGE	5mcg per injections 10mcg per injections
HOW TO TAKE	injections
USES	diabetes mellitus type 2
SIDE EFFECTS	nausea hypoglycemia, constipation
WARNINGS	N/A

DRUG NAME	Glucophage
GENERIC NAME	metformin
DOSAGE RANGE	Tab 500mg 850, 1000 mg
HOW TO TAKE	oral
USES	diabetes mellitus type 2, polycystic ovary disorder
SIDE EFFECTS	diarrhea, nausea, indigestion
WARNINGS	Lactic Acidosis