



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Thomas Cruz

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: 2 : 00 am / pm Trainer: Florence Lawton

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 | 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 | | | | | | N/A | |
| 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 | |
| 9 | 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 | | | | | | FC | |
| | a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping | | | | | | FC | |
| 10 | b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results | | | | | | FC | |
| | 10 DMA crushes medication according to facility policy and procedure ONLY with physician's orders. | | | | | | FC | |
| 11 | 11 DMA administers eye and ear medication according to facility policies and procedures | | | | | | FC | |
| 12 | 12 Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported. | | | | | | FC | |
| 13 | 13 Medication administration should not interrupted. DO NOT RUSH | | | | | | FC | |
| 14 | 14 Controlled drugs are stored (Double Locked) according to facility policy and procedure | | | | | | FC | |
| 15 | 15 Residents' rights are observed | | | | | | ✓ | |
| 16 | 16 Location, Procedures and Documenting for administering PRN | | | | | | ✓ | |
| 17 | 17 Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written) | | | | | | ✓ | |
| 18 | 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.

Thomas [Signature]
Employee Signature

4/16/21
Date

Home Manager Signature

Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

person

dose

date/time

documentation

route

right medication

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

Yes No Explain:

on a flat surface at eye level

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

Yes No Explain:

as soon as the pill is popped

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

Yes No Explain:

has to be ordered by a doctor

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

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

Yes No Explain:

report immediately

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

Yes No Explain:

has to be on med person 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:

medication fraud

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

if sugar is regular ~~call on~~ Hold
call on call to be sure

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

Yes No Explain:

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

Yes No Explain:

hour before hour after

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

Yes No Explain:

properly dispose

ANNUAL DMA RECERTIFICATION TEST

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

Yes No

Explain:

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:

can on call and ask if you can
pass medication

15. OTC means other than called for?

Yes No Explain:

over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

2 tablespoon = 30ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes No Explain:

~~the~~ ~~nothing~~ nothing by mouth

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

Yes No Explain:

properly dispose of them

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

Yes No Explain:

a side effect can cause choking

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

Yes No Explain:



Thomas CVO 2

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

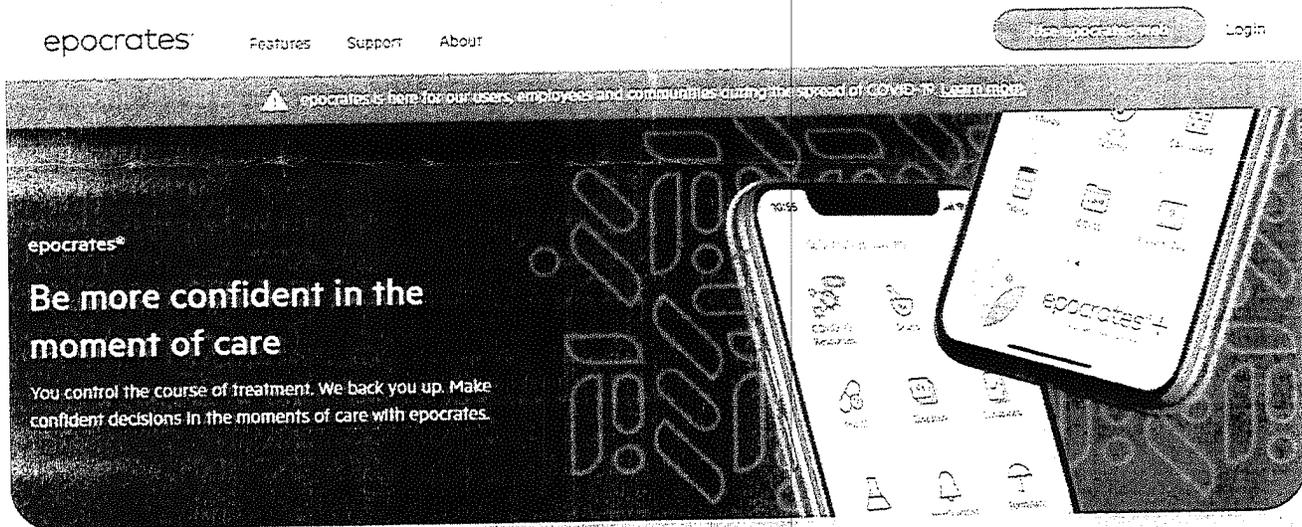
Beacon User Role: Available to all staff

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.



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 Priosec 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 41462

DMA Code #2 8846

DMA Code #3 3251

| | |
|--------------|---------------------------|
| DRUG NAME | Keppora |
| GENERIC NAME | Levetiracetam |
| DOSAGE RANGE | 250mg - 1000mg |
| HOW TO TAKE | oral |
| USES | Partial seizures |
| SIDE EFFECTS | Weakness, dizziness |
| WARNINGS | Skin rash, Hallucinations |

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

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

| | |
|--------------|--|
| DRUG NAME | Lisinopril |
| GENERIC NAME | 2.5mg - 40mg |
| DOSAGE RANGE | oral |
| HOW TO TAKE | Heart Failure, HFN |
| USES | dizziness, cough, headache headache |
| SIDE EFFECTS | |
| WARNINGS | Fetal toxicity |

| | |
|--------------|--------------------------------|
| DRUG NAME | Ultram |
| GENERIC NAME | Tramadol |
| DOSAGE RANGE | Discontinued in the US |
| HOW TO TAKE | |
| USES | |
| SIDE EFFECTS | Sweating, dry mouth, dizziness |
| WARNINGS | |

| | |
|--------------|-----------------------------------|
| DRUG NAME | Depakote |
| GENERIC NAME | Sodium Valproate |
| DOSAGE RANGE | 125 mg 250 mg 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 | 150 mg 300 mg cap/Tab |
| HOW TO TAKE | Oral |
| USES | Bipolar Disorder |
| SIDE EFFECTS | Headache dry Mouth Diarrhea |
| WARNINGS | Lithium Toxicity |

| | |
|--------------|---|
| DRUG NAME | Advair Diskus |
| GENERIC NAME | Fluticasone Propionate |
| DOSAGE RANGE | 100mcg, 150mcg, 250mcg 150mcg 500mcg 150mcg |
| HOW TO TAKE | Inhalant |
| USES | Asthma |
| SIDE EFFECTS | throat irritation, dizziness |
| WARNINGS | Increased Risk of asthma attack |

| | |
|--------------|--|
| DRUG NAME | Lipitor |
| GENERIC NAME | Atorvastatin Calcium |
| DOSAGE RANGE | 10mg - 2mg |
| HOW TO TAKE | Hypercholesterolemia |
| USES | (constipation, heartburn, muscle pain |
| SIDE EFFECTS | |
| WARNINGS | confusion, yellowing of the skin or eyes |

| | |
|--------------|----------------------------------|
| DRUG NAME | Levemir |
| GENERIC NAME | Insulin Determir |
| DOSAGE RANGE | 100 units /ml |
| HOW TO TAKE | Injection |
| USES | Treatment of diabetes |
| SIDE EFFECTS | Stomach pain, thickening of skin |
| WARNINGS | Severe hypoglycemia |