



## Medication Administration In-Service and Evaluation

Name of Facility/Home: Ancher pointe

Employee Receiving In-Service: David Shultz

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: 4:00 am / pm Trainer: Kelly Green

**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							NA	
8	Medication via gastric tube administered per facility policy and procedure (if applicable)							NA	
	a. Resident is properly positioned, at a 45° sitting angle							NA	
	b. Tube is checked for placement and patency							NA	
	c. Tube is flushed before, between and after medications are administered							✓	
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							✓	



# ANNUAL DMA RECERTIFICATION TEST

5. Controlled substances are stored (<sup>Double</sup> single locked) according to policy and procedures?

Yes

No

Explain:

*They are stored locked up not open to be used*

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

Yes

No

Explain:

*errors need to be recorded immediately*

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

Yes

No

Explain:

*DMA carries*

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:

*No can do that is completely wrong.  
Cannot be done*

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

*If normal call nurse for instructions*

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

Yes  No Explain:

*the person's heart activity has to be monitored prior to administration*

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

Yes  No Explain:

*7:00 AM to 8:59 AM only  
not hour before and after the hour*

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

Yes  No Explain:

*The refusal is documented, then discarded properly*

# ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

*No order for insulin injection*

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:

*medication to be given at all times, specified time  
no exception*

15. OTC means other than called for?

Yes

No

Explain:

*substance that can be bought over the counter*

16. One Tablespoon is equal to 30ml?

Yes

No

Explain:

*1 Tbsp = 30 ml / or cc's*

~~*1 Tbsp = 15 ml*~~

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes     No    Explain:

*Nothing by mouth ingestion*

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

Yes     No    Explain:

*controlled substances are never repackaged.*

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

Yes     No    Explain:

*frequent happening due to many variables  
so caution must be used always during  
administration*

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

Yes     No    Explain:

*it is one of the common side effects*



Property of  
David Schultz  
CNA  
DCS  
Anchor  
Point North  
Direct Care Staff

## How to Register for an Epocrates Account

**Objective:** Register for Epocrates.com

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

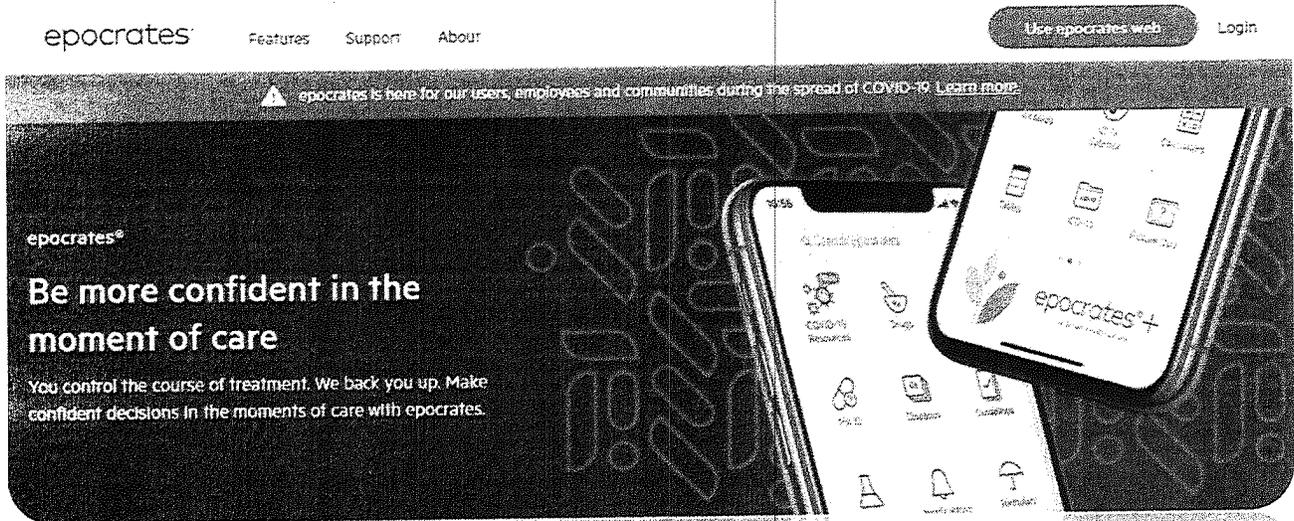
**Beacon User Role:** Available to all staff

**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 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 0514

DRUG NAME	Lipitor
GENERIC NAME	atorvastatin
DOSAGE RANGE	Tab 10 mg to 80 mg
HOW TO TAKE	10 to 20 mg increase dose 2-4 wks Max 80 mg
USES	↑ Cholesterol mixed dyslipidemia hypertriglyceridemia
SIDE EFFECTS	arthralgias, dizziness, pharyngitis, dyspepsia, pain
WARNINGS	fever, nose bleeds, liver ptosis, abnormal blood & urine tests

DRUG NAME	Ativan
GENERIC NAME	lorazepam benzodiazepine
DOSAGE RANGE	Tab 0.5 mg bag 2mg, Trj 2mg/ml, 4mg/ml
HOW TO TAKE	2-4mg qd
USES	Anxiety insomnia Short term 2-6mg/day max 10mg/day
SIDE EFFECTS	nausea vomiting
WARNINGS	Hyper sensitivity suppression of cough reflex

DRUG NAME	Clozaril
GENERIC NAME	Clozapine
DOSAGE RANGE	12.5 mg BID or twice daily by mouth
HOW TO TAKE	Taken by mouth PO Tablets
USES	management of severely ill schizophrenias
SIDE EFFECTS	drowsiness headache, tremor disturbed sleep
WARNINGS	Not to exceed 500mg/day

DRUG NAME	Tylenol
GENERIC NAME	Acetaminophen 500 mg
DOSAGE RANGE	500mg x 7 tablets by mouth q 6 hrs
HOW TO TAKE	Taken in pill 500 mg by mouth crushed in apple
USES	analgesic taken or used for pain Antipyretic reduces fever
SIDE EFFECTS	Headache chest pain, dyspnea
WARNINGS	Hepatic toxicity & fulminant jaundice

DRUG NAME	Halol
GENERIC NAME	Haloperidol
DOSAGE RANGE	5 mg tablet Take as needed by mouth twice daily
HOW TO TAKE	Take as needed by mouth 2x daily as needed
USES	Anti psychotic Dopamine agonist, Blocker, Anxiety
SIDE EFFECTS	fever further pushing sweating constipation
WARNINGS	Hypersensitivity, jaundice suppression of cough reflex

DRUG NAME	Valium
GENERIC NAME	Diazepam
DOSAGE RANGE	5mg tablets take as needed PO PRN
HOW TO TAKE	5mg tablet taken by mouth crushed order provided for use <sup>each of</sup>
USES	Anxiety skeletal muscle relaxant, anti-epileptic by doctor
SIDE EFFECTS	hypotension hypotension edema drug dependence
WARNINGS	Do not mix with any other drug (CNS) drug dependence

DRUG NAME	Depakote (sprinkles)
GENERIC NAME	Valproic acid
DOSAGE RANGE	Sprinkle capsules = 125mg 250mg 500mg
HOW TO TAKE	Take PO (by mouth) 125mg x 6 capsules sprinkled applesauce
USES	adjunct in symptom management <sup>twice daily</sup> acute discharge
SIDE EFFECTS	bruising pink stain on teeth <sup>not schizophrenia</sup> yellowing of skin eyes pale feces
WARNINGS	Contraindicated in usage with persons with hepatic disease

DRUG NAME	Colace
GENERIC NAME	Docusate Sodium
DOSAGE RANGE	50mg per tablet 2 tablets daily by PO mouth
HOW TO TAKE	Monday Wednesday & Friday PRN 2 tablets daily if needed.
USES	Stool Softener
SIDE EFFECTS	diarrhea, loose stools, loss of electrolytes
WARNINGS	regulated frequency of stool softener usage

DRUG NAME	Motrin
GENERIC NAME	Ibuprofen
DOSAGE RANGE	200mg tablets
HOW TO TAKE	200mg tab by PO x 2 tablets 3 TID don't exceed 8 <sup>tablets</sup> / 24 hrs
USES	analgesic for relief of mild to moderate pain <sup>inflammatory</sup>
SIDE EFFECTS	GI upset to be taken with food hepatic impairment discoloration
WARNINGS	constitute emergency procedure if overdose occurs <sup>induces</sup> gastric ulcers <sup>emesis</sup>

DRUG NAME	Prinivil, Zestril
GENERIC NAME	Lisinopril
DOSAGE RANGE	2.5mg tablet 5mg 10mg 20mg 30mg & 40mg tablets
HOW TO TAKE	usual dosage by PO is 20mg to 40mg a day as a single dose
USES	hypertension cardiac relief
SIDE EFFECTS	salt volume depletion peripheral perfusion skin color
WARNINGS	renal, hepatic damage pruritus usage keep epinephron available during lisinopril usage