BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Lantern Bay | APS - APN

Employee Receiving In-Service: Flo Lawson

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 / 26 / 21 Time: 12 : 00 am / pm Trainer: Jessie Ballard

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							✓	

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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

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.

Florence Lawson
Employee Signature

4/26/21
Date

Home Manager Signature

4-26-21
Date

Flo Lawson

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Person
Right Dosage
Right Route
Right- Medication
Right Time
Right Documetation

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

☐ Yes ☑ No Explain:

Liquid Medication is poured at eye level, Placing cup on flat surface.

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

☐ Yes ☑ No Explain:

At each pass and end/begining of Shift

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

☐ Yes ☑ No Explain:

There has to be a doctor's order

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☑ No Explain:

Double Locked.

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

☐ Yes ☑ No Explain:

Medication errors need to be reported to the home manager and nurse.

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

☐ Yes ☑ No Explain:

The DMA is responsible for the med Keys

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:

Policy Stats DMA can not Administer another resident meds to another resident

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☑ No Explain:

Administer insulin per Nextstep (DR's Order)

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

☑ Yes ☐ No Explain:

Depending on the reading, sometimes the medication has to be held per physicians order.

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

☐ Yes ☑ No Explain:

Eight O'Clock medication may be given at 7:00 until or 9:00

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

☐ Yes ☑ No Explain:

~~Dis~~ Medication Disposal Log, then put into Container

ANNUAL DMA RECERTIFICATION TEST

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

☑ Yes ☐ No Explain:

There has to be a doctor's order before DMA can Administer insulin injections

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:

DMA has to Contact the on call nurse and get Permission to Pass a late medication.

15. OTC means other than called for?

☐ Yes ☑ No Explain:

Over the Counter, aspirin Etc

16. One Tablespoon is equal to 30ml?

☐ Yes ☑ No Explain:

1 TBS = 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:

Returned to the Medication Dept

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

☐ Yes ☑ No Explain:

Can Cause dry mouth, drooling Etc.

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

☐ Yes ☑ No Explain:

Constipation is one side effect of psychotropic medication

Category: Medical/Field Ops
System: Epocrates
Date Originated: 08/25/2020

BEACON Specialized Living

Flo Lawson

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

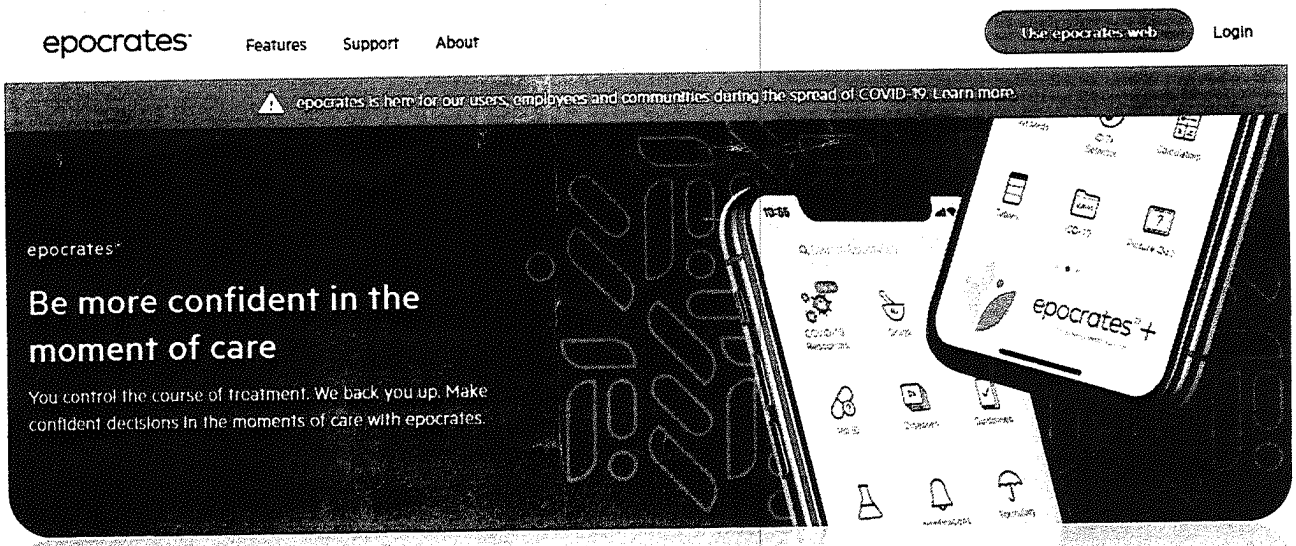
Beacon User Role: Available to all staff

Timeline: Should create an account upon initiating DMA certification training process.

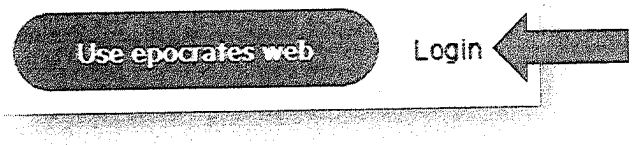
How to Register:

Pull up Google Chrome or any other web browser and go to https://www.epocrates.com/

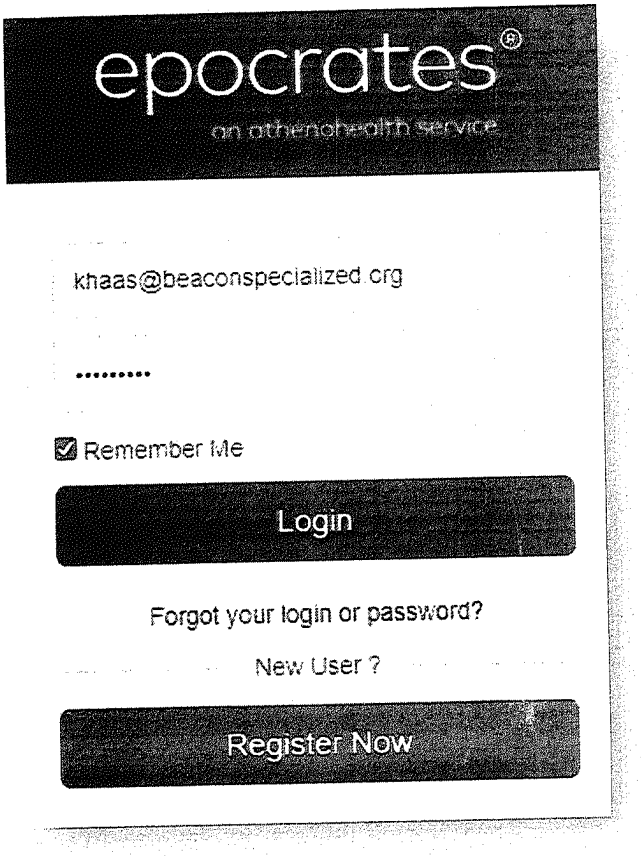
You will now be the Epocrates home page.



Click on "Login" in the upper right-hand corner of the page.

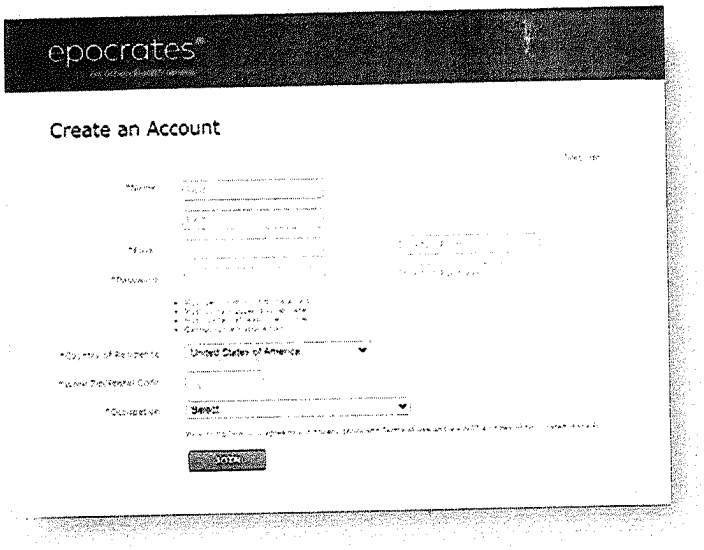


A login box/registration box will pop-up.



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.



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 (hydorchlorothiazide) 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	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg
HOW TO TAKE	Orally
USES	Seizures, Panic disorder, and anxiety
SIDE EFFECTS	Drowsiness, Dizziness, ~~Fred~~ Tiredness
WARNINGS	loss of Coordination, or increased Saliva Production

DRUG NAME	Ativan
GENERIC NAME	Lorazepam
DOSAGE RANGE	0.5mg, 1mg, 2mg
HOW TO TAKE	Orally
USES	Anxiety Disorders
SIDE EFFECTS	Sedation, Dizziness, Weakness
WARNINGS	May lead to potentially fatal respiratory depression

DRUG NAME	Seroquel
GENERIC NAME	Quetiapine
DOSAGE RANGE	50mg 100mg, 300mg, 400mg
HOW TO TAKE	Orally
USES	Schizophrenia, Bipolar Disorders
SIDE EFFECTS	Dizziness, Dry Month, Weakness
WARNINGS	Constipation, Drowsiness, Upset Stomach

DRUG NAME	Glucophage
GENERIC NAME	Metformin
DOSAGE RANGE	500 MG
HOW TO TAKE	Orally
USES	Type 2 Diabetes
SIDE EFFECTS	~~Hart~~ Heartburn, Stomach Pain, Nausea, Diarrhea, Constipation
WARNINGS	Lactic Acidosis - Too much lactic acid builds up in the blood

DRUG NAME	Invega
GENERIC NAME	Paliperidone Palmitate
DOSAGE RANGE	6MG In Adults, 3MG, 12MG
HOW TO TAKE	Orally
USES	Schizophrenia, Schizoaffective Disorder
SIDE EFFECTS	Drowsiness, Dizziness, headaches, Nausea
WARNINGS	Stroke in elderly Patients, Cerebrovascular Adverse Reactions

DRUG NAME	Advair Discus
GENERIC NAME	Fluticasone Propionate
DOSAGE RANGE	1 Inhalation Twice a day
HOW TO TAKE	Oral Inhalation
USES	Asthma COPD
SIDE EFFECTS	Runny nose, Sneezing, Sore throat, headache
WARNINGS	It will not Work fast enough to treat an Asthma or bronchospasm attack

DRUG NAME	Neurontin
GENERIC NAME	Gabapentin
DOSAGE RANGE	300mG, 600mG
HOW TO TAKE	Orally
USES	Seizures, Nerve Pain
SIDE EFFECTS	Feeling Sleepy, tired, or dizzy, Mood Changes, Dry Mouth
WARNINGS	Serious breathing difficulties

DRUG NAME	Colace
GENERIC NAME	Docusate Sodium
DOSAGE RANGE	50 To 300mg daily
HOW TO TAKE	Orally
USES	For Constipation
SIDE EFFECTS	
WARNINGS	You Should not Use Colace if you have a blockage in your intestines

DRUG NAME	Lisinopril
GENERIC NAME	Zestril
DOSAGE RANGE	2.5mg 5mg, 10mg, 20mg, 30mg, 40mg
HOW TO TAKE	Orally
USES	High Blood Pressure
SIDE EFFECTS	Dry Cough (tickly) that does not go away, dizzy or lightheaded
WARNINGS	Cause Serious liver problems

DRUG NAME	Norco
GENERIC NAME	Hydrocodone / Acetaminophen
DOSAGE RANGE	Dosage based on your Medical Condition
HOW TO TAKE	By Mouth
USES	Moderate to Severe Pain
SIDE EFFECTS	Constipation, Nausea, Vomiting, lightheadedness, drowsiness
WARNINGS	May Cause addiction, abuse, and misuse. May slow or stop breathing