



# BEACON Specialized Living

## Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Jermaine L Burrell Jr.

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: 4/12/2021 Time: 3:05 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 1	In-Service 2	In-Service 3	In-Service 4	In-Service 5	In-Service 6	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							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
							✓	
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

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

Date

Home Manager Signature

Date

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

<u>Person</u>	<u>Documentation</u>
<u>Route</u>	<u>Dose</u>
<u>Time</u>	<u>Medication</u>

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

Yes  No Explain:

Poured at eye level, Cup must be placed on flat  
Surface

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

Yes  No Explain:

Each schedule pass and beginning and end of Shift

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

Yes  No Explain:

Need 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:

All Med errors has to be reported.

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

Yes  No Explain:

DMA IS to keep keys 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:

You Can Not Use another resident medication for another resident because ~~the~~ they are out.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

*Giving insulin if not needed may cause harm*

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

Yes  No Explain:

*if blood pressure is too high or low, depending, may have to hold insulin.*

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:

*Dispose of them*

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Keeps track of blood sugar

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:

Must get permission from on call nurse

15. OTC means other than called for?

Yes  No Explain:

Over the counter

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:

*Disposed by nurse*

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

Yes

No

Explain:

*Psychotropic medication can cause dry mouth, drinking*

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

Yes

No

Explain:

*Constipation is one side effect of some psychotropic meds*



DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE	Tab: 2mg, 5mg, 15mg, 20mg, 30mg
HOW TO TAKE	Abilify can be taken with or without food. Swallow whole tablet.
USES	mood disorders: Bipolar + schizophrenia
SIDE EFFECTS	Dizziness, nausea, vomiting, excess drooling, weight gain + trouble sleeping
WARNINGS	Risk of suicidality in children, Risk of elderly for depression

DRUG NAME	Ativan
GENERIC NAME	Lorazepam
DOSAGE	2mg to 6mg given in divided doses, large doses may take bedtime
HOW TO TAKE	By mouth with or without food as directed by doctor.
USES	Anxiety
SIDE EFFECTS	Headache, drowsiness, blurred vision, heartburn + change in appetite
WARNINGS	Can lead to overdose or death, risk abuse, misuse, and addiction, Depression

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE	Tablet 0.5mg, 1mg, 2mg
HOW TO TAKE	One to 3x's a day with or w/o food
USES	Symptoms of seizures and panic disorder.
SIDE EFFECTS	weakness, dizziness, headache, dizziness, blurred vision + loss of appetite
WARNINGS	Can lead to overdose or death, Risk of dependence and withdrawal

DRUG NAME	Levothyroxine
GENERIC NAME	Levoxyl, L-Thyroxine, Levo T
DOSAGE	12.5 - 25mcg
HOW TO TAKE	Oral once a day in morning BY Breakfast 30 mins.
USES	used to treat an underactive thyroid gland.
SIDE EFFECTS	Increase of Appetite, weight loss, heat sensitive, headache, excessive sweating
WARNINGS	CAN INCREASE RISK OF SERIOUS HEART PROBLEMS. SUCH AS HEART ATTACK

DRUG NAME	Norco
GENERIC NAME	Hydrocodone
DOSAGE	5mg/325mg
HOW TO TAKE	Oral: Tablet every 4 to 6 hours as needed
USES	used to treat moderate to severe pain
SIDE EFFECTS	Anxiety, dizziness, nausea, vomiting + upset stomach
WARNINGS	Serious, life-threatening or fatal respiratory depression

DRUG NAME	Flonase
GENERIC NAME	Fluticasone
DOSE	Week 1 use 2 sprays each nostril once daily. Week 2 to 6 mos 2 spray each nostril
HOW TO USE	used to treat/relieve symptoms of rhinitis such as Runny, stuffy nose
SIDE EFFECTS	Headache, Back pain, cough, vomiting, Sore throat <del>throat</del>
WARNINGS	may cause nasal damage & nose bleeds; nose whistling sound

DRUG NAME	Lantus
GENERIC NAME	Insulin glargine
DOSE	Starts @ 0.2 units SC & up to 10 units/day
HOW TO USE	use alcohol or soap & water to clean injection site. Attach needle; 10 count @
USE	use 2 to treat adults with type 2 diabetes & pediatric patients
SIDE EFFECTS	Rash over whole body, trouble breathing, fast heart beat, sweating, face swelling
WARNINGS	

DRUG NAME	Zocor
GENERIC NAME	Simvastatin
DOSE	10 mg to 40 mg
HOW TO USE	Take by mouth as direct by doctor usually once daily
USE	used to lower "Bad" cholesterol & fats
SIDE EFFECTS	heartburn, gas, bloating, stomach pain, nausea, indigestion
WARNINGS	may cause liver problems

DRUG NAME	Prilosec
GENERIC NAME	Omeprazole
DOSE	Cap: 10mg to 40mg
HOW TO USE	20mg tablet, taken once a day (every 24 hours) for 14 days <sup>total</sup>
USE	Relieves symptoms such as heartburn, difficult swallowing & <sup>loud</sup> burping
SIDE EFFECTS	heartburn, nausea, vomiting, diarrhea, stomach pain & gas
WARNINGS	may cause severe stomach pain

DRUG NAME	Protonix
GENERIC NAME	Pantoprazole
DOSE	40 mg
HOW TO USE	once daily for up to 8 weeks
USE	Treat and prevent stomach & intestinal ulcers
SIDE EFFECTS	Stomach pain, diarrhea, sudden pain, little urination, bloody urine, dizziness
WARNINGS	Gastric malignancy, Acute interstitial nephritis, Bone fractures