BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _Anchor Point / Lantern Bay_

Employee Receiving In-Service: _Dave Case_

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: _4/29/21_   Time: _6:00_ am / pm   Trainer: _J. McDavid_

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							√	

BEACON
Specialized Living

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)							✓	
	a. Resident is properly positioned, at a 45° sitting angle							✓	
	b. Tube is checked for placement and patency							✓	
	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							✓	

BEACON
Specialized Living

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.
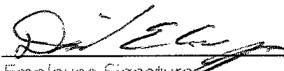
_____   4-28-21
Employee Signature   Date

_____   4-28-21
Home Manager Signature   Date

David Case

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

   route   dose

   medication   documentation

   person   date/time

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

   ☐ Yes   ☒ No   Explain:

   Eye level on solid surface

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

   ~~Yes~~   ☒ No   Explain:

   when transfered to another

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

   ☐ Yes   ☒ No   Explain:

   need medical 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 errors documented

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

    ☐ Yes   ☒ No   Explain:

    kept with DMA 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:

    never use from others

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes   ☒ No   Explain:

By doctors order or sliding scale
as prescribed

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

☒ Yes   ☐ No   Explain:

if ordered by Dr

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

☐ Yes   ☒ No   Explain:

7 - 8 - 9

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

☐ Yes   ☒ No   Explain:

disposed of and documented properly.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes   ☒ No   Explain:

They have to be prescribed for that patient.

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:

and get medical approval to pass or not

15. OTC means other than called for?

☐ Yes   ☒ No   Explain:

over the counter.

16. One Tablespoon is equal to 30ml?

☐ Yes   ☒ No   Explain:

1 fl oz = 30 ml.

1 TBSP = 3 tsp -

ANNUAL DMA RECERTIFICATION TEST

by mouth as defined.

17. NPO means para oral?

    ☐ Yes   ☒ No   Explain:

    not supposs to use abbreviations
    as explained in class

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

    ☐ Yes   ☒ No   Explain:

    _____

    _____

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

    ☐ Yes   ☒ No   Explain:

    _____

    _____

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

    ☐ Yes   ☒ No   Explain:

    is a side effect

    _____

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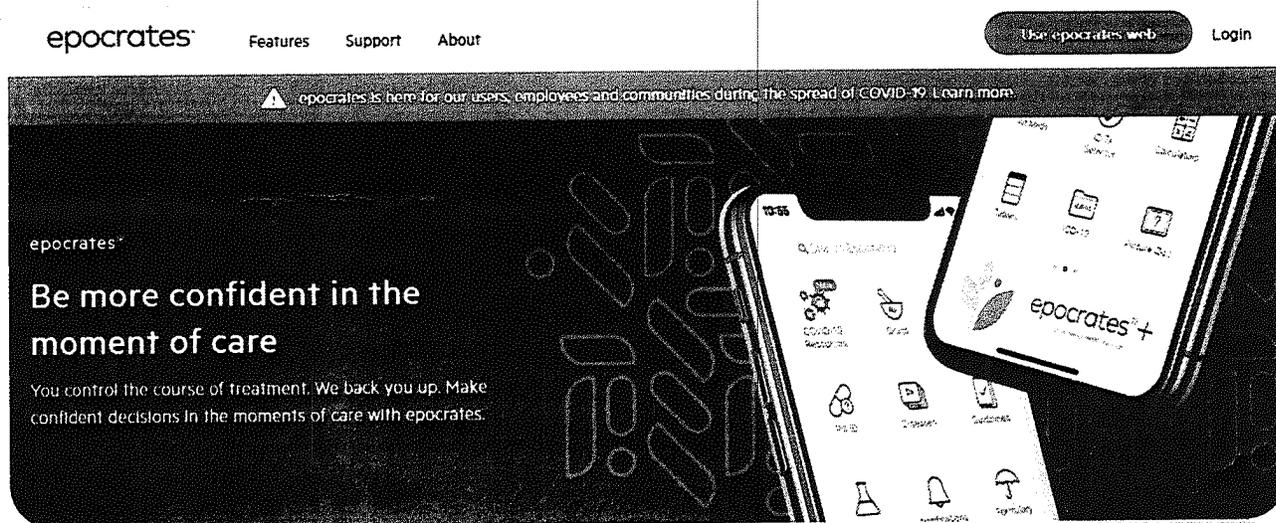
Click on "Login" in the upper right-hand corner of the page.

dcase @ beaconsp
ecialized.org

BEACON
Specialized Living

A login box/registration box will pop-up.

epocrates®
an athenahealth service

khaas@beaconspecialized.org

•••••••••

☑ Remember Me

Login

Forgot your login or password?

New User ?

Register Now

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.

epocrates®

Create an Account

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 _9946_

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	Tablet, 2mg - 5mg - 10mg -15mg - 20mg - 30mg.
HOW TO TAKE	mouth
USES	Antipsychotics - Bipolar Disorder - tic Disorder Tourette
SIDE EFFECTS	Anaphylaxis - Hypersensitivity rxn - Stroke · Aspiration Sei
WARNINGS	cmptc - Depression - seizures - Dystonia

DRUG NAME	Ativan
GENERIC NAME	Iorazepam
DOSAGE RANGE	Tab .5mg · 1mg 2mg Inj. 2mg per mL · 4mg per mL
HOW TO TAKE	mouth or injection
USES	anxiety - insomnia - status epilepticus - nausea vomiting
SIDE EFFECTS	may lead to clinically significant dependence
WARNINGS	concomitant benzodiazepine use w/opioids may result in profound sedation - resp - depression - coma and death.

DRUG NAME	Advair Diskus
GENERIC NAME	fluticasone propionate / salmeterol inhaled
DOSAGE RANGE	1 puff inhaled q12h - 1 puff 250 mcg/50 mcg per blister
HOW TO TAKE	inhaled
USES	asthma - COPD, maintenance tx - renal losing - hepatic dosing
SIDE EFFECTS	hypertensive Effects - hyperglycemic effects - CYP3A4 substrate
WARNINGS	Caution if - glaucoma risk - cataracts - osteoporosis - ocular HT

DRUG NAME	Flonase
GENERIC NAME	Fluticasone propionate nasal.
DOSAGE RANGE	2 in each nostril 1 times day up to 4 in each
HOW TO TAKE	Actuations each nostril
USES	corticosteroid for relieving allergic rhinitis symptoms
SIDE EFFECTS	drug interactions - fluticasone propionate - immunosuppressive effects
WARNINGS	hypersensitivity rxn - Anaphylaxis - Glucoma - cataracts

DRUG NAME	Crestor
GENERIC NAME	rosuvastatin - Ezallor sprinkle.
DOSAGE RANGE	5mg - 10mg - 20 mg - 40 mg.
HOW TO TAKE	by mouth - per day
USES	hypercholesterolemia - hypertriglyceridemia
SIDE EFFECTS	dizziness - Arthralgia - Nausea - Insomnia - Myalgia
WARNINGS	renal failure - Pancreatitis - Diabetes - Myopathy

DRUG NAME	
GENERIC NAME	Lipitor
DOSAGE RANGE	Atorvastatin · Dyslipidemia HMG-coA reductase (Statin)
HOW TO TAKE	10mg · 20mg · 40mg · 80 mg
USES	by mouth - tabulets
SIDE EFFECTS	hypercholesterolemia - mixed dyslipidemia - cardiovascular event
WARNINGS	Myopathy tendon rupture - Photosensitivity - Anaphylaxis caution if pregnant - alcohol - diabetes - stroke - patients over 65

DRUG NAME	Glucophage
GENERIC NAME	metformin
DOSAGE RANGE	Tab. 500mg · 850 mg - 1000 mg -
HOW TO TAKE	mouth - tabulets as directed
USES	Diabetes · Biguanidee - Infertility -
SIDE EFFECTS	Lactic acidosis - Dehydration - hypoglycemic - sepsis
WARNINGS	caution in over 65 y o - alcohol abuse - surgery - sepsis -

DRUG NAME	Lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	inj. (solostar)
HOW TO TAKE	injections - 100pen) - 100unit per ml. inj. (400vial) - 100 units
USES	diabetes mellitus type 2 & type 1
SIDE EFFECTS	Hypoglycemia - infection - illness or stress
WARNINGS	caution if visual impared - renal impairment - hypokalemia

DRUG NAME	Novolog
GENERIC NAME	insulin aspart
DOSAGE RANGE	(penfill u - 100 cartridge) - 100 units - Flex pen u-100 - Vial 100u
HOW TO TAKE	injection subcutanious
USES	diabetes mellitus -
SIDE EFFECTS	Hypoglycemia
WARNINGS	affects growth hormone - licorice - yohimbe -

DRUG NAME	Lisinopril (Ace inhibitor)
GENERIC NAME	Prinivil - Qbrelis - Zestril - Lisinopril
DOSAGE RANGE	tab. 2.5mg · 5mg · 10mg · 20mg - 30mg - 40mg ·
HOW TO TAKE	by mouth as prescribed daily -
USES	heart failure - MI acute - migraine headache -
SIDE EFFECTS	Dizziness - Hypotension - URI - fatigue - cough - abdominal p-
WARNINGS	- pregnancy - elderly patients - renal impairment - black