BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Daryl 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							/	

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							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	
	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.

David A. Shelby
Employee Signature

April 16, 2021
Date

Home Manager Signature

4-16-21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right person — right time
Right ~~site~~ ~~time~~ Documentation — right medicine
Right route — right quantity or amount dose

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

☑ Yes ☑ No Explain:

to be able to fill to correct measurement and not at an angle

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

☑ Yes ☐ No Explain:

before the shift is over and after the shift is over

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

☑ Yes ☑ No Explain:

there must be an order by the doctor to be able to crush tablets (ordered by PMC)

ANNUAL DMA RECERTIFICATION TEST

5. Controlled substances are stored (~~single~~ Double 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 & 8:59 AM only

~~an~~ 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:

medicine is to be given at allotted specific 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

BEACON
Specialized Living

Property of David Shultz 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

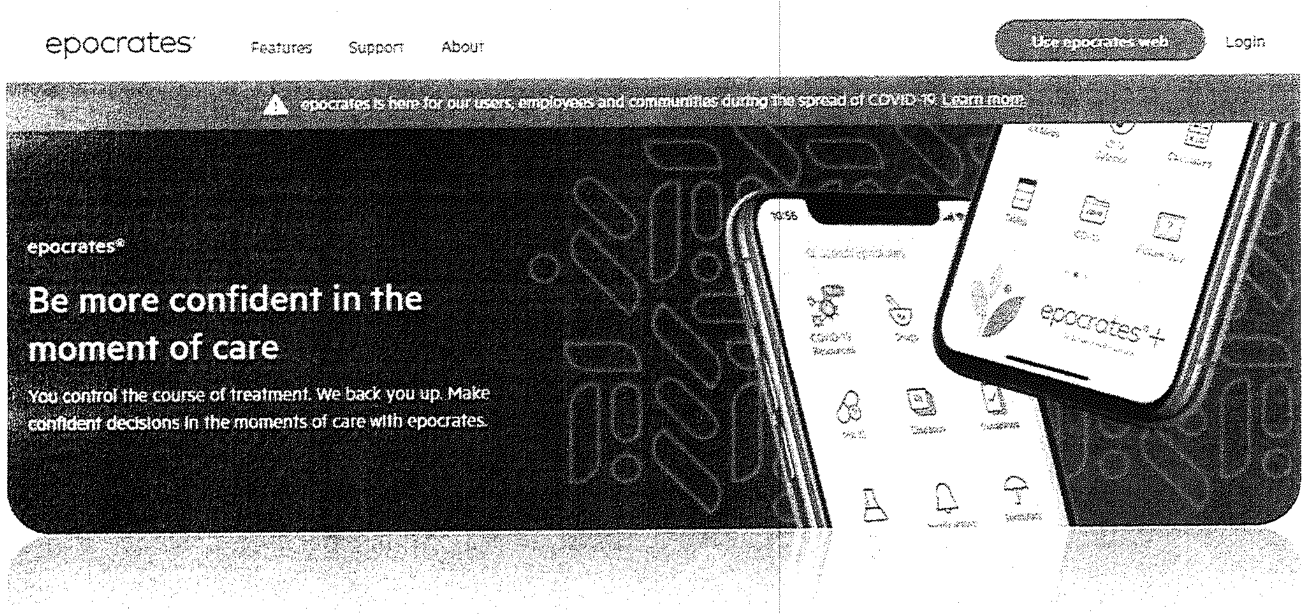
Beacon User Role: Available to all staff

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

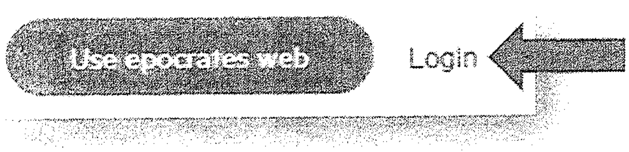
How to Register:

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

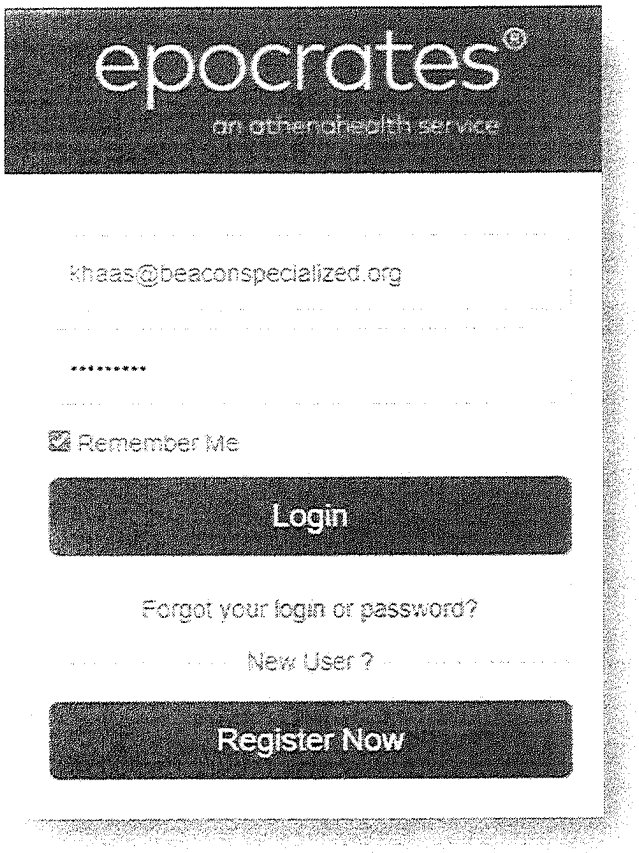
You will now be the Epocrates home page.



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

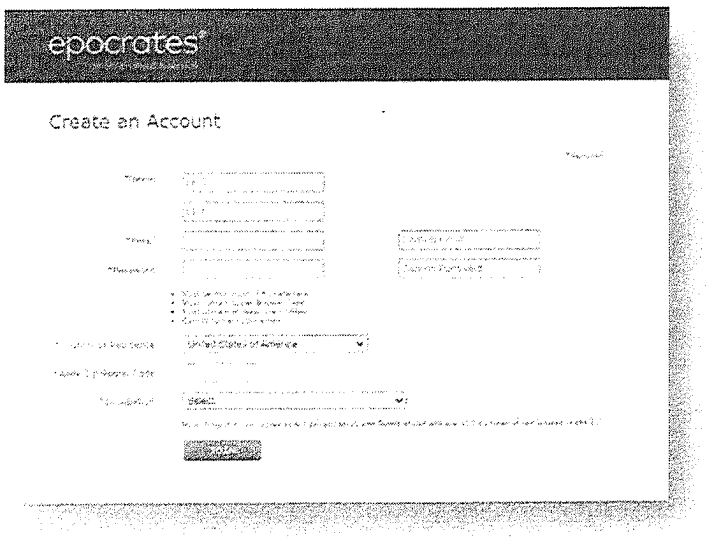


A login box/registration box will pop-up.



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	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, diarrhea, pharyngitis, dyspepsia, pain
WARNINGS	fever, nosebleeds, liver probs, abnormal blood & urine tests

DRUG NAME	Ativan
GENERIC NAME	lorazepam benzodiazepine
DOSAGE RANGE	Tab 0.5mg 1mg 2mg Inj 2mg/mL 4mg/mL
HOW TO TAKE	2-4mg PO
USES	Anxiety insomnia Short term 2-6mg/day max 10mg/day
SIDE EFFECTS	nausea vomiting
WARNINGS	hypersensitivity 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 schizophrenia
SIDE EFFECTS	drowsiness headache, tremor disturbed sleep
WARNINGS	Not to exceed 500 mg/day

DRUG NAME	Tylenol
GENERIC NAME	Acetaminophen 500 mg
DOSAGE RANGE	500 mg X 2 tablets by mouth q 6 hrs
HOW TO TAKE	Taken in pill 500 mg by mouth crushed in apple sauce
USES	analgesic Taken or used for Pain Anti pyretic reduces fever
SIDE EFFECTS	Headache chest pain dyspnea
WARNINGS	hepatic toxicity, failure jaundice

DRUG NAME	Haldol
GENERIC NAME	Haloperidol
DOSAGE RANGE	5 mg tablet Take as needed by mouth twice daily
HOW TO TAKE	Taken as needed by mouth 2x daily as needed
USES	Anti psychotic Dopamine agonist Blocker Anxiety
SIDE EFFECTS	fever sudden stiffness 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	5 mg tablet taken by mouth crushed order provided for ease of use by doctor
USES	Anxiety skeletal muscle relaxant, antiepileptic
SIDE EFFECTS	hypertension hypotension edema drug dependence
WARNINGS	Do not mix with any other drug (CNS) drug dependence

DRUG NAME	Depakote (sprinkle)
GENERIC NAME	Valproic acid
DOSAGE RANGE	Sprinkle capsules = 125mg 250mg 500mg
HOW TO TAKE	Take PO (by mouth) 125mg x 6 capsules sprinkled applesauce twice daily
USES	adjunct in symptom management of schizophrenia aggressive disorder
SIDE EFFECTS	bruising pink stain on tooth gums yellowing of skin or eyes pale feces
WARNINGS	Contraindicated in usage with persons with hepatic disease

DRUG NAME	Colace col = colon 'ace' enzyme suffix
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	diahrrea, loose stools, loss of electrolytes
WARNINGS	regulated frequency of stool softener usage

DRUG NAME	Motrin
GENERIC NAME	Ibuprophen
DOSAGE RANGE	200mg tablets
HOW TO TAKE	200mg tab by PO x 2 tablets 3 TID don't exceed 8 tablets 24 hrs
USES	analgesic for relief of mild to moderate pain daily inflamatory
SIDE EFFECTS	GI upset to be taken with food hepatic impairment discontinue
WARNINGS	institute emergency procedures if overdose occurs Gastric lavage induce emesis

DRUG NAME	Prinivil, Zestril
GENERIC NAME	lisinopril
DOSAGE RANGE	2.5mg tablets 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 or volume depletion peripheral perfusion skin color
WARNINGS	renal, hepatic damage monitor dosage keep epinephrin available during lisinopril usage