





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	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.

\_\_\_\_\_  
Employee Signature

06/09/2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Manager Signature

6-9-21  
\_\_\_\_\_  
Date

Karl Watson-Padilla

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Patient.                      Right time  
Right Route: (route).              Right med.  
Right Dosage,                      Right Documentation

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

Yes     No    Explain:

Cup needs to be placed on flat surface at eye level.

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

Yes     No    Explain:

During each shift change.

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

Yes     No    Explain:

Only may be crushed w/ doctor 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 needs to be reported always.

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

Yes  No Explain:

With DMA at all time

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:

Medication borrowing is not permitted per policy.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

Lantus is not administered unless if glucose level falls below safe range.

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

Yes  No Explain:

BP readings are used to check on the medication effectiveness.

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

Yes  No Explain:

Medication may be administered an hour before or after scheduled time

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

Yes  No Explain:

Medication need to be destroyed under 2nd staff supervision in the proper box.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes    No   Explain:

*yes, order needs to be recorded always.*

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 need to contact the nurse for further instructions*

15. OTC means other than called for?

Yes    No   Explain:

*over the counter*

16. One Tablespoon is equal to 30ml?

Yes    No   Explain:

*1 tablespoon equals to 15 ml*

# ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes  No Explain:

*Nothing by mouth. OR not by mouth.*

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

Yes  No Explain:

*Controlled substances have an expiration date.*

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

Yes  No Explain:

*Some residents may have swallowing issues, as a result, a dr may order the resident's medication to be crushed.*

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

Yes  No Explain:

*For some medication (psychotropic) may cause constipation as a result of side effect.*



## How to Register for an Epocrates Account

**Objective:** Register for Epocrates.com

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

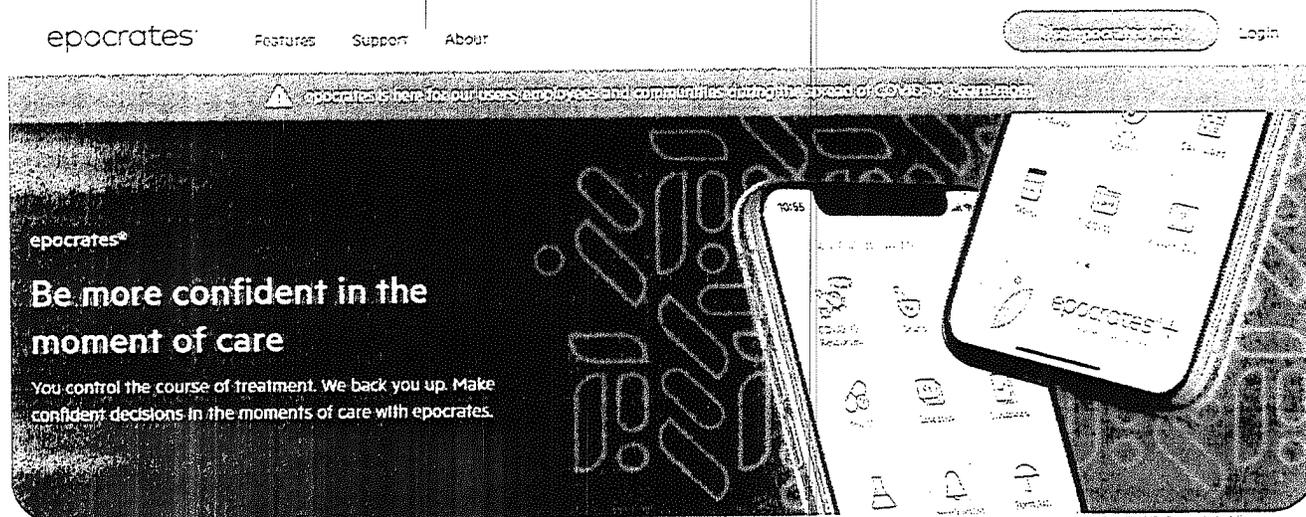
**Beacon User Role:** Available to all staff

**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.





A login box/registration box will pop-up.

The screenshot shows the epocrates logo at the top. Below it, there is a text input field containing the email address "khaas@beaconspecialized.org". Underneath the email field is a password field represented by a series of asterisks. To the left of the password field is a checkbox labeled "Remember Me" which is checked. Below the password field is a large button labeled "Login". Underneath the "Login" button are two links: "Forgot your login or password?" and "New User?". At the bottom of the form is a large button labeled "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.

The screenshot shows the "Create an Account" form on the epocrates website. The form includes several input fields: "First Name", "Last Name", "Email", "Phone", "Address", "City", "State", "Zip", "Occupation", and "Work Zip". There are also checkboxes for "I agree to the Terms of Service" and "I agree to the Privacy Policy". A "Join" button is located at the bottom of the form.

## 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 Priosec 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 \_\_\_\_\_

DMA Code #2 \_\_\_\_\_

DMA Code #3 \_\_\_\_\_

DRUG NAME	Anivan
GENERIC NAME	Lorazepam
DOSAGE RANGE	0.5mg - 2mg.
HOW TO TAKE	Tab, lmg, IV.
USES	insomnia, anxiety short term tx, preoperative sedation
SIDE EFFECTS	Apnea, resp failure, tachycardia, seizures.
WARNINGS	Sedation, dizziness, asthenia fatigue

DRUG NAME	Clozaril
GENERIC NAME	Clozapine.
DOSAGE RANGE	25mg tab → 100mg.
HOW TO TAKE	PO
USES	Schizophrenia, tx-resistant, suicide prevention
SIDE EFFECTS	Neutropenia, seizures, myocarditis, cardiomyopathy, cardiomyopathy
WARNINGS	dyslipidemia, weight gain, tachycardia, vomiting, nausea.

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	0.5mg - 2mg.
HOW TO TAKE	PO tid
USES	long acting parasomnias, seizure disorders, sleep-related movement disorders
SIDE EFFECTS	Drowsiness, impaired coordination, dizziness, depression, fatigue.
WARNINGS	Abuse, tachycardia, seizure, syncope, suicidality, hypotension

DRUG NAME	Depakote
GENERIC NAME	Divalproex Sodium
DOSAGE RANGE	Tab. 125mg, 250mg, 500mg.
HOW TO TAKE	PO tid
USES	Bipolar disorder, headache, migraine, seizure disorder.
SIDE EFFECTS	headache, nausea, vomiting, somnolence, tremor
WARNINGS	Pancreatitis, hepatotoxicity, hypothermia, bleeding, psychosis

DRUG NAME	Lithium
GENERIC NAME	Lithobid.
DOSAGE RANGE	150mg, 300mg, 600mg tab.
HOW TO TAKE	PO divided bid, tid
USES	Bipolar Disorder
SIDE EFFECTS	tremor, nausea, fatigue, acne, edema, anorexia
WARNINGS	Coma, seizure, syncope, goiter, severe bradycardia

DRUG NAME	Senquel
GENERIC NAME	quetiapine
DOSAGE RANGE	25mg, 50mg, 100mg, 200mg, 300mg, 400mg
HOW TO TAKE	PO divided bid, tid
USES	Antipsychotic, 2nd generation Anxiolytics, bipolar disorder
SIDE EFFECTS	Somnolence, hypotension, weight gain, constipation
WARNINGS	Syncope, stroke, dystonia, hypothermia, anaphylaxis.

DRUG NAME	Zyprexa
GENERIC NAME	Olanzapine
DOSAGE RANGE	Tab. 2.5mg, 5mg, 7.5mg, 10mg, 15mg, 20mg, 1mg 5mg Per ml.
HOW TO TAKE	5-10mg qd. may increase afterwds
USES	Antiemetics, bipolar disorder, Antipsychotic 2nd generation
SIDE EFFECTS	Weight gain, headache, insomnia, asthenia, fever, amnesia.
WARNINGS	pancreatitis, seizures, spasms; syncope, stroke, dystonia

DRUG NAME	Hotdel. inresa
GENERIC NAME	Paliperidone
DOSAGE RANGE	Tab. 1.5mg, 3mg, 6mg, 9mg
HOW TO TAKE	PO 3mg day no more frequently than qd
USES	Antipsychotic, 2nd generation
SIDE EFFECTS	Tachycardia, dizziness, headache, URI, cough, fatigue.
WARNINGS	AV block, proapism, anaphylaxis, leukopenia, Anxiety.

DRUG NAME	<del>Lamictal</del> Lamictal
GENERIC NAME	Lamotigine.
DOSAGE RANGE	25mg tab, 100mg, 150mg, 200mg
HOW TO TAKE	200mg PO qd.
USES	Bipolar disorder, seizure disorder
SIDE EFFECTS	dizziness, rash, back pain, anorexia, <sup>UTI</sup> seizure.
WARNINGS	Angioedema, severe rash, arrhythmia risk, depression

DRUG NAME	Keppra
GENERIC NAME	Levetiracetam
DOSAGE RANGE	Tab. 250mg, 500mg, 750mg, 1000mg, Sol. 100mg (ml) Various.
HOW TO TAKE	Starts at 500mg po; 10q 12h. increase, 1000mg/day
USES	Seizure disorders
SIDE EFFECTS	headache, somnolence, vomiting, pain, diarrhea, fatigue, nausea
WARNINGS	Depression; hostility, suicidality, anaphylaxis, leukopenia, psychosis.