



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.

Andree Steward
Employee Signature

4/26/21
Date

[Handwritten Signature]
Home Manager Signature

4/26/21
Date

Andre

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

<u>Right Person</u>	<u>Dosage</u>
<u>Medication</u>	<u>Route</u>
<u>Time</u>	<u>Documentation</u>

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

Yes No Explain:

On flat surface

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

Yes No Explain:

After each pass and Shift Change

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

Yes No Explain:

Need doctor order

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Double lock

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

Yes No Explain:

All errors need to be reported

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

Yes No Explain:

DMA

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:

Only for the name on pack

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

According to doctor orders

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

Yes No Explain:

Monitor blood pressure

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

Yes No Explain:

7 to 9

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

Yes No Explain:

Disposed of

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Need doctor order

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:

Need permission from nurse

15. OTC means other than called for?

Yes No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

~~17~~ = 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:

Return to Nurse

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

Yes No Explain:

Some psychotropic medication can cause dry mouth or chewing

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

Yes No Explain:

Always a side effect

Small text in the top left corner, possibly a header or contact information.

Andie



BEACON
Specialized Living

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

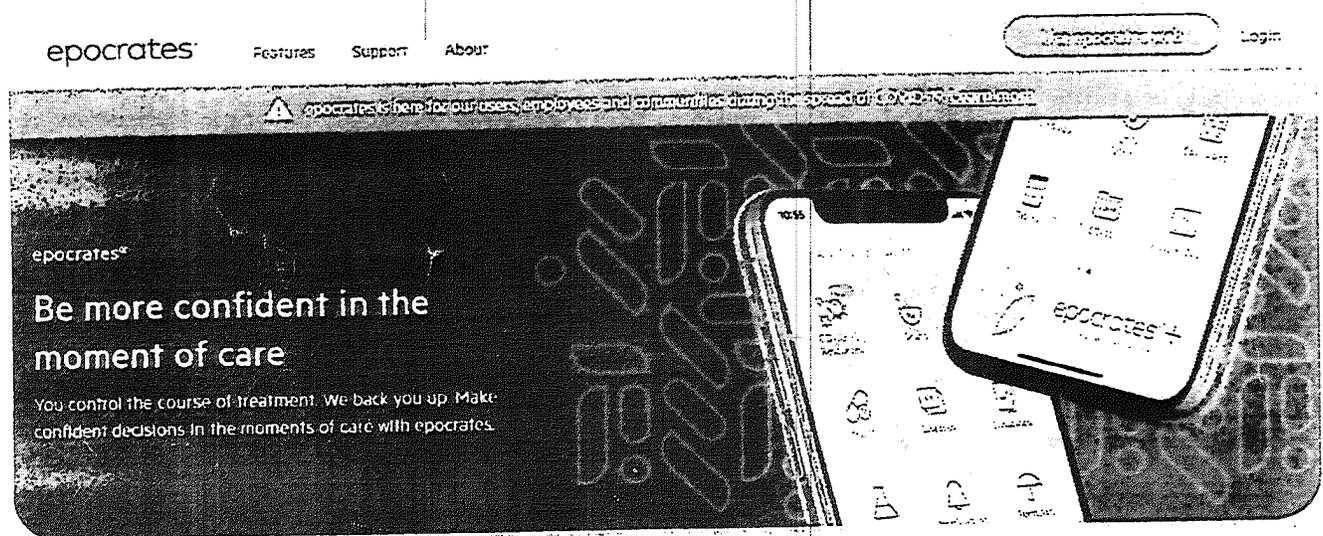
Beacon User Role: Available to all staff

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

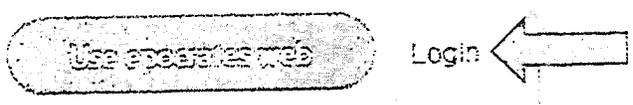
How to Register:

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, with the tagline "an enhanced medical service" below it. Below the logo 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 dots. Below the password field is a checkbox labeled "Remember Me" which is checked. There are two buttons: a "Login" button and a "Register Now" button. Between the buttons are two links: "Forgot your login or password?" and "New User?".

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 epocrates logo at the top. Below the logo is the heading "Create an Account". The form contains several input fields for registration, including fields for first name, last name, email address, and password. There are also dropdown menus for selecting occupation and zip code. A "Join" button is visible 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 Prilosec 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	Abilify	
GENERIC NAME	Aripiprazole	
DOSAGE RANGE	2mg, 5mg, 10mg, 20mg, 30mg	
HOW TO TAKE	to treat psychotic conditions	take orally or injection
USES	to treat psychotic conditions	
SIDE EFFECTS	restless syndrome throwing up	Anxiety insomnia
WARNINGS	inner suicidal risk vs heart	do not take while breastfeeding

DRUG NAME	Ativan	
GENERIC NAME	lorazepam	
DOSAGE RANGE	0.5mg, 1mg, 2mg, per ml	4mg per ml
HOW TO TAKE	medicine that is used to treat	the symptoms of psychotic
USES	Schizophrenia	
SIDE EFFECTS	high blood sugar	
WARNINGS	Atypical anti-psychotics	

DRUG NAME	Depakote	
GENERIC NAME	divalproex sodium	
DOSAGE RANGE	DR TAB 125mg, 250mg, 500 ^{mg}	
HOW TO TAKE	swallowed whole and should not	be crushed
USES	to treat seizures disorders	
SIDE EFFECTS	Diarrhea dizziness drowsiness	hair loss blurred/double
WARNINGS	Serious or fetal hepatic	failure

DRUG NAME	Invega	
GENERIC NAME	paliperidone	
DOSAGE RANGE	ER TAB 1.5mg, 3mg, 6mg	9mg
HOW TO TAKE	medication b/v mouth without	food
USES	medication used to treat mental	disorders
SIDE EFFECTS	headache, weight gain	
WARNINGS	stomach/abdominal pain	tiredness may occur

DRUG NAME	Lamictal	
GENERIC NAME	Lamotrigine	
DOSAGE RANGE	tab 25mg, 100mg, 500mg	200mg, 0.075mg, 50mg
HOW TO TAKE	That can be taken with or witho	water or food
USES	to 1 or 2 times daily	
SIDE EFFECTS	nausea insomnia rennrose	headache Diarrhea
WARNINGS	Fever swollen lymph	

DRUG NAME	Risperdal	
GENERIC NAME	risperidone	
DOSAGE RANGE	Tab 0.25 mg, 0.5 mg, 1 mg	2 mg, 3 mg, 4 mg, sol 1 mg per
HOW TO TAKE	Remove an orally disintegrating	
USES	to treat certain mental/mood disorders	
SIDE EFFECTS	Drowsiness dizziness lightheadedness	
WARNINGS	nausea vomiting diarrhea	heartburn

DRUG NAME	Zyprexa	
GENERIC NAME	olanzapine	
DOSAGE RANGE	Tab 2.5 mg, 5 mg, 7.5 mg, 10 mg	15 mg, 20 mg, 1155 mg per ml
HOW TO TAKE	with or without food	
USES	to treat certain mental disorders	
SIDE EFFECTS	nausea, vomiting, diarrhea	constipation, dry mouth
WARNINGS	increased appetite	increased saliva

DRUG NAME	Advair Diskus	
GENERIC NAME	fluticasone propionate	
DOSAGE RANGE	DPI 100 mcg, 50 mcg per	blister 250 mcg 50 blister 500
HOW TO TAKE	A solution liquid and an orally	
USES	Schizophrenia bipolar disorder	
SIDE EFFECTS	nausea vomiting upset stomach	yeast infections of the mouth
WARNINGS	fungal infection in your mouth	or throat

DRUG NAME	Proventil	
GENERIC NAME	Albuterol	
DOSAGE RANGE	1.25 mg, 2.5 mg	
HOW TO TAKE	2 inhalations Every 4 to 6 hours	
USES	2 bronchodilator used to treat	wheezing, shortness of breath
SIDE EFFECTS	Nervousness shaking tremor	headache, mouth/throat
WARNINGS	drowsiness or irritation	

DRUG NAME	Flovent	
GENERIC NAME	fluticasone	
DOSAGE RANGE	44 mcg, 110 mcg, 220 mcg	
HOW TO TAKE	It's not used to relieve an attack	
USES	to prevent asthma attacks	
SIDE EFFECTS	Weakness/tired feeling	nausea, vomiting
WARNINGS	fungal infections in your mouth	