



# BEACON Specialized Living

## Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Yolanda Denson

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: 12 : 00 am  pm Trainer: Akronia Jones

**All staff must complete all three (6) In-Services and Final Evaluation**

Instructions: Check (✓) the appropriate box after Employee has been in-serviced.

																			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

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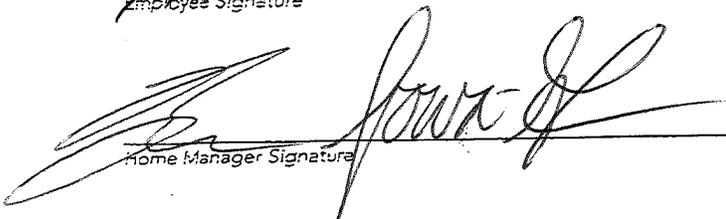


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I have received the above In-service and have read the Organizations **Medical Policies**. I understand what is expected of me as a Designated Medication Administrator. I also understand that any immediate medical questions or concerns should be directed to the Coordinator of Care at my Site during open office hours and to the On-Call person after hours.

  
Employee Signature

4-16-21  
Date

  
Home Manager Signature

4-16-21  
Date

Yolanda D.

# ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

dose  
time  
route

documentation  
right patient  
right Medication

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

Yes  No Explain:

liquid medication is poured at eye level on flat  
surface.

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

Yes  No Explain:

Controlled substance log is signed right after  
substance is given to client.

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

Yes  No Explain:

A doctor order is needed to crush tablets  
for a client.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

Controlled substances are locked in locked box in  
a locked cabinet in a locked room.

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

Yes

No

Explain:

All medication errors are reported and recorded  
harmful or not.

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

Yes

No

Explain:

Medication are on alert or DMA at all time,  
Shift Change hand to hand.

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:

If psychotropic medication are out call medical  
ASAP, Home manager too.

# ANNUAL DMA RECERTIFICATION TEST

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

Yes     No    Explain:

Yes this is true.  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes     No    Explain:

blood pressure are monitor for high and low  
blood pressure  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes     No    Explain:

8:00 medication are given hour before and hour  
after.  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes     No    Explain:

Medications are tried to be given within the hour  
3x if ~~refuse~~ refused it is ~~marked~~ marked as a refusal  
in Mar and ~~and~~  
\_\_\_\_\_

# ANNUAL DMA RECERTIFICATION TEST

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

Yes  No Explain:

insulin injections always have to be record when  
given or not given

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:

If pass the hour of giving yes mark in quick Mar  
but make sure you write the reason of the late pass.

15. OTC means other than called for?

Yes  No Explain:

Over the counter - nonprescription medicine

16. One Tablespoon is equal to 30ml?

Yes  No Explain:

No, Two tablespoon equal to 30ml

# 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:

All ~~no~~ controlled substances are put in a dead box if not of any use.

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

Yes  No Explain:

psychotropic medication ~~are~~ are for depression and anxiety. can cause choking if not ~~take~~ taken with water

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

Yes  No Explain:

Constipation can be a side effect if not drinking water.

Golander Denson



## How to Register for an Epocrates Account

**Objective:** Register for Epocrates.com

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

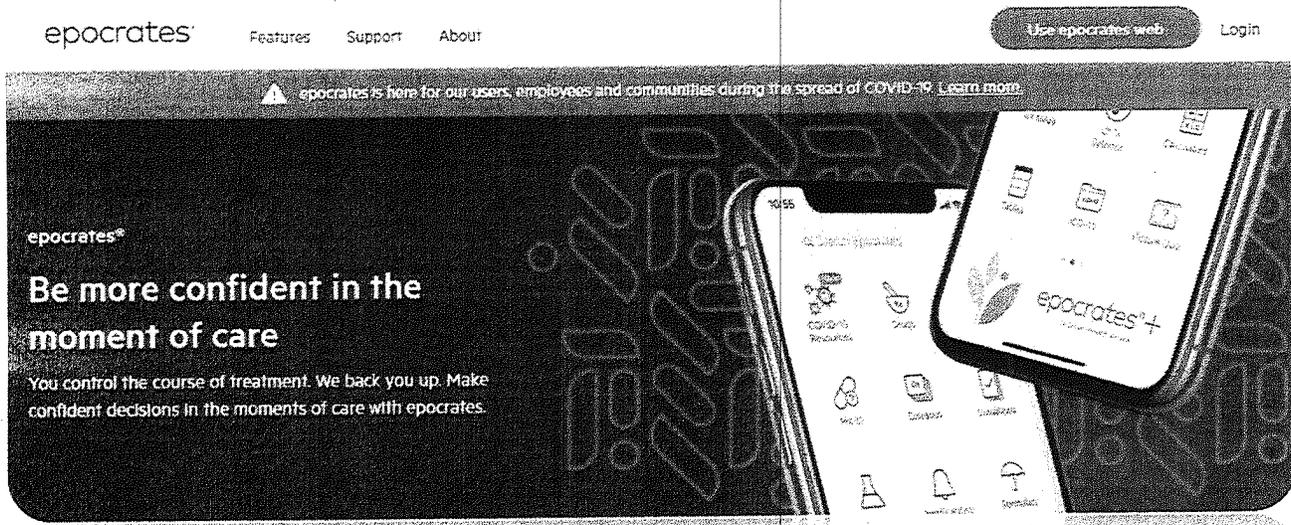
**Beacon User Role:** Available to all staff

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

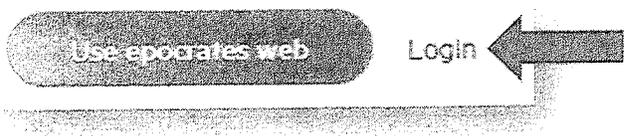
### How to Register:

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 otherhealth service". Below the logo is a login form with a text input field containing the email address "khaas@beaconspecialized.org". There is a password field with a masked password "\*\*\*\*\*". A checkbox labeled "Remember Me" is checked. Below the form is a large "Login" button. Underneath the button are two links: "Forgot your login or password?" and "New User?". At the bottom of the form is a large "Register Now" button.

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" registration form. It includes fields for "First Name", "Last Name", "Email", and "Password". There are also dropdown menus for "Country of Residence" and "State of Residence". 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	Neurontin
GENERIC NAME	gabapentin
DOSAGE RANGE	CAP: 100mg, 300mg, 400mg TAB: 600mg, 800mg SOL 50mg per
HOW TO TAKE	N/A
USES	partial seizures neuropathic pain
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Colace
GENERIC NAME	docusate sodium
DOSAGE RANGE	50-150 mg/day PO divided qd - bid prn
HOW TO TAKE	Oral Capsule
USES	N/A
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Motrin
GENERIC NAME	ibuprofen
DOSAGE RANGE	1-2 tabs/caps PO q4 -6h prn
HOW TO TAKE	oral
USES	N/A
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	INS (SUSTAR U100 pen) 100 units per mL
HOW TO TAKE	insulin shot
USES	diabetes
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Novolog
GENERIC NAME	insulin aspart
DOSAGE RANGE	INS (Pen Fill U100 cartridge) 100 unit per mL
HOW TO TAKE	Insulin pen
USES	N/A
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Ativan
GENERIC NAME	lorazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg : INJ: 2mg per mL, 4mg per mL
HOW TO TAKE	Oral by mouth
USES	To treat anxiety disorders
SIDE EFFECTS	
WARNINGS	depression, coma, and death

DRUG NAME	Depakote
GENERIC NAME	divalproex sodium
DOSAGE RANGE	PR TAB: 125mg, 250mg, 500mg
HOW TO TAKE	Oral by mouth
USES	Seizures
SIDE EFFECTS	headache Nausea vomiting asthenia
WARNINGS	<del>Hepat</del> Hepatotoxicity Fetal Risk Pancreatitis

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg
HOW TO TAKE	by mouth
USES	Seizure disorder anxiety restless leg .....
SIDE EFFECTS	depression, dependency, seizures.
WARNINGS	Risk from Concomitant Addiction Abuse and Misuse

DRUG NAME	Risperdal
GENERIC NAME	risperidone
DOSAGE RANGE	TAB 0.25mg, 0.5mg, 1mg, 2mg, 3mg, 4mg, 50L 1mg per
HOW TO TAKE	by mouth
USES	Schizophrenia
SIDE EFFECTS	
WARNINGS	Dementia - Related Psychosis

DRUG NAME	Synthroid
GENERIC NAME	levothyroxine
DOSAGE RANGE	25mcg 50mcg 75mcg 88mcg 100mcg 112mcg 125mcg <small>mcg</small>
HOW TO TAKE	Oral by mouth
USES	Dosage Forms Discontinued in US
SIDE EFFECTS	
WARNINGS	Not for Obesity / weight Loss