



BEACON Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Robert Page

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 / 14 / 21 Time: 12 : 00 am / pm Trainer: Florence Lawler

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	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							N/A	
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							✓	



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

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

(Robert Page)

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Person
Time
Dosage

Right Route
Right medication
Right Documentation

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

Yes No Explain:

Liquid medication should be poured on a flat surface

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

Yes No Explain:

It should be signed after your finished administering the controlled substance

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

Yes No Explain:

They can only crush medications if it is instructed to on doctor notes.

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 Med errors need to be reported no matter the
cost.*

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

Yes No Explain:

*The medication room keys are kept with whomever
the DMA is for that shift 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:

*They can only take the medication that is prescribed to them
because they do not pay for this resident's medication.*

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Check range

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

Yes No Explain:

These medications are used to treat high blood pressure.

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

Yes No Explain:

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:

Disposed of Per procedure

~~IF THE RESIDENT REFUSES THE MEDICATION AND IT IS ALREADY~~

~~POPPED IT IS PUT IN A ZIPLOCK BAG WITH THAT RESIDENT'S NAME ON~~

~~IT LABEL THAT RESIDENT WANTS IT BEFORE IT IS OUT OF TIME FRAME.~~

↑
It

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

Every medication or treatment has to have
doctor's 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:

IF RESIDENT GETS UP LATE FOR MED PASS CALL THE NURSE AND ASK IF
YOU CAN PASS ^{THE} MEDICATION IF IT IS NOT OUT OF THE UNIT FRONT

15. OTC means other than called for?

Yes No Explain:

Over the counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

15 ml

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

Yes

No

Explain:

HEARS NOT BY MOUTH

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

Yes

No

Explain:

Picked up by nurse

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

Yes

No

Explain:

SOME TIMES CAUSE DRY MOUTH

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

Yes

No

Explain:

ALL MEDICATIONS CAN CAUSE CONSTIPATION.

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

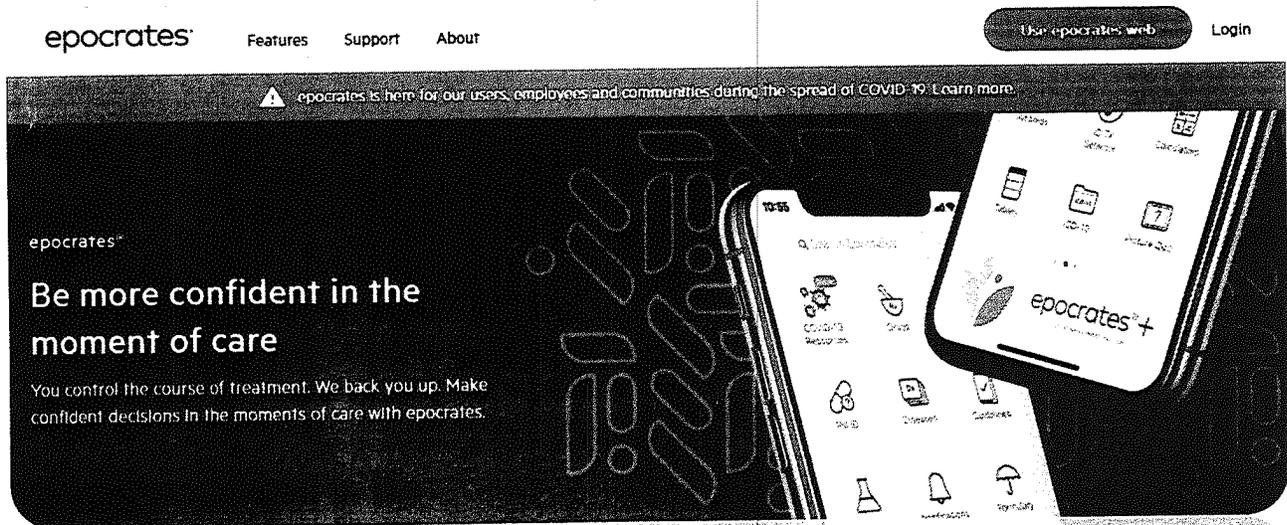
Beacon User Role: Available to all staff

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 login and registration page. At the top, the Epocrates logo is displayed with the tagline "an otherhealth service". Below the logo, there is a login form with a text input field containing the email address "khaas@beaconspecialized.org" and a password field with masked characters ".....". A checkbox labeled "Remember Me" is checked. Below the login fields is a large black button with the text "Login". Underneath the "Login" button, there are two links: "Forgot your login or password?" and "New User?". Below these links is another large black button with the text "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" registration form on the Epocrates website. The form includes the following fields and options:

- Name:** A text input field.
- Work:** A text input field.
- Phone:** A text input field.
- Country of Residence:** A dropdown menu with "United States of America" selected.
- Work Zip/Postal Code:** A text input field.
- Occupation:** A dropdown menu with "Specialist" selected.

Below the form fields, there is a "Join" button. At the bottom of the form, there is a small disclaimer: "Please read the Epocrates Terms of Use and Privacy Policy." and a "Join" button.

DRUG NAME	Lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	Inj (Solo Star U-100 pen) 100 units per ml; TAs (U-100 vial) 100 units per ml
HOW TO TAKE	Injection
USES	diabetes mellitus type 1, diabetes mellitus type 2
SIDE EFFECTS	hypoglycemia, injection site rxn injection site lipodystrophy
WARNINGS	N/A

DRUG NAME	Byetta
GENERIC NAME	exenatide
DOSAGE RANGE	5mcg per injection 10mcg per injection
HOW TO TAKE	injections
USES	diabetes mellitus type 2
SIDE EFFECTS	nausea, hypoglycemia constipation
WARNINGS	N/A

DRUG NAME	Alavert
GENERIC NAME	loratadine
DOSAGE RANGE	1 tab PO qd prn; max; 1 tab/24 hrs.
HOW TO TAKE	Oral
USES	antihistamine for relieving allergic, rhinitis sneezing
SIDE EFFECTS	itchy nose, throat, treating chronic, idiopathic itchy watery eyes
WARNINGS	N/A (drowsiness, dry mucous)

DRUG NAME	Dilantin
GENERIC NAME	phenytoin
DOSAGE RANGE	ER CAP 30 mg 100mg Chewable 50mg SUSP 125 mg per 5ml
HOW TO TAKE	oral / IV
USES	Seizure disorder seizure prophylaxis
SIDE EFFECTS	blurred vision, confusion, nystagmus, dizziness
WARNINGS	Cardiovascular risk with rapid infusion

DRUG NAME	Norco
GENERIC NAME	hydrocodone acetaminophen
DOSAGE RANGE	Tab 5mg/325mg 7.5mg/325mg 10mg/325mg
HOW TO TAKE	Oral
USES	pain, moderate mod Severe
SIDE EFFECTS	light headedness, dizziness, nausea drowsiness
WARNINGS	Respiratory Depression, Hepatotoxicity.

DRUG NAME	Depakote
GENERIC NAME	divalproex sodium
DOSAGE RANGE	DR Tab 125 mg, 250 mg, 500 mg
HOW TO TAKE	oral
USES	absence seizures, bipolar disorder, acute manic
SIDE EFFECTS	abdominal pain, tremors, vomiting, headache
WARNINGS	hepatotoxicity, Fetal risk, pancreatitis

DRUG NAME	Zyprexa
GENERIC NAME	olanzapine
DOSAGE RANGE	Tab 2.5 mg, 5 mg, 7.5 mg, 10 mg, 15 mg, 20 mg, INJ 5 mg per mL
HOW TO TAKE	oral or injection
USES	Schizophrenia bipolar disorder manic/mixed
SIDE EFFECTS	weight gain, dizziness, hyperproliferemia, asthenia
WARNINGS	Dementia-Related Psychosis

DRUG NAME	Synthroid
GENERIC NAME	levothyroxine
DOSAGE RANGE	Tab 25 mcg, 50 mcg, 75 mcg, 88 mcg, 100 mcg, 125 mcg, 137 mcg, 150 mcg 175, 200, 300
HOW TO TAKE	oral
USES	hypothyroidism
SIDE EFFECTS	nervousness, headache, anxiety, palpitations
WARNINGS	not for obesity or weight loss

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	Tab 2 mg, 5 mg, 10 mg, 15 mg, 20 mg, 30 mg
HOW TO TAKE	oral
USES	Schizophrenia, bipolar
SIDE EFFECTS	headache, weight gain, anxiety, insomnia, nausea, vomiting
WARNINGS	Not for Dementia-Related Psychosis, suicidality

DRUG NAME	Seroquel
GENERIC NAME	quetiapine
DOSAGE RANGE	Tab 25 mg, 50 mg, 100 mg, 200 mg, 300 mg, 400 mg
HOW TO TAKE	oral
USES	acute depressive bipolar, manic, generalized anxiety disorder
SIDE EFFECTS	Somnolence, xerostomia, tremors, hypotension
WARNINGS	Dementia-Related Psychosis, suicidality