



Medication Administration In-Service and Evaluation

Name of Facility/Home: Lantern Bay / APS - Apw

Employee Receiving In-Service: Jessica Carlson

Date of 1st In-Service*: 03/08/21 Time: 3:45 am / pm Trainer: Kelly Green
*This is done by a regional nurse

Date of 2nd In-Service: 03/08/21 Time: 4:00 am / pm Trainer: Kelly Green

Date of 3rd In-Service: 4/16/21 Time: 2:00 am / pm Trainer: Florence Lawton

Date of 4th In-Service: 4/16/21 Time: 4:00 am / pm Trainer: Florence Lawton

Date of 5th In-Service: 4/16/21 Time: 8:00 am / pm Trainer: Florence Lawton

Date of 6th In-Service: 4/17/21 Time: 12:00 am / pm Trainer: Florence Lawton

Date of Final Evaluation: 4/17/21 Time: 2:00 am / pm Trainer: Florence Lawton

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	✓	✓	✓	✓	✓	✓	✓	



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							
	✓	✓	✓	✓	✓	✓	✓	
8	Medication via gastric tube administered per facility policy and procedure (if applicable)							
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	a. Resident is properly positioned, at a 45° sitting angle							
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	b. Tube is checked for placement and patency							
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	c. Tube is flushed before, between and after medications are administered							
	N/A	N/A	N/A	N/A	N/A	N/A	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	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

Date

Home Manager Signature

Date

ANNUAL DMA RECERTIFICATION TEST

5. Controlled substances are stored (^{Double} single 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 reported 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 to 8:59 AM only
not 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 disposed 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:

*meds are to be given at all times, specific times
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
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



Jordan
Lockson

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

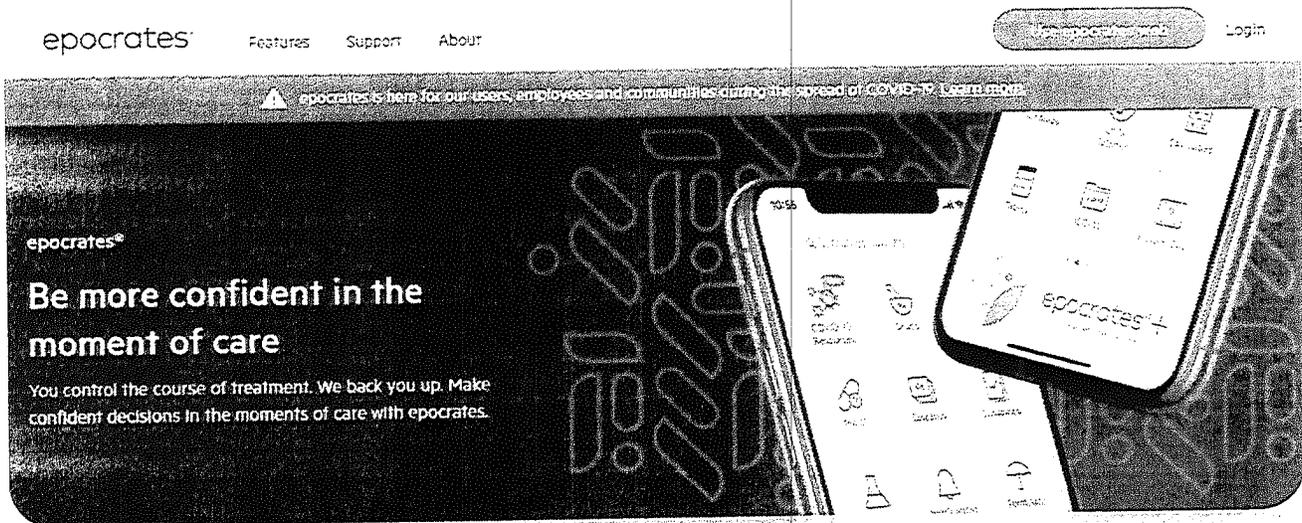
Beacon User Role: Available to all staff

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, 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. A checkbox labeled "Remember Me" is checked. Below these fields are two buttons: "Login" and "Register Now". Below the "Login" button, there 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 "Create an Account" form on the epocrates website. The form includes fields for "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* 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 1618

DMA Code #2 2005

DMA Code #3 0514

DRUG NAME	Abirifeg
GENERIC NAME	
DOSAGE RANGE	
HOW TO TAKE	
USES	
SIDE EFFECTS	
WARNINGS	

DRUG NAME	Ativan
GENERIC NAME	
DOSAGE RANGE	
HOW TO TAKE	
USES	
SIDE EFFECTS	
WARNINGS	

DRUG NAME	Halidol
GENERIC NAME	
DOSAGE RANGE	
HOW TO TAKE	
USES	
SIDE EFFECTS	
WARNINGS	

DRUG NAME	Invega
GENERIC NAME	
DOSAGE RANGE	
HOW TO TAKE	
USES	
SIDE EFFECTS	
WARNINGS	

DRUG NAME	hlonopin
GENERIC NAME	
DOSAGE RANGE	
HOW TO TAKE	
USES	
SIDE EFFECTS	
WARNINGS	

DRUG NAME	Risperidol	
GENERIC NAME		
DOSAGE RANGE		
HOW TO TAKE		
USES		
SIDE EFFECTS		
WARNINGS		

DRUG NAME	Desipipred	
GENERIC NAME		
DOSAGE RANGE		
HOW TO TAKE		
USES		
SIDE EFFECTS		
WARNINGS		

DRUG NAME	Lorazepam	
GENERIC NAME		
DOSAGE RANGE		
HOW TO TAKE		
USES		
SIDE EFFECTS		
WARNINGS		

DRUG NAME	Levothyroxine	
GENERIC NAME		
DOSAGE RANGE		
HOW TO TAKE		
USES		
SIDE EFFECTS		
WARNINGS		

DRUG NAME	miralax	
GENERIC NAME		
DOSAGE RANGE		
HOW TO TAKE		
USES		
SIDE EFFECTS		
WARNINGS		