



BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Lantern Bay / Anchor Point

Employee Receiving In-Service: Henry Ellis

Date of 1st In-Service: 07 / 15 / 21 Time: 1 : 00p am / pm Trainer: Learning and Development

Date of 2nd In-Service: 07 / 15 / 21 Time: 3 : 00p am / pm Trainer: Learning and Development

Date of 3rd In-Service: 07 / 19 / 21 Time: 2 : pm am / pm Trainer: Kelly Green

Date of 4th In-Service: 07 / 19 / 21 Time: 4 : pm am / pm Trainer: Kelly Green

Date of 5th In-Service: 7 / 21 / 21 Time: 6 : 00 (am) / pm Trainer: Trivenna Baker

Date of 6th In-Service: 7 / 21 / 21 Time: 8 : 00 (am) / pm Trainer: Trivenna Baker

Date of Final Evaluation: 7 / 23 / 21 Time: 12 : 00 am / (pm) Trainer: Florence Jawn

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	<input checked="" type="checkbox"/>							
	a. Location of ample supplies prior to administration	<input checked="" type="checkbox"/>							
	b. Area is clean and organized	<input checked="" type="checkbox"/>							
	c. Area is always locked	<input checked="" type="checkbox"/>							
	d. Location of all medication: Internal, External, Refrigerated, Controlled Drugs (narcotics)	<input checked="" type="checkbox"/>							
2	DMA washes hands prior to administering medications and between each Resident	<input checked="" type="checkbox"/>							
3	Medication keys are retained by DMA	<input checked="" type="checkbox"/>							
4	Resident is identified per facility policy and procedure prior	<input checked="" type="checkbox"/>							
5	Vital signs are taken per facility policy prior to administering medications (if applicable), always on cardiac and BP medications	<input checked="" type="checkbox"/>							
	a. If Pulse and BP are required, hands and equipment are washed per facility policy	<input checked="" type="checkbox"/>							
	b. If Apical Pulse is required, privacy is provided	<input checked="" type="checkbox"/>							
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'	<input checked="" type="checkbox"/>							
	a. Medications are properly removed from container/blister pack and (.) dot is placed in appropriate box on MAR	<input checked="" type="checkbox"/>							
	b. Liquid medication is poured at eye level, with palm covering label of stock bottle	<input checked="" type="checkbox"/>							



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	<input checked="" type="checkbox"/>							
	d. Observe Resident to ensure medication is swallowed	<input checked="" type="checkbox"/>							
	e. Offer adequate and appropriate fluid with medication	<input checked="" type="checkbox"/>							
	f. Medication record is signed immediately after administration of same	<input checked="" type="checkbox"/>							
	g. Controlled substance record is signed immediately after administration of same	<input checked="" type="checkbox"/>							
	h. Correct dose is administered	<input checked="" type="checkbox"/>							
	i. Medication is administered at correct time	<input checked="" type="checkbox"/>							
j. Verify no additional MAR pages have been added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7	Infection control technique is reviewed	<input checked="" type="checkbox"/>							
8	Medication via gastric tube administered per facility policy and procedure (if applicable)	<input checked="" type="checkbox"/>							
	a. Resident is properly positioned, at a 45° sitting angle	<input checked="" type="checkbox"/>							
	b. Tube is checked for placement and patency	<input checked="" type="checkbox"/>							
	c. Tube is flushed before, between and after medications are administered	<input checked="" type="checkbox"/>							
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure	<input checked="" type="checkbox"/>							
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping	<input checked="" type="checkbox"/>							
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results	<input checked="" type="checkbox"/>							
10	DMA crushes medication according to facility policy and procedure ONLY with physician's orders.	<input checked="" type="checkbox"/>							
11	DMA administers eye and ear medication according to facility policies and procedures	<input checked="" type="checkbox"/>							
12	Side effects of psychoactive medication are noted (lethargy, hallucinations) and reported.	<input checked="" type="checkbox"/>							
13	Medication administration should not interrupted. DO NOT RUSH	<input checked="" type="checkbox"/>							
14	Controlled drugs are stored (Double Locked) according to facility policy and procedure	<input checked="" type="checkbox"/>							
15	Residents' rights are observed	<input checked="" type="checkbox"/>							
16	Location, Procedures and Documenting for administering PRN	<input checked="" type="checkbox"/>							
17	Designated Medication Administrator follows facility policy and procedure for medications refused or withheld. (MER & IR written)	<input checked="" type="checkbox"/>							
18	Medications are administered within time frame per facility policy	<input checked="" type="checkbox"/>							



Medication Administration In-Service and Evaluation

In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor and RN teaching medication classes	<input checked="" type="checkbox"/>						
20	Medication area is cleaned and locked after completion of medication administration	<input checked="" type="checkbox"/>						
21	Designated Medication Administrator can identify action and common side effects of medications administered	<input checked="" type="checkbox"/>						
22	Approved Abbreviations List is reviewed	<input checked="" type="checkbox"/>						
23	Seizure precautions and documentation	<input checked="" type="checkbox"/>						
24	After hour procedures, procedures for found/spilled medication, location of Guide to Drugs Book	<input checked="" type="checkbox"/>						
25	2nd Staff Verification, what it is, when it is needed, and how to document it	<input checked="" type="checkbox"/>						
26	Refusal of Medication procedures (prompt 3 times, then write appropriate documentation)	<input checked="" type="checkbox"/>						

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.

Fanny J. Smith
Employee Signature

7/23/21
Date

[Signature]
Home Manager Signature

7-23-21
Date

ANNUAL DMA RECERTIFICATION TEST

Henry Ellis
Anchor Point

7/2/21

1. List the six patient rights:

Right Person

Right Time/Date

Right Dose

Right medication

Right Route

Right Documentation

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

Yes No Explain:

Eye level on a flat surface

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

Yes No Explain:

Medication log is signed after the medication is passed

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

Yes No Explain:

Medication is only crushed with a physician order

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All medication is too be stored
Double locked, our policy is
Triple locked

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

Yes No Explain:

ALL medication ~~orders~~ ^{HE} errors
are to be reported and documented
regardless of the side effects

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

Yes No Explain:

The medication keys are too be
on the person of the O. M. A in the
med room

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:

you are only pass medication to
the client who is prescribed that
medication

ANNUAL DMA RECERTIFICATION TEST

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

Yes No Explain:

All orders for medication
must be on record

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:

You must call the on site/on call
Nurse before you can pass a medication
late

15. OTC means other than called for?

Yes No Explain:

OTC = Over The Counter

16. One Tablespoon is equal to 30ml?

Yes No Explain:

Two Tablespoon equals 30 ml

ANNUAL DMA RECERTIFICATION TEST

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

Yes

No

Explain:

You follow what the client is ordered by the physician according to EMAR

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

Yes

No

Explain:

Blood pressure readings are used to monitor the results of Lisinopril

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

Yes

No

Explain:

All medication is to be passed within an hour before or an hour after

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

Yes

No

Explain:

Any medication not used after dispensed are to be destroyed

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:

Controlled substances are only returned to the pharmacy when the medication is discontinued or the order is incorrect

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

Yes

No

Explain:

Choking and aspiration is a side effect to many medications

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

Yes

No

Explain:

Constipation is often a side effect of 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 logo at the top, with the tagline "an other health 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 asterisks. To the left of the password field is a checkbox labeled "Remember Me". Below the password field is a large rectangular button labeled "Login". Under the "Login" button are two links: "Forgot your login or password?" and "New User?". At the bottom of the form is another large rectangular 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" registration form. At the top is the epocrates logo. Below the logo is the heading "Create an Account". The form contains several input fields for registration details, including fields for name, email, and password. At the bottom of the form is a button labeled "Join".

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

complete 10 of the above medications prior to attending DMA class.

DMA Code #2 _____

DMA Code #3 _____

DRUG NAME	Abilify	Ativan
GENERIC NAME	Aripiprazole	Lorazepam
DOSAGE RANGE	2mg - 30mg	0.5mg - 2mg
HOW TO TAKE	Oral	Oral Injection
USES	Schizophrenia, Bipolar	Schizophrenia, Anxiety
SIDE EFFECTS	High blood pressure, stroke, seizures	Respiratory depression
WARNINGS	Fast glucose at baseline	Jaundice, seizures, suicidal

Weight changes, unusual behavior.

DRUG NAME	Clozepam	Klonopin
GENERIC NAME	Clozapine	Clonazepam
DOSAGE RANGE	12.5mg start increase by 250mg	Start at 0.5mg - 2mg
HOW TO TAKE	Oral	Oral
USES	Antipsychotic, used to treat	Seizure, panic
SIDE EFFECTS	Seizures, stroke	Dependence, Abuse
WARNINGS	Elderly, stroke, hypotension	Dependence

DRUG NAME	Lolace	
GENERIC NAME	Docosate sodium	
DOSAGE RANGE	50mg - 150mg	
HOW TO TAKE	Oral	
USES	Softening stool	
SIDE EFFECTS	Abdominal pain, sore throat	
WARNINGS		

DRUG NAME	Glucophage	
GENERIC NAME	metformin	
DOSAGE RANGE	850mg	
HOW TO TAKE	Oral	
USES	For diabetes	
SIDE EFFECTS	Muscle pain, dizziness	
WARNINGS	severe kidney disease	

metformin get do SI STRONG brother

DRUG NAME	Diltiazem	
GENERIC NAME	diltiazem	
DOSAGE RANGE	30mg cap, increase to 125	
HOW TO TAKE	Oral	
USES	Heart and nerves	
SIDE EFFECTS	heart and nerves	
WARNINGS	ADULTS ONLY, pregnant	

DRUG NAME	Eldonart
GENERIC NAME	Cyclobenzaprine
DOSAGE RANGE	Tab - 5mg, 7.5mg, 15mg
HOW TO TAKE	Oral tab
USES	Muscle Relaxer
SIDE EFFECTS	Sleepiness, dizziness
WARNINGS	Thyroid disorder, Heart block

DRUG NAME	Crestor
GENERIC NAME	Rosuvastatin
DOSAGE RANGE	Tab 5, 10, 20, 40
HOW TO TAKE	Tab - Oral
USES	Lower blood cholesterol
SIDE EFFECTS	Dehydration, seizures, low blood pressure
WARNINGS	Reported liver disease, breast Feeder

DRUG NAME	Levothyroxine
GENERIC NAME	
DOSAGE RANGE	
HOW TO TAKE	
USES	Thyroid disorder, Hypothyroidism
SIDE EFFECTS	
WARNINGS	

DRUG NAME	Neurontin
GENERIC NAME	Gabapentin
DOSAGE RANGE	100mg, 300mg, 600mg
HOW TO TAKE	Oral or tab
USES	Alcohol dependence, Fibromyalgia, seizures
SIDE EFFECTS	Drowsiness, swelling, seizures
WARNINGS	Breastmilk issues, kidney disease

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