BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: __Lantern Bay / Anchor Point__

Employee Receiving In-Service: __Lupe Reyna__

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 /21 /21__ Time: __2__ :__00__ am / pm Trainer: __Kelly Green__

Date of 4th In-Service: __07 /21 /21__ Time: __7__ :__00__ am / pm Trainer: __Kelly Green__

Date of 5th In-Service: __07 /22 /21__ Time: __12__ :__00__ am / pm Trainer: __Kelly Green__

Date of 6th In-Service: __07 /22 /21__ Time: __4__ :__00__ am / pm Trainer: __Kelly Green__

Date of Final Evaluation: __07 /22 /21__ Time: __8__ :__00__ am / pm Trainer: __Kelly Green__

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)	✓	✓	✓	✓	✓	✓	✓	
	a. Resident is properly positioned, at a 45° sitting angle	✓	✓	✓	✓	✓	✓	✓	
	b. Tube is checked for placement and patency	✓	✓	✓	✓	✓	✓	✓	
	c. Tube is flushed before, between and after medications are administered	✓	✓	✓	✓	✓	✓	✓	
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	✓	✓	✓	✓	✓	✓	✓	

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	In-Service #	1st	2nd	3rd	4th	5th	6th	Eval.	Comments
19	Medication errors are reported to Site Supervisor 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 Guide to Drugs Book	✓	✓	✓	✓	✓	✓	✓	
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 <u>Coordinator of Care at my Site during open office hours and to the On-Call person after hours</u>.

Lupe Reyner
Employee Signature

_7-22-21_
Date

[signature]
Home Manager Signature

_7-22-21_
Date

ANNUAL DMA RECERTIFICATION TEST

Lupe Reyna

1. List the six patient rights:

   right resident _____   right time/Date _____

   right medicine _____   right Route/Method _____

   right Dosage _____   right Documentation _____

2. Liquid medication is poured at eye level holding the cup with your hand? *not until the medication is taken.*

   ☑ Yes   ☐ No   Explain:

   Yes, because you palm the label and wipe bottle

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

   ☐ Yes   ☑ No   Explain:

   Controlled substance log is signed when Passing a medication and a DMA change.

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

   ☐ Yes   ☑ No   Explain:

   must have a doctors order

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☑ No   Explain:

No, because ~~its~~ it has a double lock

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

☑ Yes ☑ No   Explain:

report to the nurse and call poision control
and need to document any medication
errors

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

☐ Yes ☑ No   Explain:

Med room keys should always be accounted for.
must sign your keys over to another certified DMA
at shift change. must complete acontrolled substance count
any time keys change hands.

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:

Never borrow medications from
another residents.

ANNUAL DMA RECERTIFICATION TEST

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

   ☐ Yes   ☑ No   Explain:

   lautus is used ~~to to~~ lower

   blood sugar

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

    ☑ Yes   ☐ No   Explain:

    Using it will help ~~the~~ the blood

    pressure to go down

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

    ☐ Yes   ☑ No   Explain:

    medication may be given at 8:00 on time.

    30 minute window

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

    ☑ Yes   ☑ No   Explain:

    So dispos with a second staff

    Save for your own Shift. dispos within

    the next shift.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☑ No Explain:

everything has to be documented

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:

We are going to contact the nurse and document when they took their medication, 30 minute window

15. OTC means other than called for?

☐ Yes ☑ No Explain:

non-
means over the counter prescriptions

16. One Tablespoon is equal to 30ml?

☐ Yes ☑ No Explain:

a tablespoon is 15mL

ANNUAL DMA RECERTIFICATION TEST

17. NPO means para oral?

    ☐ Yes   ☑ No   Explain:

    NPO means Nothing by mouth

    mg = milligram

    _____

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

    ☐ Yes   ☑ No   Explain:

    put all controlled Substances into a black

    box with a other staff present

    double lock

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

    ☑ Yes   ☐ No   Explain:

    If not treated it can cause aspiration

    Problems

    _____

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

    ☑ Yes   ☑ No   Explain:

    it's a common side effect.

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How to Register for an Epocrates Account

Objective: Register for Epocrates.com

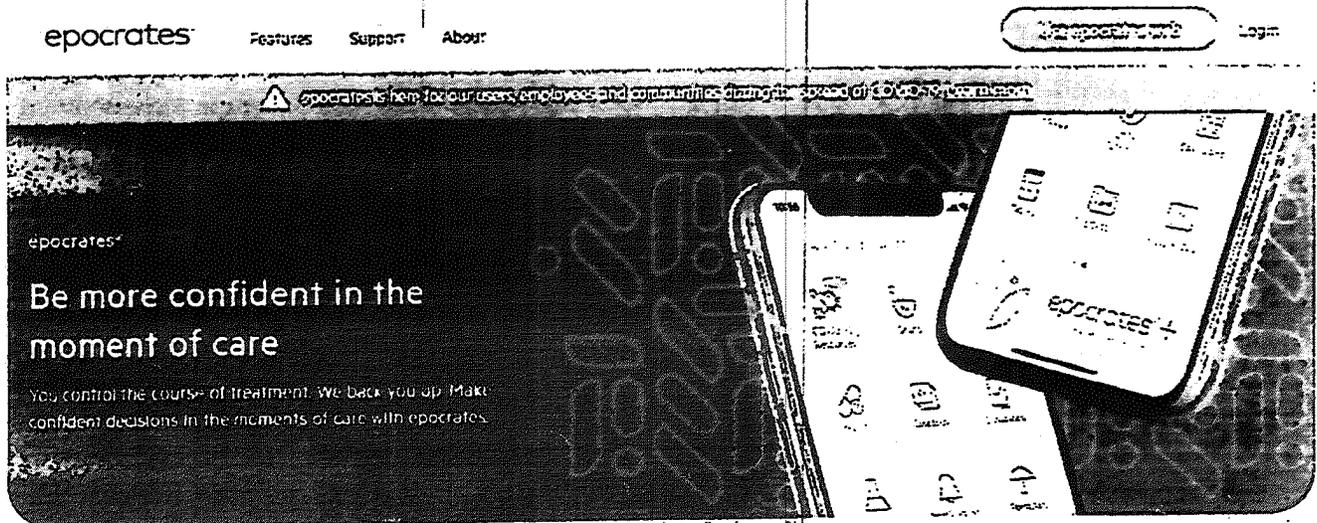**User Security Access Requirements:** Available to all staff

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.

epocrates®
athenahealth service

rheas@beaconspecialized.org

....

☑ Remember Me

Login

Forgot your login or password?

New User?

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.

epocrates

Create an Account

DMA TRAINING
LIST OF MEDICATIONS TO COMPLETE FOR DMA TRAINING

Lupe Reyna

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	Advair Discus	Crestor	Apidra
Ativan	Atrovent	Lipitor	Byetta
Clozaril	Flonase	Zocor	Glucophage
Depakote	Flovent		Glyburide
Haldol	Loratadine		Lantus
Invega	Proventil		Levemir
Klonopin			Levothyroxine
Lamictal			Novolog
Lithium			Synthroid
Risperdal			
Seroquel			
Tripleptal			
Zyprexa			

Seizures	Gastrointestinal Disorder Constipation	Blood Pressure Meds	Pain & Inflammation
Dilantin	Colace	HCTZ (hydorchlorothiazide)	Flexeril
Keppra	Miralax	Lisinopril	Motrin
Neurontin	Prilosec	Toprol	Norco
Topamax	Protonix	Tenormin	Tylenol with Codeine
	Zantac		Ultram

App/Website: Epocrates

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

DMA Code #1 0630   DMA Code #2 1001   DMA Code #3 7607

DRUG NAME	Novolog	
GENERIC NAME	Insulin aspart	
DOSAGE RANGE	100 units/ML	
HOW TO TAKE	Injection	
USES	improve blood sugar	
SIDE EFFECTS	Weight gain	
WARNINGS	hypoglycemia	

DRUG NAME	Keppra	
GENERIC NAME	levetiracetam	
DOSAGE RANGE	Tab: 250mg - 1000mg Sol: 100mg	
HOW TO TAKE	Oral	
USES	partial onset seizures	
SIDE EFFECTS	weakness, dizziness, stuffness	
WARNINGS	avoid abrupt withdrawal	

DRUG NAME	Norco	
GENERIC NAME	hydrocone/acetaminophen	
DOSAGE RANGE	5mg/325mg/7.5mg/325mg $\frac{10mg}{325m}$	
HOW TO TAKE	Oral	
USES	relieve moderate to severe pain	
SIDE EFFECTS	headaches, drowsiness	
WARNINGS	caution if head injury	medication erro risk

DRUG NAME	Motrin	
GENERIC NAME	Ibuprofen/diphenhydramine	
DOSAGE RANGE	1-2 tabs	
HOW TO TAKE	Oral	
USES	reduce pain/inflammation	
SIDE EFFECTS	nausea, headache, rash	dizziness
WARNINGS	caution if asthma	caution if dehydration

DRUG NAME	Neurontin	
GENERIC NAME	gabapentin	
DOSAGE RANGE	100mg/300mg/400mg/Tab:	600mg/800mg/Sol: 50mg
HOW TO TAKE	Oral	
USES	Seizure disorders	
SIDE EFFECTS	constipation	depression
WARNINGS	avoid alcohol use	caution if respiratory impairment

DRUG NAME	Tenormin	
GENERIC NAME	atenolol	
DOSAGE RANGE	Tab: 25mg/60mg/100mg	
HOW TO TAKE	Oral	
USES	Treat high blood pressure	
SIDE EFFECTS	depression/fatigue/	leg pain.
WARNINGS	caution if major Surgery avoid abrupt cessation	caution if thyroid disorder

DRUG NAME	Abilify	
GENERIC NAME	aripirazole	
DOSAGE RANGE	TAB: 2mg/5mg/10mg/15mg	/20mg/30mg
HOW TO TAKE	Oral	
USES	mental/mood disorders	
SIDE EFFECTS	blurred vision	weight gain
WARNINGS	caution if heart failure Dementia related psychosis	caution if dehydration suicidality

DRUG NAME	Toprol-XL	
GENERIC NAME	metoprolol succinate	
DOSAGE RANGE	ER TAB: 25mg/50mg/100mg	/200mg
HOW TO TAKE	Oral	
USES	beta blocker/headache/	blood reduce blood pressure
SIDE EFFECTS	nightmares/rash/fatigue/	diarrhea
WARNINGS	caution if major Surgery avoid Abrupt cessation	Thyroid disorder

DRUG NAME	Flonase	
GENERIC NAME	fluticasone propionate	nasal
DOSAGE RANGE	1-2 activations in	each nostril
HOW TO TAKE	Nasal Route	
USES	corticosteriod for relieving	allergic rhinitis
SIDE EFFECTS	nasal burning	vomiting
WARNINGS	Unhealed nasal wound	caution if glaucoma risk

DRUG NAME	Dilantin	
GENERIC NAME	Phenytoin	
DOSAGE RANGE	ER CAP: 30mg/100mg/	chew: 50mg; Susp: 125mg per 5L
HOW TO TAKE	Oral	
USES	Seizure Disorders	
SIDE EFFECTS	~~caution if alcohol use~~	taste changes/blurred vision
WARNINGS	Caution if alcohol use cardiovascular risk with rapid infusion	avoid Abrupt withdrawl