BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Anchor Pointe

Employee Receiving In-Service: Eva Espino

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: 7/9/21 Time: : 6 am / pm Trainer: [illegible]

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							√	

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	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 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.

Eun Espino
Employee Signature

7/9/21
Date

Home Manager Signature

7-9-21
Date

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Route — dose
Person — time
medication — documentation

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

☒ Yes ☐ No Explain:

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

☐ Yes ☒ No Explain:

After each pass and beginning and end of shif.

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

☐ Yes ☒ No Explain:

have to have order to crush them

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 medication orders must be reported

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

☐ Yes ☒ No Explain:

DMA must keep keys 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:

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

Depending on Sliding Scale

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

☒ Yes ☐ No Explain:

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

☐ Yes ☒ No Explain:

up to an hour before or After
7pm or 9pm

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

☐ Yes ☒ No Explain:

Must be disposed of

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

Must be recorded

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:

Click refused. Call Nurse for approval to pass meds. Mark on Paper MAR. Do Misc Note.

15. OTC means other than called for?

☐ Yes ☒ No Explain:

over the counter

16. One Tablespoon is equal to 30ml?

☐ Yes ☒ No Explain:

one Tablespoon is 15ml

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:

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

☐ Yes ☐ No Explain:

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

☐ Yes ☒ No Explain:

Most cause constipation

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How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

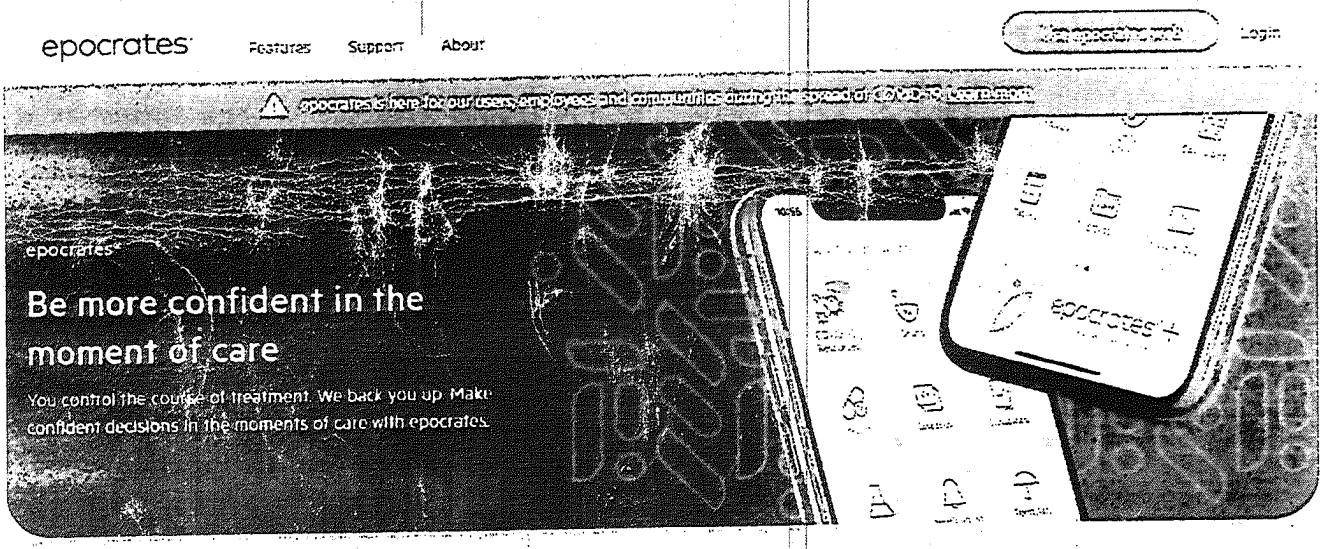
Beacon User Role: Available to all staff

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.

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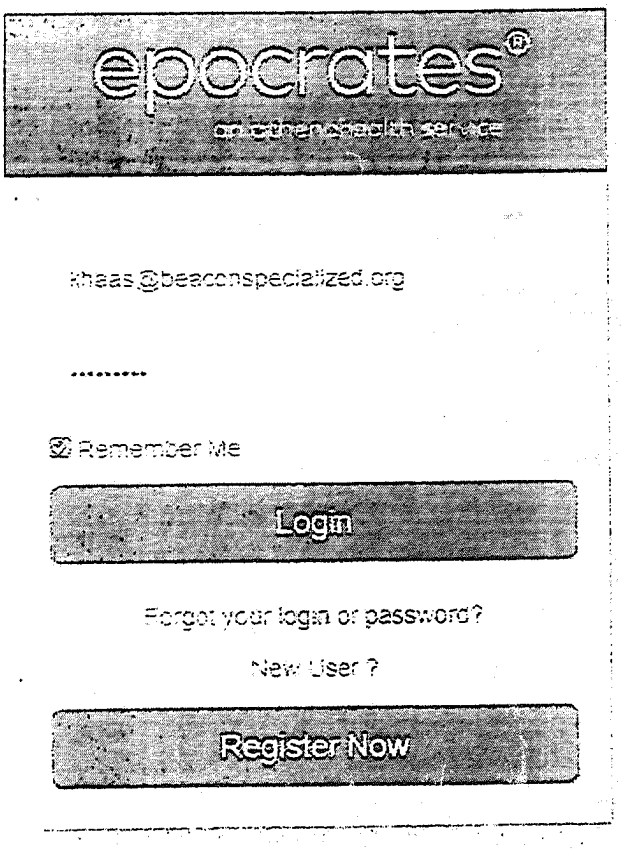
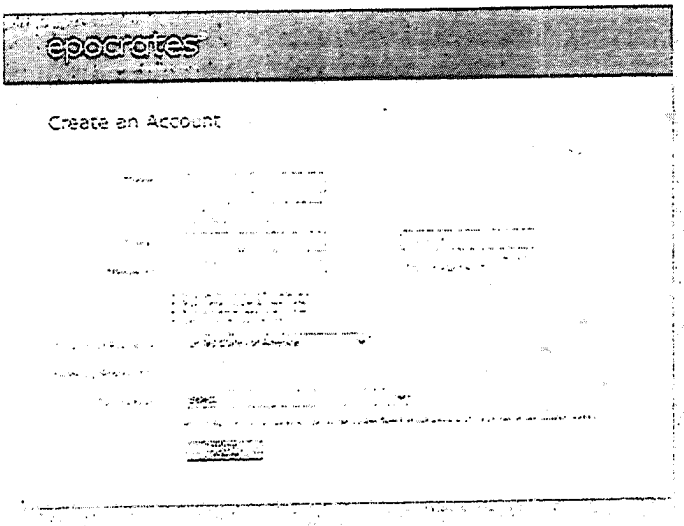
A login box/registration box will pop-up.



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.



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 (hydorchlorothiazide) 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	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	2- 30 mg
HOW TO TAKE	tablets by mouth
USES	Antipsychotic
SIDE EFFECTS	headache, heartburn, restlessness
WARNINGS	compulsive or uncontrolable urges

DRUG NAME	Topamax
GENERIC NAME	Topiramate
DOSAGE RANGE	25-200mg
HOW TO TAKE	tablets or capsules
USES	treat or prevent seizures
SIDE EFFECTS	dizziness, tired feeling, vision changes
WARNINGS	Very serious eye problems

DRUG NAME	neurontin
GENERIC NAME	Gabapentin
DOSAGE RANGE	100, 300, 400mg
HOW TO TAKE	tablets by mouth
USES	treat seizures
SIDE EFFECTS	headache, drozinessss, Anxiety
WARNINGS	Can cause Serious breathing difficulties

DRUG NAME	Zantac
GENERIC NAME	Ranitdine
DOSAGE RANGE	150- 300 mg
HOW TO TAKE	Capsules
USES	heart burn, treat stomach ulcers
SIDE EFFECTS	headaches, constipation, diarrhea
WARNINGS	Severe stomach pain, dark urine

DRUG NAME	Protonix
GENERIC NAME	Pantoprazole
DOSAGE RANGE	5, 15, 30mg
HOW TO TAKE	Capsules
USES	Treat stomach acid
SIDE EFFECTS	headache, nausea, gas
WARNINGS	rash, swelling, breathing problems