

Trisha  
Clevenger

**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

<b>Mental Illness Anxiety Disorders</b>	<b>Inhalers Allergy / Asthma</b>	<b>Hyperlipidemia Statins</b>	<b>Diabetes Endocrine &amp; Metabolic</b>
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
<b>Seizures</b>	<b>Gastrointestinal Disorder Constipation</b>	<b>Blood Pressure Meds</b>	<b>Pain &amp; Inflammation</b>
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.

DRUG NAME	Ativan
GENERIC NAME	lorazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg; (IV): 2mg per ml <sup>4mg per ml</sup>
HOW TO TAKE	oral
USES	anxiety medication
SIDE EFFECTS	seizures, tachycardia, constipation, fatigue
WARNINGS	sedation, resp, depression, coma, and death

DRUG NAME	Depakote
GENERIC NAME	divalproex sodium
DOSAGE RANGE	DR TAB: 125mg, 250mg, 500mg
HOW TO TAKE	oral
USES	anxiety medication
SIDE EFFECTS	coma, bleeding, amnesia, insomnia
WARNINGS	hepatotoxicity, risk in mitochondrial Dz, fetal risk, pancreatitis

DRUG NAME	Haldol
GENERIC NAME	haloperidol
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg, 5mg, 10mg, 20mg
HOW TO TAKE	oral
USES	anxiety medication, mood disorder
SIDE EFFECTS	heart stroke, sudden death, anxiety, lethargy
WARNINGS	dementia-related psychosis

DRUG NAME	Xanax
GENERIC NAME	clonazepam
DOSAGE RANGE	TAB: 0.5mg, 1mg, 2mg
HOW TO TAKE	oral
USES	anxiety medication
SIDE EFFECTS	tachycardia, suicidality, dizziness, fatigue
WARNINGS	sedation, resp, depression, coma, death

DRUG NAME	Lamictal
GENERIC NAME	lamotrigine
DOSAGE RANGE	TAB: 25mg, 100mg, 150mg, 200mg; ODT 25mg, 50mg
HOW TO TAKE	oral
USES	anxiety medication
SIDE EFFECTS	hepatic failure, blood dyscrasias, vertigo, fever
WARNINGS	serious rash

DRUG NAME	Risperidone
GENERIC NAME	Risperidone
DOSAGE RANGE	TAB: 0.25mg, 0.5mg, 1mg, 2mg, 3mg, 4mg; SOL 1mg
HOW TO TAKE	Oral
USES	Anxiety medication
SIDE EFFECTS	Syncope, stroke, sialorrhea, somnolence
WARNINGS	Dementia-Related psychosis

DRUG NAME	Seroquel
GENERIC NAME	quetiapine
DOSAGE RANGE	TAB: 25mg, 50mg, 100mg, 200mg, 300mg, 400mg
HOW TO TAKE	Oral
USES	Anxiety medication
SIDE EFFECTS	Leukopenia, cataracts, xerostomia, tremor
WARNINGS	Dementia-Related psychosis, suicidality

DRUG NAME	Zuprexa
GENERIC NAME	Olanzapine
DOSAGE RANGE	TAB: 2.5mg, 5mg, 7.5mg, 10mg, 15mg, 20mg
HOW TO TAKE	Oral
USES	Anxiety medication
SIDE EFFECTS	dystonia, syncope, asthenia, sialorrhea
WARNINGS	Dementia-Related psychosis

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	TAB: 2mg, 5mg, 10mg, 15mg, 20mg, 30mg
HOW TO TAKE	Oral
USES	Anxiety medication
SIDE EFFECTS	bradycardia, tachycardia, anxiety, myalgia
WARNINGS	suicidality, Dementia-Related psychosis

DRUG NAME	Colace
GENERIC NAME	docusate sodium
DOSAGE RANGE	2-11yr oral 50-150mg/day, 12yr and older 50-300mg/day
HOW TO TAKE	Oral
USES	gastrointestinal disorder constipation
SIDE EFFECTS	abdominal cramps, throat irritation, rash,
WARNINGS	N/A

bitter taste



## Medication Administration In-Service and Evaluation

Name of Facility/Home: County Farm

Employee Receiving In-Service: Trisha Cleverges

Date of 1st In-Service\*: 01/15/2021 Time: 12:12 am /  pm Trainer: [Signature]  
\*This is done by a regional nurse

Date of 2nd In-Service: 01/19/2021 Time: 3:00 am /  pm Trainer: [Signature]

Date of 3rd In-Service: 01/19/2021 Time: 4:00 am /  pm Trainer: [Signature]

Date of 4th In-Service: 01/19/2021 Time: 6:00 am /  pm Trainer: [Signature]

Date of 5th In-Service: 01/22/2021 Time: 12:00 am /  pm Trainer: [Signature]

Date of 6th In-Service: 01/22/2021 Time: 3:00 am /  pm Trainer: [Signature]

Date of Final Evaluation: 01/22/2021 Time: 4:00 am /  pm Trainer: [Signature]

### 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	✓	NA	NA	NA	NA	NA	✓	
	a. If Pulse and BP are required, hands and equipment are washed per facility policy	✓	NA	NA	NA	NA	NA	✓	
	b. If Apical Pulse is required, privacy is provided	✓	NA	NA	NA	NA	NA		
6	Medications Administration per facility policy and procedure: to include review of the '6 Rights'	✓	✓	✓	✓	✓	NA	✓	
	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	✓	NA	NA	NA	NA	NA		



## 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)							
		MA	MA	NA	NA	MA		
	a. Resident is properly positioned, at a 45° sitting angle							
		MA	NA	NA	NA	NA		
	b. Tube is checked for placement and patency							
		NA	NA	NA	NA	NA		
	c. Tube is flushed before, between and after medications are administered							
		NA	NA	NA	NA	NA		
9	Injections are administered by the Resident or a DMA if there is a doctor's order present, per facility policy and procedure							
		NA	NA	NA	NA	NA		
	a. Syringes and needles are disposed of in sharps container, by person giving the injection without recapping							
		NA	NA	NA	NA	NA		
	b. Proper glucometer testing is observed. Determination of competence re: accurately perform and read glucometer testing results							
		NA	NA	NA	NA	NA		
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

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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.

*Joshua Clevers*  
 \_\_\_\_\_  
 Employee Signature

2/24/2021  
 \_\_\_\_\_  
 Date

*[Signature]*  
 \_\_\_\_\_  
 Home Manager Signature

2/24/2021  
 \_\_\_\_\_  
 Date