BEACON
Specialized Living

Certificate of Completion

IS HEREBY GRANTED TO

Elaine Mcknight

NAME

TO CERTIFY THAT THEY HAVE COMPLETED TO SATISFACTION IN

Annual DMA Virtual training and in-service

TYPE OF TRAINING

7/23/21

COMPLETION DATE

TRAINER SIGNATURE

BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _Sand / Saunders Point Lodge_

Employee Receiving In-Service: _Elaine McKnight_

Date of 1st In-Service: 4 /21 /202	Time: 1 : 00pm am / pm	Trainer: Learning and Development
Date of 2nd In-Service: 4 /21 /202	Time: 3 : 00pm am / pm	Trainer: Learning and Development
Date of 3rd In-Service: 7 /8 /21	Time: 4 :00 am / pm	Trainer: _Tammy Gillis_
Date of 4th In-Service: 7 /13 /21	Time: 7 : 00 am / pm	Trainer: _Tammy Gillis_
Date of 5th In-Service: 7 /15 /21	Time: 7 : 30 am / pm	Trainer: _Tammy Gillis_
Date of 6th In-Service: 7 /22 /21	Time: 7 : 00 am / pm	Trainer: _Tammy Gillis_
Date of Final Evaluation: 7 /23 /21	Time: 7 : 00 am / pm	Trainer: _Tammy Gh_

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 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 Coordinator of Care at my Site during open office hours and to the On-Call person after hours.

Elaine Mcknight
Employee Signature

7/23/21'
Date

Lee-elle J Bailey
Home Manager Signature

7-26-2021
Date

Elaine McKnight

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	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 __1203__   DMA Code #2 __1133__   DMA Code #3 __0021__

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	10-15 mg/day once a day
HOW TO TAKE	By mouth once a day w/ or w/o Food as directed by Dr
USES	Used to treat symtoms of psychotic conditions such as schizophrenia and bipolar I disorder
SIDE EFFECTS	nausea, vomiting, constipation, headache, dizziness, akathisia anxiety, insomnia, restlessness
WARNINGS	Increased mortality in elderly patients w/ dimentia-related psychosis & suicidal thoughts & behaviors w/ Antidepressant drugs

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	0.5 to 1mg every 3 days for seizures. 0.25-1mg day Panic Disorder
HOW TO TAKE	Oral use
USES	Prevent & control seizures treat panic attacks
SIDE EFFECTS	profound sedation, respiratory depression, coma & death
WARNINGS	Call Dr if you have new or worsening symptoms of depression unusual changes in behavior, or thoughts of suicide or hurting yourself

DRUG NAME	Flexeril
GENERIC NAME	Cyclobenzaprine
DOSAGE RANGE	5 mg 3 times per day up to 10mg
HOW TO TAKE	Orally
USES	Used to treat symptoms of muscle spasms
SIDE EFFECTS	abdominal pain, acid regurgitation, constipation, diarrhea, dizziness nausea, irritability, mental acuity decreased, nervousness
WARNINGS	Arrhythmias, sinus tachycardia, myocardial infarction & stroke

DRUG NAME	Clozaril
GENERIC NAME	Clozapine
DOSAGE RANGE	12.5 mg once or twice daily up to max of 300-450 mg daily
HOW TO TAKE	oral administration
USES	Treat schizophrenia
SIDE EFFECTS	weight gain, tremor, dizziness, spinning sensation headache, drowsiness, nausea, constipation
WARNINGS	Severe Neutropenia

DRUG NAME	Dilantin
GENERIC NAME	Phenytoin
DOSAGE RANGE	One 100mg by mouth 3 times per day
HOW TO TAKE	By mouth 3 times per day
USES	Treating grand mal & temporal seizures
SIDE EFFECTS	Liver problems, low blood count, Softening of bones High blood sugar
WARNINGS	Abrupt withdrawal may prea

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatin Calcium
DOSAGE RANGE	10-20 mg once daily to 80mg
HOW TO TAKE	at the same time w/ food everyday by mouth
USES	lower blood levels of "bad" Cholesterol (low) increase levels of "good" Cholesterol (high)
SIDE EFFECTS	Pain or burning when urinate, upper stomach pain, weakness, feeling tired, loss of appetite
WARNINGS	myopathy & Rhabdomyolysis w/or w/o acute renal failure Rare fatalities

DRUG NAME	Novolog
GENERIC NAME	Insulin Aspart
DOSAGE RANGE	Sliding Scale
HOW TO TAKE	injection 15 min. before a meal
USES	Control high blood sugars
SIDE EFFECTS	Dizziness, Blurred vision, anxiety, irritability, sweating, slurred speech
WARNINGS	Never share between patients

DRUG NAME	Miralax
GENERIC NAME	Polyethene glycol
DOSAGE RANGE	17 g w/4-8 oz liquid-Dissolve
HOW TO TAKE	Drink dissolved in liquid
USES	Used to treat symptoms of constipation or bowel preparation
SIDE EFFECTS	Bloating, gas, upset stomach, dizziness
WARNINGS	Do not use if you are allergic to polyethylene glycol & have kidney Disease

DRUG NAME	Zestoretic
GENERIC NAME	Lisinopril
DOSAGE RANGE	10 mg/12.5 mg - 20mg/12.5 mg
HOW TO TAKE	Orally
USES	Treat high Blood Pressure
SIDE EFFECTS	Dizziness, cough, headache, High Potassium
WARNINGS	Discontinue if pregnant

DRUG NAME	Flovent
GENERIC NAME	Fluticasone Propionate HFA
DOSAGE RANGE	120 metered delivering 44, 110 or 220 mcg
HOW TO TAKE	inhaler
USES	Treats symptoms of asthma
SIDE EFFECTS	weakness, tired, nausea, vomiting, lightheadedness
WARNINGS	Thrush, weakened immune system