BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: Lantern Bay / Anchor Point

Employee Receiving In-Service: Kimberly Garrison

Date of 1st In-Service: 8 /05 /202 Time: 1 : 00pm am / pm Trainer: Learning and Development

Date of 2nd In-Service: 8 /05 /202 Time: 1 : 00pm am / pm Trainer: Learning and Development

Date of 3rd In-Service: 8 / 06/21 Time: 6 : 00 (am) / pm Trainer: J. McDaniel

Date of 4th In-Service: 8/06/21 Time: 8:00 (am) / pm Trainer: J. McDaniel

Date of 5th In-Service: 8/7/21 Time: 10:00 am / (pm) Trainer: [illegible]

Date of 6th In-Service: 8/8/21 Time: 6:00 (am) pm Trainer: [illegible]

Date of Final Evaluation: 8/8/21 Time: 8:00 (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	✓	✓	✓	✓	✓	✓	✓	She DiDa good job.
	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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Specialized Living

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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.

Kimberly Gransier — 8-9-21
Employee Signature — *Date*

[illegible] — 8-9-21
Home Manager Signature — *Date*

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Kimberly Garrison

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

User Security Access Requirements: Available to all staff

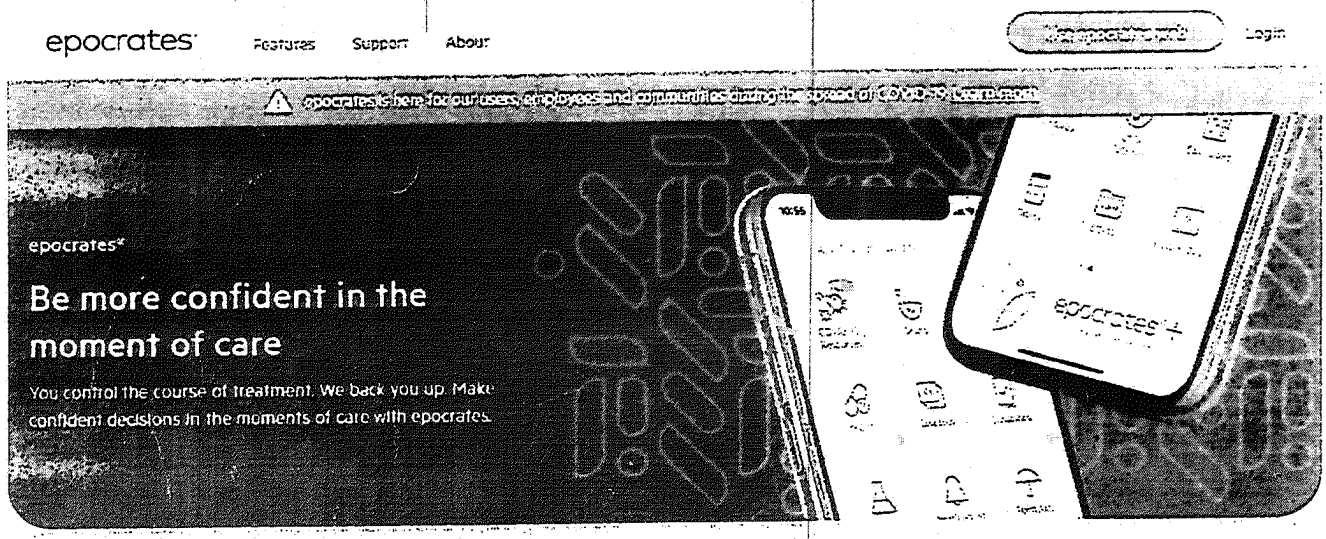
Beacon User Role: Available to all staff

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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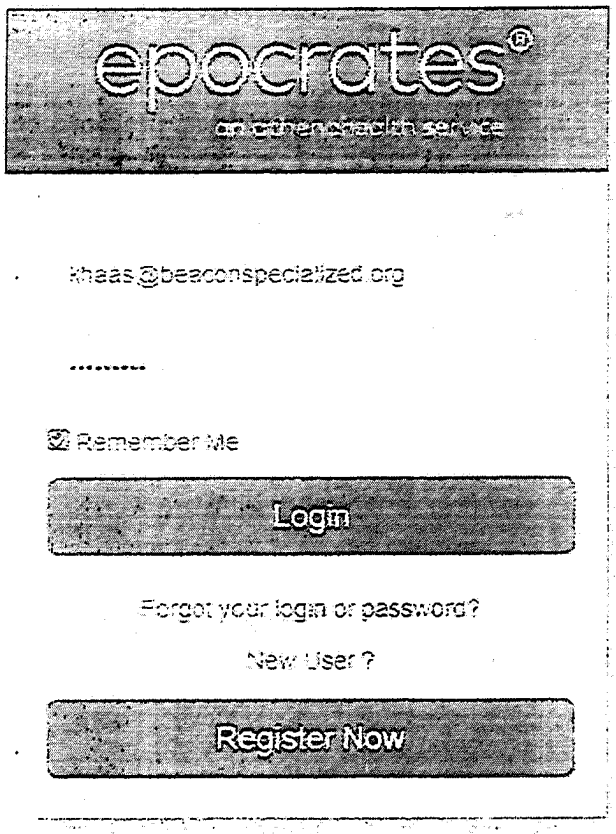
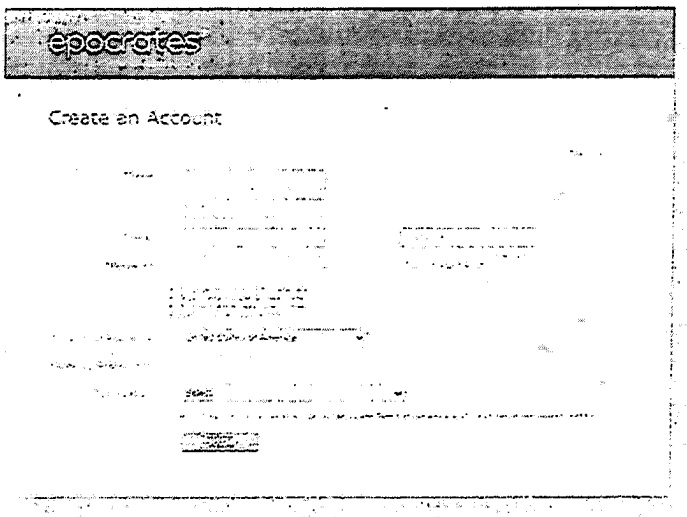
Specialized Living

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	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 2056 DMA Code #2 1810 DMA Code #3 2002

DRUG NAME	Depakote
GENERIC NAME	Divalproex Sodium
DOSAGE RANGE	125mg, 250mg, 500mg
HOW TO TAKE	oral
USES	Bipolar Disorder, Headache/Migraine Seizure Disorder
SIDE EFFECTS	Headache, nausea, vomiting, asthenia, dizziness, diarrhea, weight cha
WARNINGS	Hepatotoxicity, fetal Risk, Pancreatitis avoid abrupt withdrawl

DRUG NAME	Glucophage
GENERIC NAME	metformin
DOSAGE RANGE	500mg, 850 mg, 1000 mg.
HOW TO TAKE	Oral
USES	Diabetes, Biguanides, infertility
SIDE EFFECTS	diarrhea, nausea, vomiting, flatulence, asthenia, indigestion,
WARNINGS	Lactic Acidosis, dehydration, diabetic Ketoacidosis

DRUG NAME	Trileptal
GENERIC NAME	oxcarbazepine
DOSAGE RANGE	150mg, 300mg, 600mg, Susp 300mg per 5mL
HOW TO TAKE	oral
USES	Bipolar disorder, Neuropathy/Neuralgia. Seizure disorder
SIDE EFFECTS	hyponatemia, Suicidality, dizziness, headache, nausea
WARNINGS	~~No warnings~~ Caution if pregnant, avoid abrupt withdra

DRUG NAME	Atrovent HFA
GENERIC NAME	ipratropium bromide inhaled
DOSAGE RANGE	17 mcg per actuation
HOW TO TAKE	inhalant
USES	Muscarinic Antagonists, Inhaled short-Acting
SIDE EFFECTS	bronchitis, dyspnea, nausea, rerotonia, Sinusitis, dizziness
WARNINGS	Caution if glaucoma, angle-closure, Caution if prostatic hypertrophy

DRUG NAME	Dilantin
GENERIC NAME	phenytoin
DOSAGE RANGE	ER Cap 30mg, 100mg Chewable 50mg Susp 125mg per 5ml
HOW TO TAKE	oral
USES	Seizure Disorders
SIDE EFFECTS	bradycardia, lymphoma, rash, dizziness, confusion, insomnia
WARNINGS	Sinus bradycardia, Caution if pregnant, Caution if thyroid di

DRUG NAME	Toprol-XL
GENERIC NAME	metoprolol succinate
DOSAGE RANGE	ER Tab 25mg, 50 mg, 100mg, 200mg.
HOW TO TAKE	oral
USES	Blood pressure meds, antianginals, Beta Blockers, Headache/migraine
SIDE EFFECTS	Severe PVD, mod-severe heard failure, heart failure.
WARNINGS	fatigue, dizziness, diarrhea, pruritis, rash, depression

DRUG NAME	Flexeril
GENERIC NAME	Cyclobenzaprine
DOSAGE RANGE	5mg 7.5 mg 10 mg ER Cap 15mg 30 mg
HOW TO TAKE	oral
USES	muscle relaxant, fibromyalgia
SIDE EFFECTS	stroke, drowsiness, seizures, confusion
WARNINGS	hepatic impairment, hyperthyroidism, heart block

DRUG NAME	Prilosec
GENERIC NAME	omeprazole
DOSAGE RANGE	10mg, 20 mg, 40mg DR Granule 10 mg per pkt
HOW TO TAKE	oral
USES	H pylori, Proton Pump Inhibitors, Gastrol Intestinal
SIDE EFFECTS	hypersensitivity, anaphylaxis, headache, abdominal pain.
WARNINGS	Caution if hypomagnesemia, Caution if long term use.

DRUG NAME	Lipitor
GENERIC NAME	Atorvastatin
DOSAGE RANGE	10mg, 20mg, 40mg, 80mg
HOW TO TAKE	Oral
USES	Hyperlipidemia, Dyslipidemia, HMG-CoA Reductase Inhibitor
SIDE EFFECTS	myopathy, tendon rupture, URI, UTI, dyspepsia
WARNINGS	myopathy, active hepatic dz, Caution if hypothyroidism

DRUG NAME	Lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	100 units per mL
HOW TO TAKE	Injectable
USES	Diabetes
SIDE EFFECTS	hypoglycemia, rash, weight gain, headache
WARNINGS	Caution if infection, illness or stress

ANNUAL DMA RECERTIFICATION TEST

1. List the six patient rights:

Right Resident
Right time
Right medication
Right Route
Right Dosage
Right Documentation

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

☐ Yes ☒ No Explain:

Liquid is poured at eye level with Cup on a flat surface.

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

☐ Yes ☒ No Explain:

Controlled substence logs are signed at every passing and when Tranfer of keys happen (like shift change)

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

☐ Yes ☒ No Explain:

A physician has to order tablets to be Crushed and it has to be noted before they can be Crushed

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

Controlled Substances are stored Double locked.

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

☐ Yes ☒ No Explain:

Medication Errors are to be reported when any of the six rights are violated.

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

☐ Yes ☒ No Explain:

The DMA staff has the med room 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:

Never Borrow medication from another resident.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

Lantus can not be given if blood sugar is to low.

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

☒ Yes ☐ No Explain:

Blood pressure should be monitored Daily to make sure the med is working properly.

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

☐ Yes ☒ No Explain:

There is an hour window 8:pm meds can be given at 7:00 8:00 and 9:00 no later than 9 and no earlier than 7.

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

☐ Yes ☒ No Explain:

They have to be put in a destroyer jug or Controlled medication are put in a black lock box.

ANNUAL DMA RECERTIFICATION TEST

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

☐ Yes ☒ No Explain:

In order to give any medication you have to have an order for the medication even insulin injections

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:

If a client gets up late ~~gets~~ and wants there meds you must call the nurse for aproval first. If aproved the you document it as a late pass ~~done~~ with nurse approval

15. OTC means other than called for?

☐ Yes ☒ No Explain:

OTC stands for Over The Counter meds.

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:

NPO means nothing by mouth

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

☐ Yes ☒ No Explain:

Controlled Substances can not be returned and repackaged.

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

☐ Yes ☒ No Explain:

it is more common than ~~[illegible]~~ rare.
It is more of a common side effects

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

☐ Yes ☒ No Explain:

Constipation is a common