BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: _Cascade Home_

Employee Receiving In-Service: _Taylor Vail_

Date of 1st In-Service: 9/ 2 /2021 Time: 1 :00pm am / pm Trainer: Learning and Development

Date of 2nd In-Service: 9 /2 /2021 Time: 1 :00pm am / pm Trainer: Learning and Development

Date of 3rd In-Service: 9 /16 /2021 Time: 8:00 am / (pm) Trainer: _Kelly Knutsch_

Date of 4th In-Service: 9/17 2021 Time: 8:00 am / (pm) Trainer: _Taylor LeMer_

Date of 5th In-Service: 9/22/2021 Time: 8:00 am / (pm) Trainer: _Taylor LeMer_

Date of 6th In-Service: 9/23/2021 Time: 8:00 (am)/ pm Trainer: _Taylor LeMer_

Date of Final Evaluation: 9/24/2021 Time: 8:00 (am)/ pm Trainer: _Kelly Knutsch_

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)	✔	✔	NA	NA	NA	NA	NA	
	a. Resident is properly positioned, at a 45° sitting angle	✔	✔	NA	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	✔	✔	✓	✓	✓	✓	✓	

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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>.

Taylor Veld
Employee Signature

9-24-21
Date

Kelly Knutson
Home Manager Signature

9-24-21
Date

Taylor Vall

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~~ X	Advair Discus	Crestor	Apidra
~~Ativan~~ X	Atrovent	~~Lipitor~~ 3	Byetta
Clozaril	Flonase	Zocor	Glucophage
Depakote	Flovent		Glyburide
Haldol	~~Loratadine~~ 10		Lantus
Invega	Proventil		~~Levemir~~ 4
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~~ 6	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 ~~1739~~   DMA Code #2 _1994_   DMA Code #3 _7035_

DRUG NAME	Abilify
GENERIC NAME	Aripiprazole
DOSAGE RANGE	2 mg, 5mg, 10mg, 15mg, 20 mg, 30 mg
HOW TO TAKE	Orally
USES	Bipolar disorder
SIDE EFFECTS	Heart failure, dehydration, leukopenia or neutropenia
WARNINGS	if pregnant, elderly pts, seizure hx, PKU (phenylalanine - containing form

DRUG NAME	Ativan
GENERIC NAME	lorazepam
DOSAGE RANGE	0.5mg, 1mg, 2mg; INJ: 2mg per mL, 4 mg per Ml
HOW TO TAKE	~~scribble~~ Orally
USES	Preoperative Sedation
SIDE EFFECTS	Antiepileptic agent, CNS depression, Hypotensive effects
WARNINGS	Pregnancy 3rd trimester, no Alchol use Seizure

DRUG NAME	Loratadine
GENERIC NAME	generic
DOSAGE RANGE	TAB 10mg; ODT: 10mg; SOL: 1 mg per mL
HOW TO TAKE	Orally
USES	allergy
SIDE EFFECTS	headache, abdominal pain, seizures bronchospam
WARNINGS	Hypersens to drug/class/compon, hepatic impairment

DRUG NAME	Lipitor
GENERIC NAME	atorvastatin
DOSAGE RANGE	TAB: 10mg, 20mg, 40mg, 80mg
HOW TO TAKE	~~scribble~~ Orally
USES	hypercholesterolemia
SIDE EFFECTS	gastric pH sensitive, rhabdomyolysis
WARNINGS	pts @ 5 yrs + older, Alchol Abuse Myopathy

DRUG NAME	Levemir
GENERIC NAME	Insulin detemir
DOSAGE RANGE	INJ (flextouch U-100 pen): 100 units per mL; 1
HOW TO TAKE	Orally
USES	diabetes mellitus type 1 and 2
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	Neurontin
GENERIC NAME	gabapentin
DOSAGE RANGE	CAP: 100mg, 300mg, 400mg; TAB: 600mg, 800mg; SOL: 50 mg per mL
HOW TO TAKE	Orally
USES	Partial Sezieres
SIDE EFFECTS	CNS depression
WARNINGS	Avoid alcohol use. Caution if drug abuse

DRUG NAME	miralax
GENERIC NAME	Polyethylene glycol 3350
DOSAGE RANGE	1 capfull of pdr po qd prn max: 1 capful per day
HOW TO TAKE	Orally but be sure to follow directions
USES	Osmotic laxative for revealing constipation
SIDE EFFECTS	renal impairment
WARNINGS	osmotic laxative, GI fluid/electrolyte loss

DRUG NAME	Zantac (360 maximum Strength)
GENERIC NAME	Famotidine
DOSAGE RANGE	Dose: 1 tab PO qd-bid prn; Max 2 tabs /24 hrs; Info: give 10-60 mins before meal
HOW TO TAKE	Orally
USES	heartburn/Acid reflex
SIDE EFFECTS	N/A
WARNINGS	N/A

DRUG NAME	norco
GENERIC NAME	hydrocodone/acetaminophen
DOSAGE RANGE	TAB: 5mg/325mg; 7.5mg/325mg; 10mg/325mg
HOW TO TAKE	Orally
USES	Servere pain
SIDE EFFECTS	Coma or impaired Consciousness
WARNINGS	Caution if headinjury, alcohol use

DRUG NAME	Motrin PM
GENERIC NAME	Ibuprofen/diphenhydramine
DOSAGE RANGE	Dose: 2 tabs PO qhs prn; max 2 tabs/24 hrs
HOW TO TAKE	Orally
USES	Get rid of headaches
SIDE EFFECTS	N/A
WARNINGS	N/A