BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **BSLS Ossineke**

Employee Receiving In-Service: **Kaleb (Courtney) Aube**

Date of 1st In-Service: **3** / **9** / **21**   Time: **1** : **00** am / pm   Trainer: Learning & Development

Date of 2nd In-Service: **3** / **9** / **21**   Time: **5** : **00** am / pm   Trainer: Learning & Development

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: **3** / **11** / **21**   Time: **5** : **00** am / **pm**   Trainer: **Morgan Schotz**

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	✔	✔					X	
	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	✔	✔					✔	

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	✔	✔					X	
	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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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 completio _____ ☐ 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.

Kaleb Duke
Employee Signature

3/11/21
Date

(signature)
Home Manager Signature

3/11/21
Date

Kaleb's

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 __2339__   DMA Code #2 __8746__   DMA Code #3 __7752__

DRUG NAME	Ativan
GENERIC NAME	Lorazepam
DOSAGE RANGE	.5mg, 1mg, 2mg, Inj. 2mg per mL 4mg per mL
HOW TO TAKE	Tab or injection
USES	anxiety, insomnia, nausea/vomiting - chemo related, sedation
SIDE EFFECTS	Brief psychotic disorder, allergic Reaction, hives, difficult breathing, Dizziness, weak or feeling unsteady
WARNINGS	server drowsiness, change in mood/behavior, thoughts of suicide, sleep problems

DRUG NAME	DepaKote
GENERIC NAME	divalproex sodium
DOSAGE RANGE	DR Tab 125mg, 250mg 500mg
HOW TO TAKE	Pill form, capsule
USES	Seizures, for epilepsy, migraines, manic episodes, Realted to bipolar disorder
SIDE EFFECTS	Easy Bruising, Fever, swollen glandes, mouth sores, server drowsiness, headache, back pain
WARNINGS	Pancreatitis, Fetal Risk, Liver failure

DRUG NAME	Haldol
GENERIC NAME	Haloperidol
DOSAGE RANGE	.5mg, 1mg, 2mg, 5mg, 10mg, 20mg
HOW TO TAKE	Oral/pill, injectable solution
USES	Treat schizophrenia, contrd motor and speech tics,
SIDE EFFECTS	Drowsiness, headaches, sleep problems, feeling restless/Anixious
WARNINGS	Heart failure, death, cataracs,

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	Tab .5mg, 1mg, 2mg
HOW TO TAKE	Tablet - orally
USES	Seizure disorders, panic disorders (including agoraphobia)
SIDE EFFECTS	Nightmares, hallucinations, dizziness, feeling tired or deprossed, Memory problems
WARNINGS	sedation, Respiratory depression, death, Coma

DRUG NAME	Risperdal
GENERIC NAME	Risperidone
DOSAGE RANGE	Tab - .25mg, .5mg, 1mg, 2mg, 3mg, 4mg, Sol 1mg per mL
HOW TO TAKE	Tablet or Sol.
USES	Treat schizophrenia in adults, Treat symptoms of bipolar disorder (Manic depression
SIDE EFFECTS	Fatigue, Insomnia, Nausea, Cough, Fever, Anxiety, Tremor,
WARNINGS	not for Dementia-Related psychosis.

DRUG NAME	Seroquel
GENERIC NAME	Quetiapine
DOSAGE RANGE	Tab: 25mg, 50mg, 100mg, 200mg, 300mg, 400mg
HOW TO TAKE	Tablet - oral
USES	Bipolar disorder, Schizophrenia -13 yrs and older, & major depressive disorder
SIDE EFFECTS	Speech problems, Increase appetite, weight gain, Dry mouth, problem moving
WARNINGS	Dementia- Related Psychosis, Suicidality

DRUG NAME	Zyprexa
GENERIC NAME	Olanzapine
DOSAGE RANGE	Tab: 2.5mg, 5mg, 7.5mg 10mg, 15mg, 20mg Inj: 5mg per ML
HOW TO TAKE	Oral Tab, Injections.
USES	Bipolar disorder, Antiemetics 2nd Gen. Antispchotics, Schizophrenia
SIDE EFFECTS	weight gain, Appetite increase, Insomnia, Dizziness, Headache
WARNINGS	Not for dementia paitents.

DRUG NAME	Topamax
GENERIC NAME	Topiramate
DOSAGE RANGE	Sprinkle cap: 15mg 25mg, TAB: 25mg, 50mg, 100mg, 200mg
HOW TO TAKE	Oral Tablet
USES	Headaches/migraines, PTSD, Seizure disorder, Parasomnias
SIDE EFFECTS	drowsness / dizziness
WARNINGS	May cause vision problems, birth defect, drowsiness, & dizziness should be taken with plenty of water

DRUG NAME	Neurontin
GENERIC NAME	Gabapentin
DOSAGE RANGE	Capsule: 100mg, 300mg, 400mg. Tab: 600mg, 800mg, SOL: 50mg per ML
HOW TO TAKE	Oral Tablet, oral Cap. Nerve pain, Anxiety
USES	Seizure disorders, Neuropathy/Neuralgia, alcohol dependence
SIDE EFFECTS	Dizziness, fatigue, Headache, weight gain, Amnesia, Depression,
WARNINGS	Suicidal Thoughts/ behaviors, changes in mood

DRUG NAME	Invega
GENERIC NAME	Paliperidone
DOSAGE RANGE	ER Tab 1.5mg, 3mg, 6mg, 9mg
HOW TO TAKE	Tab, Injecti
USES	Antipsychotics, 2nd generation, Schizophrenia, Schizoaffective
SIDE EFFECTS	Drowsness, Anxiety, Muscel stiffness, tremors, shaking, fast heart Disorder Rate
WARNINGS	Not for deminta paitents (older people).