BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Anchor Point**

Employee Receiving In-Service: **Kailie Sargent**

Date of 1st In-Service: 8 /19 /202 Time: 1 : 00pm am / pm Trainer: Learning and Development

Date of 2nd In-Service: 8 /19 /202 Time: 1 : 00pm am / pm Trainer: Learning and Development

Date of 3rd In-Service: 9 / 21 /21 Time: 2 :00 am /(pm) Trainer: _Florence Lawson_

Date of 4th In-Service: 9 /30 /21 Time: 3 :00 am /(pm) Trainer: _Kelly Gier_

Date of 5th In-Service: 9 /30 /21 Time: 3 :30 am /(pm) Trainer: _Kelly Gier_

Date of 6th In-Service: 10 / 01 /21 Time: 4 : 00 am /(pm) Trainer: _Florence Lawson_

Date of Final Evaluation: 10 / 01 / 21 Time: 8 :00 am /(pm) Trainer: _Florence Lawson_

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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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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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</u> <u>during open office hours and to the On-Call person after hours</u>.

_Kaili Sergnt_____   _10 - 1 - 21_____
Employee Signature   Date

_____   _10-1-21_____
Home Manager Signature   Date

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Kailie Sargent

How to Register for an Epocrates Account

Objective: Register for Epocrates.com

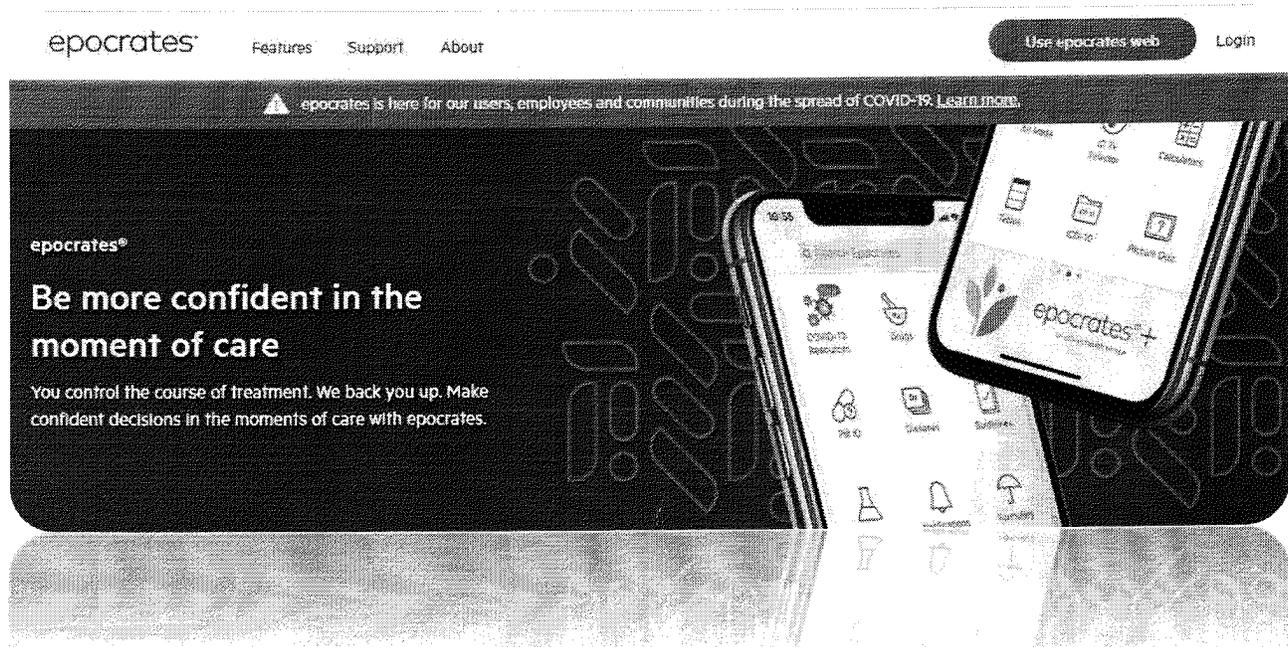**User Security Access Requirements:** Available to all staff

Beacon User Role: Available to all staff

Timeline: Should create an account upon initiating DMA certification training process.
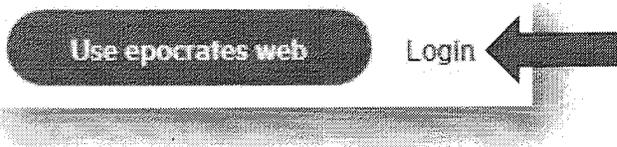
How to Register:

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.

DRUG NAME	Klonopin
GENERIC NAME	Clonazepam
DOSAGE RANGE	~~0.5mg, 1mg, 2mg~~ 0.25mg - 2mg
HOW TO TAKE	Start 0.25mg PO bid, incr. by 0.25mg/day q1-2days
USES	Max: 4mg/day - lower start dose in elderly pts taper grad
SIDE EFFECTS	drowsiness, dizziness, depression, fatigue, Impaired coordina
WARNINGS	abuse and misuse can lead to overdose and death

DRUG NAME	Flovent (HFA)
GENERIC NAME	fluticasone propionate inhaled
DOSAGE RANGE	2-4 puffs inhaled
HOW TO TAKE	Start 2 puffs inhaled b.i.d, may incr dose after 2wk
USES	to prevent asthma attacks in adults and children
SIDE EFFECTS	URISx, headache, throat irritation, Candidiasis (oral)
WARNINGS	Do not use if allergic to milk proteins

DRUG NAME	Keppra
GENERIC NAME	levetiracetam
DOSAGE RANGE	500 - 1500 mg
HOW TO TAKE	Start 500 mg PO/IV q12h, may incr by 1000 mg/day
USES	treat certain types of seizures in people with epilepsy
SIDE EFFECTS	Some people have thoughts about suicide
WARNINGS	Seizures may increase if you stop taking sudden

DRUG NAME	Prilosec
GENERIC NAME	Omeprazole
DOSAGE RANGE	10 - 40mg
HOW TO TAKE	give or take before meals
USES	to treat symptoms of gastroesophageal reflux (GERD)
SIDE EFFECTS	may cause new or worsening symptoms of lupus
WARNINGS	stop using if you have stomach pain, diarrhea new or unusual pain

DRUG NAME	Norco
GENERIC NAME	hydrocodone / acetaminophen
DOSAGE RANGE	2.5 - 10 mg
HOW TO TAKE	Follow all directions on your prescription label
USES	Pain, moderate - mod. severe
SIDE EFFECTS	dizziness, nausea, constipation, headache, stomach
WARNINGS	Taking opioid medication during pregnancy may

cause l.Co. threatening withdrawal symptoms in newborns

DRUG NAME	Topamax
GENERIC NAME	Topiramate
DOSAGE RANGE	15 - 200 mg
HOW TO TAKE	Swallow tablet whole and do not crush, chew, or break
USES	used to treat certain types of seizures in adult
SIDE EFFECTS	can make birth control pills less effective
WARNINGS	Can increase body temperature and decrease sweating

which may lead to life threatning dehydration

DRUG NAME	Zocor
GENERIC NAME	Simvastatin
DOSAGE RANGE	5 - 80 mg
HOW TO TAKE	take oral suspension on an empty stomach
USES	to lower blood levels with bad cholesterol
SIDE EFFECTS	muscle weakness, trouble lifting arms, liver problems
WARNINGS	do not take if pregnant or breastfeeding

DRUG NAME	Lisinopril
GENERIC NAME	Lisinopril
DOSAGE RANGE	2.5 - 40 mg
HOW TO TAKE	measure liquid medicine carefully using measuring devi
USES	used to treat high blood pressure
SIDE EFFECTS	fever, kidney and liver problems, light headed
WARNINGS	do not take within 36hrs before or after taking

medication that contains sacubitril

DRUG NAME	Lantus
GENERIC NAME	insulin glargine
DOSAGE RANGE	100 units per mL
HOW TO TAKE	Injected under the skin
USES	to improve blood sugar control in people with diabe
SIDE EFFECTS	rapid weight gain, shortness of breath, low potassium
WARNINGS	must not be given with an insulin pump

DRUG NAME	Novolog
GENERIC NAME	insulin aspart
DOSAGE RANGE	100 units per mL
HOW TO TAKE	injected under skin or infusion into a vein
USES	a hormone that works by lowering glucose levels
SIDE EFFECTS	heart problems, swelling, skin rash
WARNINGS	not approved for use by anyone younger than 2yrs