BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Beacon Home At Ludington**

Employee Receiving In-Service: **Brandy Risner**

Date of 1st In-Service: **1** /**27** / **22**   Time: **1** : **00pm** am /(pm)   Trainer: Learning and Development

Date of 2nd In-Service: **1** /**27/22**   Time: **11**:**00** (am)/ pm   Trainer: **Cay Strahan**

Date of 3rd In-Service: **3** /**8/22**   Time: **8**:**00** (am)/ pm   Trainer: **Ashley Kelsey**

Date of 4th In-Service: **3** /**8** /**22**   Time: **4**:**00** am /(pm)   Trainer: **Ashley Kelsey**

Date of 5th In-Service: **3** /**9** /**22**   Time: **12.00** am /(pm)   Trainer: **Ashley Kelsey**

Date of 6th In-Service: **3** /**9** /**22**   Time: **4**:**00** am /(pm)   Trainer: **Kristin Summer**

Date of Final Evaluation: **3** /**10** / **22**   Time: **8**:**00** (am)/ pm   Trainer: **Ashley Kelsey**

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

Brandy Risner
Employee Signature

3/14/22
Date

[signature]
Home Manager Signature

3/14/22
Date

Brandy Risner

Drug Name	Abilify
Generic Name	aripiprazole
Dosage Range	2 mg/day – 15 mg/day
How to Take	Injections or pill
Uses	Schizophrenia, bipolar disorder, depression, Tourette syndrome, autism
Side effects	headache, nervousness, restlessness, dizziness, heartburn, constipation, diarrhea, stomach pain
Warnings	dizziness, blurred vision, more likely to stroke, mood changs

Drug Name	Ativan
Generic Name	Lorazepam
Dosage Range	2-6 mg/day
How to Take	by mouth with or without food
Uses	Treat anxiety
Side effects	Drowsiness, dizziness, loss of coordination, headache, nausea, blurred visin, constpatn, heartbrn
Warnings	Risk for abuse and addiction, which can lead to overdose and death

Drug Name	Clozaril
Generic Name	clozapine
Dosage Range	Initially 12.5 mg 1-2 time daily, may increase 25-50mg/day to 300-450 mg/day
How to Take	By mouth with or without food, dissolving tablet or liquid
Uses	Treat mood disorders (schizophrenia, schizoaffective disorder)
Side effects	Drooling, drowsiness, lightheadedness, headache, tremors, blurred visin, constipation, weight gain
Warnings	Can cause seizures, inflammation of heart muscle, low blood pressure

Drug Name	Flonase
Generic Name	fluticasone propionate nasel spray
Dosage Range	100-200 MCg/day
How to take	Spray in nose
Uses	Relieve nasel symptoms ei stuffy/runny nose, itching, sneezing
Side effects	Nasel dryness/irritation, nausea, vomiting
Warnings	Do not spray in eyes or mouth

Drug Name	Loratadine
Generic Name	Claritin
Dosage Range	5-10 mg 1 time per day
How to Take	By mouth in tablet, rapidly-dissintegrating tablet, Chewable tablet
Uses	Treat allergy symptoms
Side effects	headache, fatigue, nervousness, Stomach pain, diarrhea, dry mouth, sore throat
Warnings	may Interact with certain antibiotics, antifungal medicatins, acid redmydrugs

Drug Name	Lantus
Generic Name	insulin glargine injections
Dosage Range	0.2 units/kg or depends on other medical conditions and blood sugar levels
How to take	Subcutaneous injection
Uses	improve blood sugar levels
Side effects	headache, hunger, weakness, sweating, tremors, Irritability, trouble concentrating, rapid breathing
Warnings	anxiety, tingling in your hands, feet, lips, tongue, blurred vision, slurred speech, fast heart beat

Brandy Risner

Drug Name	Synthroid
Generic Name	levothyroxine sodium
Dosage Range	12.5 - 25 mcg/day
How to take	tablet by mouth
Uses	Treat hypothyroidisim, enlarged thyroid gland
Side effects	fatigue, increased appetite, weight loss, heat intolerance, feve, sweating
Warnings	May increase heart rate, Cardiac wall thickness, angina, arrhythmias

Drug Name	Neurontin
Generic Name	Gabapentin
Dosage Range	300-600mg and 600 800mg tablets
How to Take	By mouth - tablet or oral solution - Do not chew, break, or Crush
Uses	Prevent and Control seizures, Relieve nerve pain following shingles, mod-severe Restless Leg syndromes
Side effects	Skin rash, changes in mood or behavior, liver or Kidney abnormalities
Warnings	Avoid alcohol, may interact with Cold medicine, narcotic pain meds

Drug Name	Protonix
Generic Name	Pantoprazole
Dosage Range	
How to take	By mouth tablets or granules
Uses	To treat GERD
Side effects	Joint pain, dizziness, headache, nausea, vomiting gas, diarrhea, abdominal pain
Warnings	may react with methotrexate, some medicines require stomach acid with protony decrease

Drug Name	Toprol
Generic Name	metoprolol succinate
Dosage Range	1 mg per Kg of body ~~te~~ weight once a day
how to take	By mouth
Uses	Controlling Chronic chest pain and treating heart failure
Side effects	dizziness or lightheadedness, tiredness, depression, nausea, dry mouth, stomach pain
warnings	May interact with fingolimod