BEACON
Specialized Living

Medication Administration In-Service and Evaluation

Name of Facility/Home: **Trolley Center**

Employee Receiving In-Service: **SKila Goins**

Date of 1st In-Service: **3** /**3** /**202** Time: **1** : **00pm** am / pm Trainer: <u>Learning and Development</u>

Date of 2nd In-Service: **4** /**9** /**22** Time: **12** : **00** am /(pm) Trainer: **Felisha B.**

Date of 3rd In-Service: **4** /**9** /**22** Time: **4** : **00** am /(pm) Trainer: **Felisha B.**

Date of 4th In-Service: **4** /**6** /**22** Time: **8** : **00** (am)/ pm Trainer: ~~Persiae~~ **Nakingi**

Date of 5th In-Service: **4** /**6** /**22** Time: **4** : **00** am /(pm) Trainer: **Nakingi**

Date of 6th In-Service: **4** /**7** /**22** Time: **12** : **00** am /(pm) Trainer: **Felisha**

Date of Final Evaluation: **4** /**7** /**22** Time: **4** : **00** am /(pm) Trainer: **Felisha Ba**

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)	✔	✓	✓	✓	✓	✓	✓	
	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	✔	✓	✓	✓	✓	✓	✓	

Medication Administration In-Service and Evaluation

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 <u>Coordinator of Care at my Site during open office hours and to the On-Call person after hours</u>.

_____   4-8-22
Employee Signature   Date
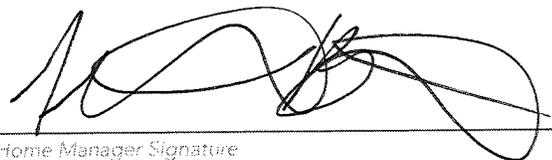
_____   4·8·22
Home Manager Signature   Date

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 ___1953___   DMA Code #2 ___2725___   DMA Code #3 ___4122___

DRUG NAME	Lamictal
GENERIC NAME	Lamotrigine
DOSAGE RANGE	~~200mg~~ Tabs: 25mg - 200mg, ODT: 25mg - 200mg, Chewable: 2mg - 2
HOW TO TAKE	Orally, 1 to 2 times daily, with or without food
USES	Mood stabilizer
SIDE EFFECTS	Nausea, Insomnia, Runny Nose, Non-serious Rash, Headache, Diarrhea, Fatigue
WARNINGS	Black Box warning - Serious Skin ~~reaction~~ reaction │ Dizziness

DRUG NAME	Loratadine
GENERIC NAME	Claritin
DOSAGE RANGE	~~5mg~~ 5 or 10 mg
HOW TO TAKE	Orally
USES	treat allergy symptoms
SIDE EFFECTS	Headache, drowsiness, Fatigue, Stomach Pain, dry mouth, diarrhea, rash
WARNINGS	

DRUG NAME	Zocor
GENERIC NAME	Simvastatin
DOSAGE RANGE	5mg, 10mg, 20mg, 40mg, 80mg
HOW TO TAKE	Take by mouth with or without food
USES	to help lower "bad" cholesterol and fats
SIDE EFFECTS	Headaches, abdominal pain, constipation, nausea, Vertigo, insomnia, UTI
WARNINGS	

DRUG NAME	Synthroid
GENERIC NAME	Levothyroxine
DOSAGE RANGE	25mcg - 300mcg
HOW TO TAKE	Take by mouth on an empty stomach
USES	to treat ~~~~ an underactive thyroid
SIDE EFFECTS	appetite increase, weight loss, diarrhea, insomnia, fever, headache, nausea
WARNINGS	Not for Obesity or weight loss

DRUG NAME	Dilantin
GENERIC NAME	Phenytoin
DOSAGE RANGE	ERCap: 30mg, 100mg / Chewable: 50mg / ~~~~ Susp: 125mg per 5mL
HOW TO TAKE	Take by mouth with full glass of water
USES	to treat certain types of seizures
SIDE EFFECTS	Nausea, vomiting, rash, slurred speech, dizziness, Headache, insomnia
WARNINGS	Cardiovascular Risk with Rapid infusion

DRUG NAME	Zantac
GENERIC NAME	hanitidine
DOSAGE RANGE	160 mg
HOW TO TAKE	Swallow pill with full glass of water
USES	Relieve Heart burn, acid indigestion, GERD and gastric ulcers
SIDE EFFECTS	Headache, diarrhea, nausea
WARNINGS	

DRUG NAME	Tenormin
GENERIC NAME	Atenolol
DOSAGE RANGE	25 mg, 50 mg, and 100 mg
HOW TO TAKE	take 1 tablet orally a day
USES	to treat high blood pressure (hypertension)
SIDE EFFECTS	Dizziness, Nausea, Depression, insomnia, Anxiety, shortness of Breath
WARNINGS	

DRUG NAME	Ultram
GENERIC NAME	Tramadol
DOSAGE RANGE	50 mg, 100 mg
HOW TO TAKE	Take by mouth every 4 to 6 hours
USES	Manage Pain in adults
SIDE EFFECTS	Dizziness, Nausea, Constipation, Headache, Drowsiness, Vomiting, itchy
WARNINGS	

DRUG NAME	Depakote
GENERIC NAME	Divalproek sodium
DOSAGE RANGE	125 mg, 250 mg, 500mg
HOW TO TAKE	orally or sprinkled over food
USES	to treat complex partial seizures,
SIDE EFFECTS	Headaches, nausea, vomiting, diarrhea, abdominal pain, insomnia
WARNINGS	Black Box warning: Hepatotoxicity, Fetal Risk, Pancreatitis

DRUG NAME	keppra
GENERIC NAME	Levetiracetam
DOSAGE RANGE	250 mg, 500mg, 750 mg, 1000 mg / SOL: 100 mg
HOW TO TAKE	Twice Daily. Once in the morning. Once at night. Orally
USES	Seizures
SIDE EFFECTS	Dizziness, drowsiness, tiredness, weakness, irritable, infection
WARNINGS	