

Division of Licensing and Certification
Certificate of Completion



Katrina M Richartz



Effective 1/26/2020 through 1/26/2022
Certified Residential Medication Aide Course
40-Hour course



Diane M
Training Instructor

A handwritten signature in cursive script, appearing to read "William Montejo".

William Montejo, Acting Director
Division of Licensing and Certification



Licensing and Regulatory Services



Katrina M Mathews



Effective 4/23/2007

has successfully met the requirements for
Personal Support Specialist (PSS)



Smith, Judy A
PSS Training Instructor

Catherine M. Cobb, Director
Licensing and Regulatory Services

Katrina
Richardtz
11-20

DIABETIC TRAINING

STAFF MEMBER:

DATE OF TRAINING:

July 1st every year with all staff

PRESENTED BY:

Diane Dow, RN
Administrator

TRAINING CONTENT:

1. Dietary Requirements
 - a. Portion control
 - b. Limiting concentrated sweets
 - c. Awareness of carbohydrates
2. Anti-Diabetic Oral Medications
3. Insulin mixing, action, and storage
 - a. Refrigerator all insulin
 - b. Date all insulin when opened
 - c. Insulin must be discarded 30 days after opening, except Lantus which must be discarded after 28 days
 - d. When mixing insulin, clear insulin then cloudy insulin
 - e. Sliding scale insulin administration
 - f. Assure correct kind/type of insulin
4. Injection techniques and site rotation
 - a. Keeping lancet device clean
 - b. Remove lancet after use
 - c. Do not recap needles
5. Review of hypo and hyperglycemia, signs and symptoms and treatment, prevention
6. Foot care
7. Lab testing, urine testing, and blood glucose monitoring
8. Standard Precautions

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Inhalers and Spacers



Inhalers are medication prescribed by the resident's physician to open airways that may be blocked due to asthma, emphysema and many other lung diseases.

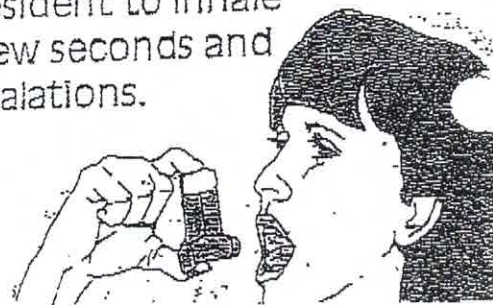
Inhalers come in many different types and are used to dilate the airways, decrease the inflammation in the airway and also to prevent future episodes of airway constriction.

How to use an inhaler:

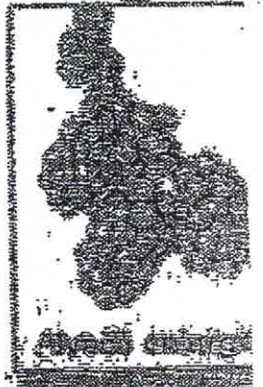
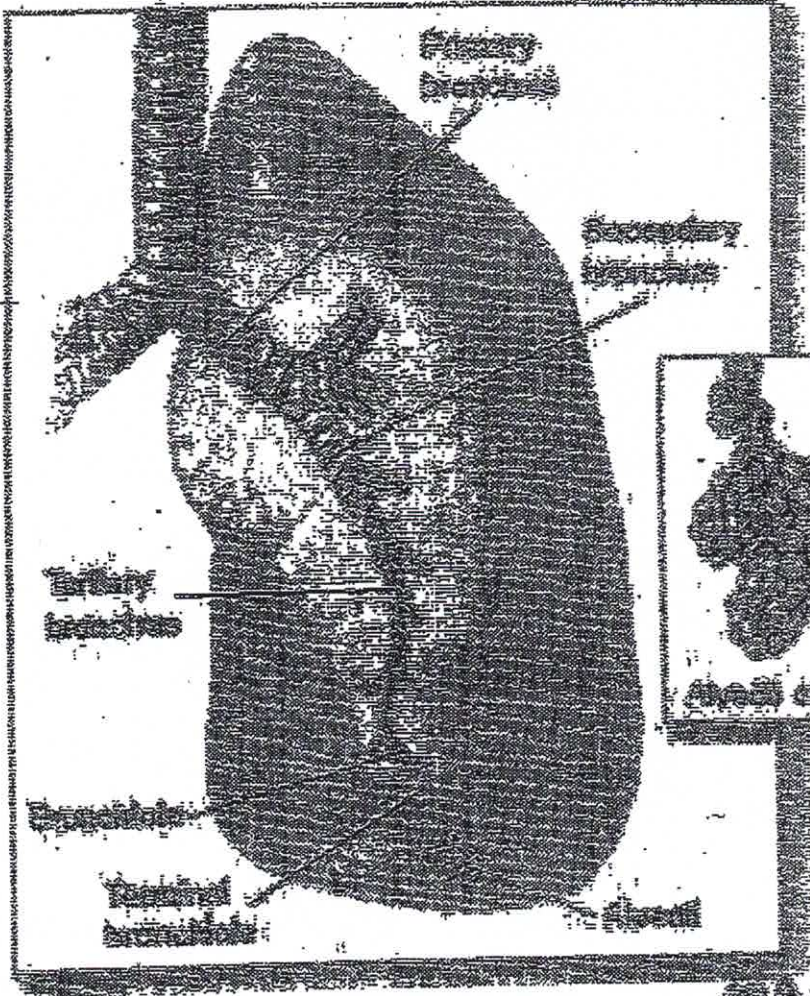
1. Shake the inhaler before each inhalation.
2. Remove the cap from the mouthpiece.
3. Hold the inhaler up to 2 inches away from your open mouth. Least preferably, use the closed-mouth method by placing the mouthpiece of the inhaler in the resident's mouth and closing lips tightly.
4. Instruct resident to breathe in deeply and slowly through their mouth while pressing firmly down on the canister. Resident will continue to inhale, then try to hold their breath 5-10 seconds before breathing out. Wait one minute between the next inhalation.
5. Clean inhaler thoroughly after each use by rinsing under warm, running water.

Use of a spacer with the inhaler.

Spacers are used so that the resident is able to receive the full dose of medication and to prevent yeast infections in the mouth when using a steroid inhaler. Attach the inhaler to the spacer and shake well. Press the canister releasing the medication into the chamber. Place the mouthpiece in resident's mouth and ask resident to inhale slowly. Instruct resident to hold breath a few seconds and then exhale. Wait one minute between inhalations.



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Nebulizer Training:

1) How to assemble

- a) power source
- b) wash hands
- c) flat surface
- d) connect tubing
- e) assemble parts

2) Medication

- a) follow all protocol
- b) regulations- follow all regulations
- c) unit dose vial-administer per doctor's order

3) Caring for the nebulizer

- a) taking nebulizer apart
- b) washing parts

4) Trouble shooting

- a) machine won't mist

5) Replacing Tubing, parts and pieces

Oxygen:

1) Different Modalities

- a) Concentrator
- b) Portable tanks
- c) Large nonmobile tank
- d) Cleaning all
- e) Replacing tubing, parts, and pieces, etc.

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- 2) Hooking up and turning on
- 3) Following doctor's orders
- 4) Frequent safety checks
- 5) Planning ahead for oxygen needs
- 6) Knowing what to do in different situations

RECEIVED 01/29/2020 08:09AM 12075361096

Katrina Richards

Success! Your decision has been saved.

Applicant Information

Personal

First Name:

Katrina

Middle Name:

Richards

Last Name:

Richards

Address:

Phone:

(807) 460-7441

Applicant ID:

12075361096

State ID or Driver's License #:

12075361096

State Medical:

ME

Date of Birth:

03/14/1979

Address

Address:

City/State/Zip:

Address:

City/State/Zip:

City:

State:

Zip:

County:

Home/Cell:

Work:

Fax:

Applicant:

Address:

City/State/Zip:

Registry Checks

Professional License(s) and/or Certification(s)



INFO: There is no professional license or certification history on file.

Required Registries

Registry Name	Must have any license/credential?	Date Updated
Office of Inspector General	No	1/29/2020 7:36:25 AM
Access Office of Inspector General search	No	1/29/2020 7:36:25 AM
National Sex Offender Public Website	No	1/29/2020 7:36:25 AM
Sex Offender Registry	No	1/29/2020 7:36:25 AM
Motor Vehicle Registrar	No	1/29/2020 7:36:25 AM

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Motor Vehicle Registrar	No	1/29/2020 7:36:25 AM

RECEIVED 01/29/2020 08:09AM 12075361096

Criminal History

Case	Date Received	Offense
Non Disqualifying Offense Found	01/29/2020	Non Disqualifying Offense Found

Application Information

Application ID: 31047118

Family Name: ARMANDO'S MAJOR

Category: CNA and Direct Care Registry

Position: Control Prescription Medication Aide

Date Entered: 1/29/2020

Last Updated: 1/29/2020

Status: hired

Final Decision

Decision: I intend to employ this applicant

Application Status

Hired

Employment Start Date: 1/29/2020

Decision Date: 1/29/2020

Status Desc: 105-5220

Notes

Info: Currently there are no notes entered for this applicant.