

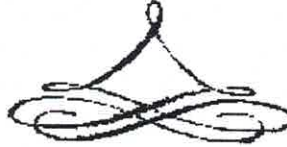


**Division of Licensing and Certification**

**Certificate of Completion**

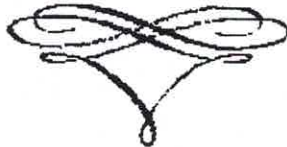


**Sharon I Leighton**



**Effective 2/8/2020**

*has successfully met the requirements for*  
**Personal Support Specialist Training (PSS)**  
*(2019 Curriculum Revision)*



**Dow, Diane M**  
PSS Training 2019  
Instructor

A handwritten signature in black ink, appearing to read "William Montejo".

**William Montejo**, Acting Director  
Division of Licensing and Certification

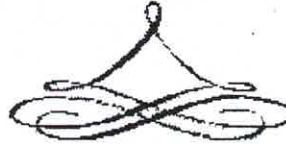


**Division of Licensing and Certification**

**Certificate of Completion**



**Sharon I Leighton**



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



**Dow, Diane M**  
CRMA Training  
Instructor

*William Montejo*  
**William Montejo**, Acting Director  
Division of Licensing and Certification

Sharon Leighton

DIABETIC TRAINING

~~STAFF MEMBER:~~

DATE OF TRAINING:

July 1st every year with all staff

PRESENTED BY:

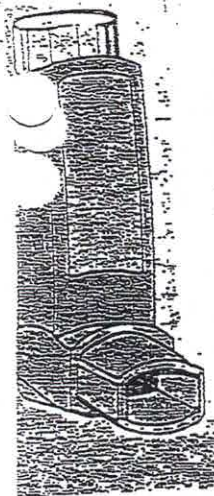
Diane Dow, RN  
Administrator

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

# Sharon Leighton

## 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:**

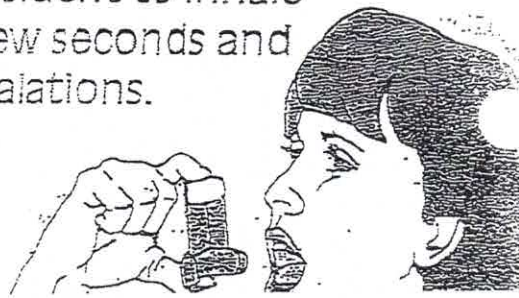
1. Shake the inhaler before each inhalation.
2. Remove the cap from the mouthpiece.
3. Hold the inhaler up to 2 inches away from your open mouth. Least preferably, use the closed-mouth method by placing the mouthpiece of the inhaler in the resident's mouth and closing lips tightly.

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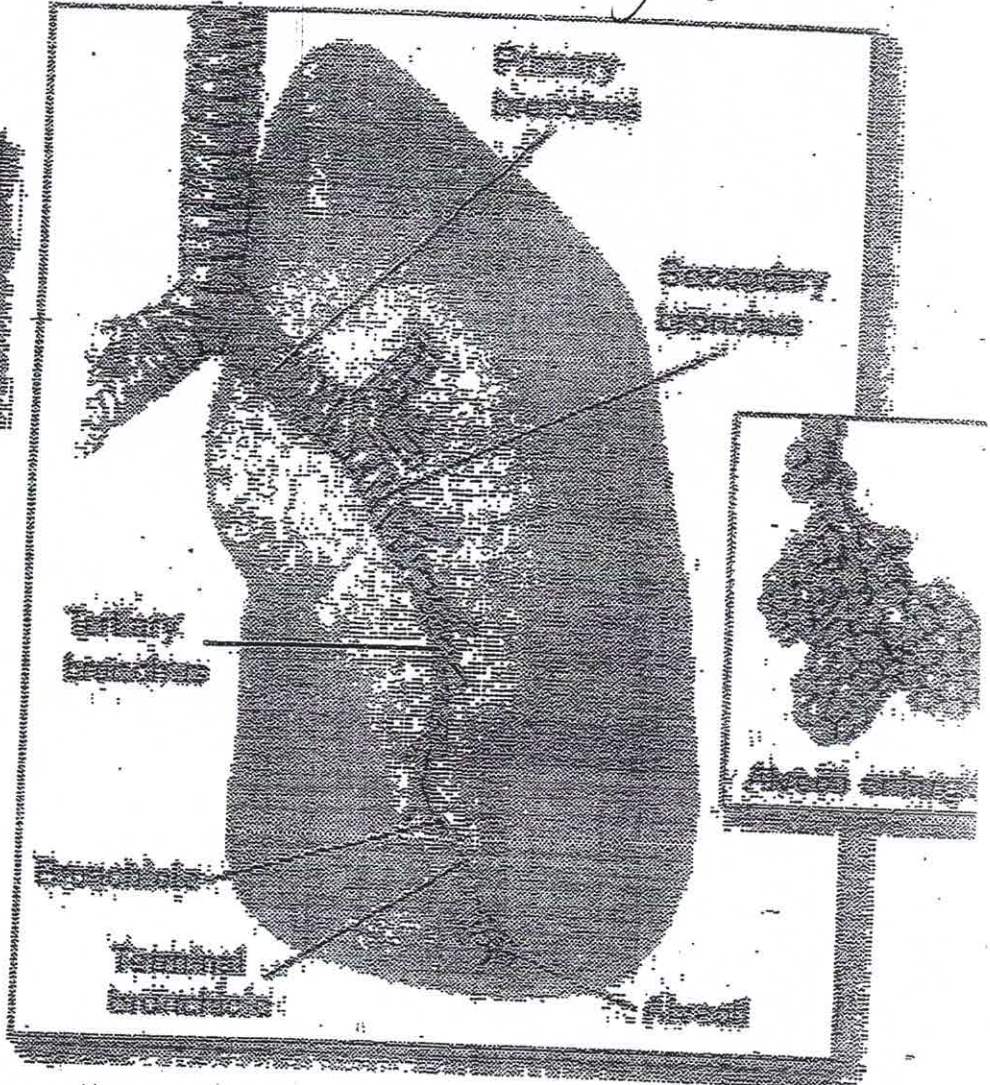
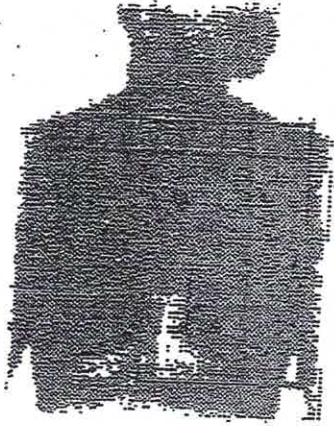
4. Instruct resident to breathe in deeply and slowly through their mouth while pressing firmly down on the canister. Resident will continue to inhale, then try to hold their breath 5-10 seconds before breathing out. Wait one minute between the next inhalation.
5. Clean inhaler thoroughly after each use 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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PRADA

Nebulizer Training:

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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

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Sharon Leighton

**Personal**

First Name: [Blank]

Initials: [Blank]

Middle Name: [Blank]

---

Last Name: [Blank]

Prefix: [Blank]

---

Phone:

007-000-0000

Application ID: [Blank]

Date of Driver's License: [Blank]

State Issued: [Blank]

Exp: [Blank]

Date of Birth: [Blank]

Email: [Blank]

**Address**

Address: [Blank]

**Registry Checks**

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

NPD  
There is no professional license or certification number to verify.

**Required Registries**

Registry Name: [Blank]

Office of Inspector General: [Blank]

Were there any adverse findings? No

Last Name	First Name	Middle Name	General	Specialty	Restrictions	Notes
No results found						

Page 0 of 0

Address: Office of Inspector General Search

**National Sex Offender Public Website**

No

**Maine CNA & DCW**

Name	Number	Location	Profession	Status	Expiration Date
LEIGHTON SHARON L	CNA71076		CERTIFIED NURSING ASSISTANT	Not currently authorized to operate or practice	1/7/2020 12:00:00 AM

No

25 Everett Road

Address 2: [Blank]

---

Zip Code: [Blank]

City: [Blank]

State: [Blank]

Country: [Blank]

Home or Office: [Blank]

State: [Blank]

Alt(s): [Blank]

No other input

**Registry Name**

Maine Excluded Provider

Last Name	First Name	MI	Provider Type	Current Status	Birth Date	Expiration Date
No results found						

Page 0 of 0

Were there any adverse findings? No

**Address Maine Excluded Provider Manual Search**

Maine Sex Offender

Photo	Last Name	First Name	Middle Name	Date of Birth	Type of Offense	Employment
No results found						

Page 0 of 0



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Criminal History		
Letter	Date Received	State
No Hit	01/08/2020	No Disqualifying Offense

Application Information	
Application ID:	00000000000000000000
Facility Name:	00000000000000000000
Category:	00000000000000000000
Position:	00000000000000000000
Date Entered:	01/08/2020
Last Update:	01/08/2020
Status:	00000000000000000000

Final Decision	
Decision:	00000000000000000000
Application Status:	00000000000000000000
Employment Start Date:	00000000000000000000
Decision Date:	01/08/2020
Status Date:	01/08/2020