

HJ17 Study of Medication Aides in Nursing Homes
Montana Recommendations for Curriculum

Drafted, Developed and Recommended--February 2010

Finalized March 2010

NOTES:

1. The HJ17 workgroup examined the curricula from 6 states that utilize Medication Aides (MA) plus the curriculum developed by the National Council of State Boards of Nursing (NCSBN).
2. One overriding comment coming from the HJ17 workgroup is that Montana should enact one standardized curriculum for purposes of training; the test then would be derived from the curriculum and utilized by anyone desiring to be licensed as a Nursing Home Medication Aide in Montana. This process is different from that currently being used by Medication Aides in Assisted Living environments.
3. The following is the recommendation for Montana and is almost exclusively based on the NCSBN curriculum with a few exceptions. The curriculum is based upon 6 modules:
 - A. Medication Fundamentals
 - B. Safety
 - C. Communication and Documentation
 - D. Medication Administration
 - E. Ethical and Legal Considerations
 - F. Practicum
4. Like the NCSBN, Montana recommends the curriculum entail **100 hours**--60 for didactic training (which includes skills lab) and 40 hours of supervised clinical practicum.

Module 1: Medication Fundamentals—20 hours

Content Outline			
Medication Orders, Documentation, Storage and Disposal			
A. Medication Prescription Order		B. Medication Documentation System	
1. Recorded on patient record		1. Documentation of orders onto agency's medication document	
2. Complete order		2. Medication Administration Record (MAR)	
▪ signed		3. Controlled substance medication log	
▪ legible			
▪ drug name		C. Medication Storage	
▪ dose		1. Storage Area	
▪ route		2. Medication room	
▪ time		3. Medication cart	
▪ frequency		4. Medication Tray	
3. MA will not take verbal or telephone orders			
4. Questioning an incomplete medication order		D. Disposal of outdated, contaminated or unused medication.	
Mathematics, Weights and Measures			
A. MA does not convert medication dosages			
B. Systems of Measurement			
Forms of Medication			
A. Liquids		B. Solid and Semi-Solid	
1. Aerosol	8. Syrup	1. Capsules	7. Lozenges
2. Inhalant	9. Tincture	2. Tablet	8. Ointment
3. Drops		3. Scored v. unscored	9. Paste
4. Elixir		4. Caplets	10. Powder
5. Spray		5. Time-released	11. Cream/Lotion

6. Solution 7. Suspension	6. Covered w/special coating	12. Liniment
Content Outline (cont)		
Medication Basics		
A. Terminology B. Abbreviations C. Dosage Range D. Actions E. Implications for Administration F. Therapeutic Effects G. Side Effects H. Precautions	I. Contraindications J. Allergic Reactions K. Adverse Reactions L. Tolerance M. Interactions N. Additive O. Idiosyncratic Effect P. Paradoxical Effect	
Safety and Rights of Medication Administration		
A. Three Safety Checks: 1. When removing from med. package from storage 2. When removing med. from package/container 3. When returning package to where it is stored	B. Six Rights of Medication Administration 1. Right Client 2. Right Drug 3. Right Dose 4. Right Route 5. Right Time 6. Right Documentation	
Preparation and Actual Medication Administration		
A. Wash hands B. Review medications that require checking of pulse or blood pressure before administering C. Identify the client D. Introduce yourself E. Explain what you are going to do	F. Glove if necessary G. Position the client H. Do what you explained I. Wash your hands J. Special considerations K. Document	



Module 2: Safety—7 hours

Content Outline	
Prevention of Medication Errors	Causes and Reporting of Medication Errors
<ul style="list-style-type: none"> A. Know the following before administering medications <ul style="list-style-type: none"> 1. Name 2. Purpose 3. Effect 4. Length of time to take effect 5. Side Effect 6. Adverse Effects 7. Interactions 8. Special Instructions 9. Where to get Help 	<ul style="list-style-type: none"> A. Failure to follow prescriber's orders exactly B. Failure to follow accepted standards for medication administration C. Failure to listen to a client's or family's concerns D. Notify the agency's nurse/supervisor/pharmacist/physician or other prescriber E. Complete a medication error or incident report

Module 3: Communication and Documentation—8 hours

Content Outline	
Building Relationships	Reporting of Symptoms or Side Effects
<ul style="list-style-type: none"> A. Review the Communication Process B. Review barriers to effective listening and communication C. Setting boundaries D. Review team building 	<ul style="list-style-type: none"> A. Observe, monitor and report any change that is different from the clients normal condition B. Notify the nurse as soon as possible with as much info as available C. Record Changes
Report Any Change from the Normal Condition for the Patient	Documentation of Medication Administration
<ul style="list-style-type: none"> A. Temperature B. Pulse C. Respirations D. Blood Pressure E. Observe and report complaints of pain F. Changes in levels of consciousness G. Other changes in condition 	<ul style="list-style-type: none"> A. Identifying initials and time on MAR B. Circle and document reasons that client may not take meds C. PRN medication Issues

Content Outline (cont)
Role of Supervising Nurse
A. Explain the Responsibilities of the supervising nurse when assigning medication administration to the Medication Aide
B. Assignment Vs. Delegation

Module 4: Medication Administration—20 hours

Course Outline					
Routes of Administration			Factors Affecting How the Body Uses Medication		
A. Oral	F. Nasal	K. Soaks	A. Age	E. Disease	H. Metabolic
B. Buccal	G. Eye	L. Transdermal	B. Size	F. Psychological	Rate
C. Sublingual	H. Ear		C. Family	Issues	I. Dosage
D. Inhaler	I. Topical		Traits	G. Gender	
E. Nebulizer	J. Dressing		D. Diet		
Classes of Medications Related to Body Systems and Common Actions					
Identify the Classifications of Medications and State Common Side Effects					
A. Antimicrobials		E. Gastrointestinal		I. Respiratory	
B. Cardiovascular		F. Musculoskeletal		J. Sensory	
C. Dermatological		G. Neurological		K. Urinary	
D. Endocrine		H. Nutrients/Vitamins/Minerals			
Location of Resources and References					
Allows the MA to identify resources for contact and clarification					
A. Nurse			D. Package/drug insert		
B. Pharmacist			E. Drug Reference Manuals		
C. Physician					

Module 5: Ethical and Legal—5 hours

Course Outline
Role of the Medication Aide
<ul style="list-style-type: none">A. The MA may perform a task involving administration of medications if:<ul style="list-style-type: none">1. The MA’s assignment is to administer medications under the supervision of a licensed nurse in accordance with provisions of the governing act and subsequent rules;2. The assignment is not prohibited by any provision of the act and rulesB. Role of the MA includes medication administration. The following acts shall not be assigned to the MA:<ul style="list-style-type: none">1. Administration of PRN medications must be consistent with ARM 24.159.915;2. Cannot administer parenteral or subcutaneous medications except for pre-labeled, pre-drawn insulin.3. Cannot administer medications through nasogastric routes or by gastrostomy or jejunostomy tubes.4. Cannot take verbal orders5. Cannot convert dosagesC. Any MA who has any reason to believe that he/she has made an error in the administration of medication shall follow facility policy and procedure to report the possible or known error to the appropriate superior and shall assist in completing any required documentation of the medication error.D. Medication Administration Policies<ul style="list-style-type: none">1. The MA shall report to the supervising nurse;<ul style="list-style-type: none">a. Signs or symptoms that appear life-threatening;b. Events that appear health-threatening; andc. Medications that produce no results or undesirable effects as reported by the client or as observed by the MA.
The Responsibility of the MA when Accepting Assignment Tasks
<ul style="list-style-type: none">A. The MA has the responsibility not to accept an assignment that she/he knows is beyond her/his knowledge and skills.B. The MA is expected to speak up and ask for training and assistance in performing the assignment or request not to be assigned a particular task/function/activity.C. Both the nurse and the MA need the appropriate interpersonal and communication skills and organizational support to successfully resolve assignment issues.

Course Outline (Cont)			
Rights of Individuals		Specific Legal and Ethical Issues	
A. Maintaining confidentiality	E. Communicating respectfully	A. Abuse and/or Neglect	B. Exposure to medical malpractice/negligence claims/lawsuits
B. Respecting clients rights	F. Respecting client's wishes whenever possible	1. Identify types of abuse	
C. Respecting clients privacy	G. Right to refuse medication	2. Preventive measures	C. Fraud
D. Respecting client's individuality and autonomy	H. right to be informed	3. Duty to Report	D. Theft
E. Diversion			
Safety and Rights of Medication Administration			
A. Review the three safety checks			
B. Review the six rights of medication administration			



Module 6: Practicum—40 hours

- **40 hours of supervised clinical practicum, which should be progressive, where the instructor observes medication administration; gradually, the instructor increases the number of clients to whom the student administers medications.**