

UTAH BOARD OF NURSING

MEDICATION AIDE CERTIFIED CURRICULUM

The primary objectives for the Medication Aide Certified (MAC) training programs are to:

1. Discuss the changes in health care that have led to the integration of the MAC in medication administration.
2. Describe the role and functions of a certified medication aide.
3. Describe the seven rights of medication administration and their application to safe medication administration.
4. Relate the function of administering medications to the promotion of resident's rights.
5. Administer medications accurately, safely and document appropriately.
6. Maintain the dignity of the residents.
7. Successfully complete the written and clinical examinations approved by the Division of Occupational and Professional Licensing (DOPL) in collaboration with the Utah Board of Nursing.
8. Demonstrate basic knowledge of purpose, actions and side effects of medications.
9. Demonstrate basic understanding of therapeutic communication.

Utah Medication Aide Certified (MAC) Course

Unit I. Introduction

A. Prerequisites for enrolling in the training program

1. High school diploma or its equivalent
2. Current certification as a nurse aide, in good standing, from the Utah Nursing Assistant Registry
3. A minimum of 2,000 hours of experience within the two years prior to application, working as a certified nurse aide in a long-term care setting
4. Current CPR certification
5. Successful completion of pre-test covering the areas of infection control, proper body mechanics and vital signs
6. Letters of recommendation from a long-term care facility administrator and one licensed nurse familiar with the applicant's work practices as a certified nurse aide
7. Be in a condition of physical and mental health that will permit the applicant to practice safely as a medication aide certified

B. Outcomes Expected

C. Discuss need for MAC

1. Increase access to safe medication administration in Long Term Care Facilities
2. Nurse Practice Act

D. Work Settings

1. Long term care nursing facility
2. A small health care facility
3. An intermediate care facility for the mentally retarded
4. An assisted living facility Type I or II
5. A designated swing bed unit in a general hospital

- E. Discuss students' perception of the medication aide role
- F. MAC certification course exams
- G. Obtaining and maintaining MAC certification through DOPL

Unit II. Principles of Medication Administration

A. Purpose of Medications

1. Cure disease
2. Relieve symptoms
3. Aid in diagnosis
4. Prevent illness
5. Maintain quality of life

B. Drug Categories

1. Legend-requires a prescription
2. Over the counter (OTC) – can be purchased without a prescription
3. Scheduled (controlled) – medication that has abuse potential which must be counted and controlled. **The Medication Aide Certified cannot administer or count scheduled medication.**

C. Medical terminology and commonly used abbreviations

D. Generic and Trade names

E. Medication Effects

1. Classifications of medications with main therapeutic actions
2. Medication range and dosage
3. Adverse reactions

F. Drug Preparations: Liquids, solids, and semi-solids

1. Solid oral dosage forms
 - a. Tablet
 - i. Enteric coated
 - b. Capsule
 - c. Long-acting or prolonged-action tablets or capsule
 - d. Sublingual
 - e. Buccal
2. Liquid oral dosage forms
 - a. Syrup
 - b. Elixir
 - c. Sugar-free liquid
 - d. Effervescent tablet
 - e. Solution
 - f. Emulsion
 - g. Suspension
3. Suppositories
 - a. Rectal
 - b. Vaginal
4. Aerosol and nebulizer
 - a. Solution
 - b. Powder

5. Topicals

- a. Ointment (usually semi-solids oily base)
- b. Cream (non-greasy)
- c. Lotion (usually water base)
- d. Liniment (oil, alcohol)

6. Other forms

- a. Magma
- b. Gel
- c. Mixture
- d. Mucilage
- e. Tincture
- f. Extract
- g. Patch

Unit III. Effect of Medications on Body Systems

A. Local effect

B. Systemic effect

C. Emotional (placebo) effect

D. Factors that influence medication action

- 1. Dosage strength
- 2. Presence of food in stomach
- 3. Interaction with other medication
- 4. Solubility of the medication
- 5. Resident state of health

6. Age of resident

E. Side Effects

Unit IV. Medication Administration

A. References

1. Drug text books, inserts
2. Formulary
3. Nurses
4. Pharmacists

B. Permitted routes of medication administration

1. Oral
2. Sublingual
3. Buccal
4. Eye
5. Ear
6. Nasal
7. Rectal
8. Vaginal
9. Skin ointments, topical including patches and transdermal
10. Gastrostomy or jejunostomy tubes
11. Pre-measured medication delivered by aerosol/nebulizer
12. Medications delivered by metered hand-held inhalers

C. Discuss proper technique for various routes of medication administration

D. Permitted and prohibited medications (Formulary)

E. Practices prohibited to be performed by the MAC

1. MACs **DO NOT** assess or make decisions about the resident's condition;
2. MACs **DO NOT** call the prescribing practitioner for clarification of an order or to request a change to a medication order;
3. MACs **DO NOT** take an order from a prescribing practitioner;
4. MACs **DO NOT** administer any medication by any route other than what is taught in this program;
5. MACs **DO NOT** administer the first dose of a newly ordered medication unless directed by the licensed nurse;
6. MACs **DO NOT** make the decision to give an "as needed" (prn) medication unless directed by the licensed nurse;
7. MACs **DO NOT** make the decision to withhold a medication without the permission (delegation) of the nurse;
8. MACs **DO NOT** call themselves "nurse".

Unit V. Legal, Ethical and Professional Considerations of Medication Administration

A. Professional and unprofessional conduct

1. Administer medications as ordered by the prescribing practitioner in accordance with MAC rules
2. Responsible for own actions
3. Understand functions authorized to be performed by the MAC under state law and rules

B. Basic Behaviors and Characteristics of the MAC

1. Dependable
2. Attentive and accurate in medication administration
3. Cooperates with peers, supervisors, residents, and families

4. Honest
5. Professional grooming and appearance
6. Wears visible name tag
7. Maintains confidentiality
8. Aware of personal liability

C. Conflicts: legal versus requested expectations

D. MAC role under Federal and State regulatory agencies

Unit VI. MAC responsibilities

A. Reporting

1. Accurate objective/subjective observation
 - a. Vital signs
 - b. Apical pulse
 - c. Capillary blood glucose
 - d. Response to medication
 - e. Other
2. Data collection
3. Timely reporting

B. Therapeutic Communication Skills

1. Identify appropriate interpersonal interactions
2. Effective communication with the following:
 - a. Residents
 - b. Family
 - c. Nurse
 - d. Co-workers

e. Administration and Allied Health

C. Delegation process/Five rights of delegation

1. The **RIGHT** task
2. Under the **RIGHT** circumstances
3. To the **RIGHT** person
4. With the **RIGHT** directions and communication
5. Under the **RIGHT** supervision and evaluation

D. Responding to emergency situations

1. Get help right away
2. Initiate emergency protocols
3. Call 911 or local emergency number
4. Contact licensed health care provider responsible for resident

Unit VII. Administering and charting medications

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A. Storage and packaging of unit dose medications

B. Preparation and administration of medications by approved routes

C. Correct medication administration procedure

1. Seven rights of medication administration
2. Four senses used in medication administration

D. Individual (cultural, familial, physiological, and psychological) considerations in administering medications

E. Use of Medication Administration Record (MAR)

1. Administer medications
2. Document medication administration
3. Chart medications at the time of administration

F. Medication errors and reporting techniques

Unit VIII. Skills Demonstration

A. Follows standard precautions including hand hygiene according to the Centers for Disease Control and Prevention guidelines

B. Consults resources (drug reference books, charge nurse, pharmacist) as needed

C. Prepares for medication administration

D. Correctly interprets abbreviations

E. Consistently identifies specific drug properties of drug being given:

1. Classification
2. Dose; and
3. Side Effects

F. Checks for known medication allergies before administering

G. Demonstrates organized system for passing medications

H. Protects confidentiality

I. Follows correct medication administration procedures (Seven Rights):

1. **Right** Resident
2. **Right** Drug
3. **Right** Dose
4. **Right** Route
5. **Right** Time
6. **Right** Documentation
7. **Right** to Know the effect and side effects of medication

J. Observes client swallowing medication (Never leave medication unattended or at the bedside)

K. Maintains security of medication room and cart

L. Accurately documents medication administration

M. Demonstrates appropriate reporting to nurse