



## COURSE SYLLABUS

### **NURS 193 MEDICATION AIDE (4 CREDITS)**

**DIVISION:** Workforce Services

**DATE:** \_\_\_\_\_

**CURRICULUM IN WHICH COURSE IS TAUGHT:** Career Studies Certificate, Medication Aide

**COURSE NUMBER AND TITLE:** NUR 193 - MEDICATION AIDE

**CREDIT HOURS:** 4

**CLINICAL HOURS:** 20 (20% = 4 HOURS CLASSROOM SIMULATION/LAB)

**CLASS ROOM:** 48 HOURS (TO INCLUDE 8 HOURS INSULIN MODULE)

**TOTAL:** 68 HOURS

- I. **CATALOG DESCRIPTION:** A course providing theory and applications which will prepare students for the *safe* administration of medications to clients in Assisted Living Facilities (ALF). This 68 Hour course will adhere to the Virginia Board of Nursing Medication Aide Curriculum.
- II. **RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES IN WHICH IT IS TAUGHT.** Upon successful completion of this 68 hour course, the student will have the knowledge, skills and ability to *safely* administer medications using the "Five Rights" of Medication Administration within an Assisted Living Facility (ALF). The individual will be eligible to apply for registration with the Virginia Board of Nursing (BON) and upon approval from the BON the student will be declared eligible to take the Registered Medication Aide Exam.
- III. **REQUIRED BACKGROUND:** Applicants are required to successfully complete a Nurse Aide Training Program approved by the Virginia Board of Nursing. Student should be able to read and write at a basic level. It is essential that student be able to communicate effectively. Desirable personal qualities include care and concern for the resident. A trustworthy, responsible, and mature attitude. Student should have a negative Drug Screening, TB/PPD, and a Criminal Background Check negative of Barrier Crimes per Guidance Document 90-59.
- IV. **COURSE CONTENT:**
  1. LEGAL AND ETHICAL ISSUES
  2. PREPARING FOR SAFE ADMINISTRATION OF MEDICATION
  3. PHARMACOLOGY BASICS
  4. ADMINISTRATION OF PREPARED INSTILLATIONS AND TREATMENT
  5. DOCUMENTATION
  6. STORAGE AND DISPOSAL OF MEDICATIONS
  7. SPECIAL ISSUES IN MEDICATION ADMINISTRATION
  8. INSULIN ADMINISTRATION

## LEARNER OUTCOMES

## EVALUATION

### CHAPTER 1 - LEGAL AND ETHICAL ISSUES

Identify legal and ethical issues in medication management.

Recognize the implication of the client's rights regarding medications, treatment decisions, and confidentiality.

Identify laws and regulations relating to administration of medication in Virginia Assisted Living Facilities (ALF).

Identify permitted practices and acts prohibited by Medication Aides in Virginia.

Identify legal requirement to report client abuse, neglect or exploitation.

### CHAPTER 2 - PREPARING FOR SAFE ADMINISTRATION OF MEDICATIONS

Identify principles of maintaining aseptic conditions.

Recognize emergencies and other health-threatening conditions and respond accordingly.

Identify basic concepts of communication and cognitively impaired client.

Measure and record Vital Signs

Demonstrate understanding of the use of International/Military Time.

Identify the Five Rights of Medication Administration.

### CHAPTER 3 – PHARMACOLOGY BASICS

Define key pharmacology terms, medical terminology & abbreviations associated with medication administration.

Explain how drugs are classified.

Identify factors that affect drug action.

Facilitate the client's awareness of the purpose and effects of medications.

Demonstrate how to use drug information sources.

Identify drug-labeling requirements in Virginia.

Class participation.

Completion of student Handouts: 1.1.A, 1.1.B, 1.2.A, 1.2.B, 1.3.A (Note-Taking Handout). 1.4.A

Upon completion of Chapter 1, student will demonstrate understanding of chapter content by completing a written test with a minimum passing rate of 80% accuracy.

Class participation.

Completion of student Handouts: 2.1.A, 2.2.A, 2.3.A, 2.3.B, Objective 2.4 (Vital Signs), 2.5A

Acceptable Completion of Hand-washing (Hand Hygiene) Skills Checklist. Ability to measure and record Vital Signs with accuracy.

Upon completion of Chapter 2, student will demonstrate understanding of chapter content by completing a written test with 80% accuracy.

Class participation.

Completion of student Handouts: 3.1.A, (Note Taking Outline, 3.2.A, 3.3.A, 3.4.A, 3.5.A, 3.6.A, 3.6.B, 3.6.C.

Upon completion of Chapter 3, student will demonstrate understanding of chapter content by completing a written test with a minimum score of 80%.

**LEARNER OUTCOMES**

**EVALUATION**

<p><b>CHAPTER 4 – ADMINISTRATION OF PREPARED INSTILLATIONS AND TREATMENTS</b></p> <p>Identify basic guidelines for administering medications.</p> <p>Administer or assist the client with self-administration of oral medications.</p> <p>Administer or assist the client with self-administration of eye drop and ointments.</p> <p>Administer or assist the client with self-administration of ear drops.</p> <p>Administer or assist the client with self-administration of nasal droops and sprays.</p> <p>Administer or assist the client with self-administration of topical preparations.</p> <p>Administer or assist the client with self-administration of vaginal products.</p> <p>Administer or assist the client with self-administration of rectal products.</p> <p>Administer or assist the client with self-administration of soaks and sitz baths.</p> <p>Administer or assist the client with self-administration of oral hygiene products.</p> <p>Administer or assist the client with self-administration of inhalation therapy products.</p> <p>Administer or assist the client with self-administration of nebulizer treatment.</p> <p>Administer or assist the client with self-administration of transdermal patches.</p> <p>Administer or assist the client with self-administration of Epi-pens.</p>	<p>Class participation.</p> <p>Completion of Student Handouts: 4.1.A, 4.1.B, 4.1.C, 4.1.D, 4.2.A.</p> <p><b>SKILLS COMPETENCY CHECKLIST:</b></p> <p>Performance must be documented as <i>ACCEPTABLE</i> for each administration method according to the <b>SKILLS COMPETENCY CHECKLIST</b> (Student Handout 4.3 – 4.14).</p> <p>Upon completion of Chapter 4, student will demonstrate understanding of chapter content by completing a written test with a minimum score of 80% accuracy.</p>
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**LEARNER OUTCOMES**

**EVALUATION**

<b>CHAPTER 5 – DOCUMENTATION</b>	
Describe three (3) types of forms commonly used to Document Medication Administration.	Given selected forms, demonstration understanding of receiving and transcribing orders and documentation of medication administration. Student Handout 5.1.A
Explain Procedures for Receiving and Transcribing Health Care Providers’ Orders (HCP).	Given sample HCP order forms and scenarios, demonstrate appropriate documentation procedures for medications administered or omitted for medication errors. Student Handout 5.1.B.
Document Medication Administration on the Medication Administration Record (MAR).	Document the administration, refusal or omission of medications using the correct forms and proper procedures. Student Handout 5.1.C
Document Medication Errors.	Student will document the most important action to take when a medication error occurs: treatment and needed documentation. Student Handout 5.1.D
	Upon completion of Chapter 5, student will demonstrate understanding of chapter content by completing a written test with a minimum score of 80%.

**LEARNER OUTCOMES**

**EVALUATION**

<p><b>CHAPTER 6 - STORAGE AND DISPOSAL OF MEDICATION</b> Identify Procedures for Storing and Securing Medications and Equipment. Maintain and Inventory of Medication including Controlled Substances. Identify Procedures for Disposal of Medications.</p> <p><b>CHAPTER 7 - SPECIAL ISSUES IN MEDICATION ADMINISTRATION</b> Identify special issues related to drug use in the elderly. Discuss the Uses, Adverse Reactions and Special Considerations for Selected Psychotropic Medications. Recognizing when a Drug is a Chemical Restraint. Explain the Importance of Blood Testing to Monitor Therapeutic Level of Medication. Identify Medications considered Inappropriate for the Elderly. Identify reasons for clients' refusal of take medications and respond appropriately. Identify Issues related to Over-The-Counter (OCT) Medications and Herbal Preparations and Non-medical Substances.</p>	<p>Complete Student Handouts: 6.1.A, 6.1.B, 6.2, 6.2.B, 6.2.C, 6.3, 6.3.B. Given information regarding guidelines for storing medications and several examples of medication, including Schedule II-VI drugs, demonstrate understanding of proper procedure for storing and securing these medications by completing a written test with a minimum score of 80%.</p> <p>Complete Student Handouts: 7.1.A, 7.1.B, 7.2, 7.3, 7.4, 7.5, 7.6. Complete the Chapter 7 written test with a minimum passing score of 80%.</p>
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**LEARNER OUTCOMES**

**EVALUATION**

<b>CHAPTER 8 – INSULIN MODULE</b>	
Explain Basic Facts about Diabetes Mellitus. Identify Activities Involved in the Management of Diabetes.	Completion of Student Handout 8.1.B Chapter 8 Note-Taking Outline.
List Common Signs and Symptoms of Hyperglycemia and Hypoglycemia.	Completion of Student Handouts 8.3.A & 8.3.B.
Perform Finger Stick Procedure for Blood Glucose Monitoring.	Perform a finger-stick for glucose monitoring according to a rating sheet. Student Handout 8.4.B. (Administer or Assist Client with Finger-Stick for Blood Glucose Monitor).
Administer or Assist the Client with Self-Administration of Insulin.	Student Handout 8.5.A CDC Clinical Reminder. Student Handout 8.5. B Assist with Mixing Two Types of Insulin for Self –Administration.  Demonstrate an understanding of the basic facts about Diabetes by completing a written test with a minimum passing score of 80%.

## **SAILS – STUDENT ASSISTANCE AND INTERVENTION FOR LEARNING SUCCESS**

SAILS is an early intervention and student tracking system that makes it possible for DCC to take a more complete approach to student success. Faculty have the ability to initiate **flags/kudos** regarding student performance using this system.

### **FLAGS**

1. Never Attended
2. Attendance Concern
3. In Danger of Failing
4. Low Quiz / Test Scores
5. Class Assignment Concern
6. Low Participation
7. General Concern

### **KUDOS**

1. Showing improvement
2. Keep up the good work
3. Outstanding Academic Performance

Communication with students through this system will be solely via [email](#).

### **Medical Conditions**

Danville Community College is committed to meeting the needs of all students and providing access for persons with disabilities. Reasonable accommodations are available to those students with diagnosed disabilities. Students with diagnosed disabilities wishing to receive specific accommodations must be registered with the Disability Services. For more information, please contact Dr. Carl Amos, Counselor and ADA Coordinator, at 797-8572 or [camos@dcc.vccs.edu](mailto:camos@dcc.vccs.edu).

### **DCC Title IX (Sexual Harassment and Misconduct):**

#### **Your Rights and How to Make a Report**

Consistent with its mission, Danville Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual misconduct, which encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another in any form will not be tolerated. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; gender-based stalking or bullying; conditioning a benefit on submitting to sexual advances; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault.

If you have been the victim of sexual harassment or other sexual misconduct, you have certain rights under Title IX. For additional information regarding your rights, please consult the DCC Title IX website at [http://www.dcc.vccs.edu/News/Title IX/Title IX and Sexual Misconduct.htm](http://www.dcc.vccs.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm).

In accordance with College policy and federal law, all faculty and staff members are required to report incidents of sexual harassment including sexual violence to one of the individuals below whose responsibility it is to investigate all complaints. In addition, you can contact these individuals for a complaint against a Danville Community College faculty or staff member for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct:

Deputy Title IX Coordinator

Mr. Howard Graves

Wyatt Building, Room 108

434.797.8443, [titleix@dcc.vccs.edu](mailto:titleix@dcc.vccs.edu) or [hgraves@dcc.vccs.edu](mailto:hgraves@dcc.vccs.edu)



**COURSE OUTLINE**

**NURS 193 MEDICATION AIDE (4 CREDITS)**

**COURSE REQUIREMENTS:** Applicants are required to successfully complete a Nurse Aide Training Program approved by the Virginia Board of Nursing. Student should be able to read, write, and effectively comprehend written materials. It is essential that student be able to communicate effectively. Desirable personal qualities include care and concern for the resident. A trustworthy, responsible, and mature attitude. Student should have a negative Drug Screening, TB/PPD, and a Criminal Background Check negative of Barrier Crimes per Guidance Document 90-59.

**SEMESTER:** \_\_\_\_\_

**CLASS SCHEDULE:** \_\_\_\_\_

\_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**OFFICE NUMBER:** \_\_\_\_\_

**OFFICE HOURS:** 30 MINUTES BEFORE AND AFTER CLASS

**TELEPHONE:** Contact information to be given upon discretion of instructor.

**TEXTBOOK, OTHER REFERENCE MATERIALS:** Student Handouts will be used to create the *Student Workbook*. Instructor may also use materials specific to the clinical site. ***Student is responsible for Handbook once received. There will be NO replacements of materials!!!!***

**COURSE CONTENT:** The student is afforded the opportunity to perform the duties and responsibilities of a Medication Aide as described in Learner Outcomes stated in Medication Aide Curriculum and Syllabus after having received supervised demonstrations by the instructor.

**LISTING OF CONTENTS:**

- Chapter 1 Legal and Ethical Issues
- Chapter 2 Preparing for Safe Administration of Medications
- Chapter 3 Pharmacology Basics
- Chapter 4 Administration of Prepared Instillations and Treatment
- Chapter 5 Documentation
- Chapter 6 Storage and Disposal of Medications
- Chapter 7 Special Issues in Medication Administration
- Chapter 8 Insulin Administration



**ATTENDANCE REQUIREMENTS:** The Medication Aide Training Program is a sixty-eight (68) Hour class, therefore; ***we must adhere to a strict attendance policy!!!*** Students are only allowed to be absent a total of two (2) Hours from class. This includes being tardy to class or leaving class early. Students exceeding 2 Hours of absence (i.e. doctor appointments, court appearances) must repeat the program before receiving a certificate of completion. ***There are No Exceptions!!!!!!*** It is the responsibility of the student to arrange with the instructor to complete all assignments and any make-up work missed during excused absences.

**CLINICAL ATTENDANCE:** Attendance to the Clinical Rotation is Mandatory!!! There will be no make-up of time missed!!!!

**COURSE GRADING PROCEDURE:** Student must complete ***EACH*** Written (cognitive skills) Test with a minimum passing score of **80%** per the Virginia Board of Nursing Medication Aide Curriculum. The Skills Checklist will determine the students' application ability as (A) Acceptable or (U) Unacceptable.

**Grading Scale:** A= 95-100, B = 87-94, C = 80-86

**LAST DAY TO WITHDRAW WITHOUT GRADE PENALTY:** Students should become familiar with the College's Withdrawal Policy. Failure to comply with this policy may jeopardize the academic standing of students. Withdrawing from a course without an official form automatically results in course failure. Please contact the College for additional information on the withdrawal policy/procedure. The last day to withdraw with Full Tuition Refund is \_\_\_\_\_ . The last day to withdraw from this course with a "W" grade issued (without mitigation circumstances) is \_\_\_\_\_ .

- \* All students are provided forty-eight (48) hours classroom instruction to include an eight (8 Hour Insulin Module).
- \* All students are provided a minimum of twenty (20) hours clinical with 20% (4 hours) of that time used for simulation in the classroom.
- \* This program total sixty-eight (68) hours.

***Note: If you are a student with special medical needs, please inform me as to how I can best assist you. All information will be considered confidential.***

**HONOR CODE:** Academic dishonesty includes collaborating with other students on take-home examinations or other non-collaborative assignments; presenting the work of others as your own, failing to document adequately the use of research from printed materials or internet sources; and cheating on test. Disciplinary action will be pursued for all acts of academic dishonesty and may result in the failure of affected assignments, and this class, as determined by the instructor.

**NO SHOWS:** If a student never attends a class or only attends one time before the refund deadline, the student will be considered a "no-show" and withdrawn from the class. Faculty will report "no shows" to the division office by the refund deadline for all classes they teach.

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Deputy Title IX Coordinator

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