

Dakota College at Bottineau

GERO 240 Medication Administration

Syllabus

Course GERO 240 Medication Administration

Credit Hours 3 Semester Hours

Course Description

This class trains current Certified Nurse's Aides to administer routine, regularly scheduled medications in an employment setting where a licensed nurse is regularly scheduled and in a setting where a licensed nurse is not regularly scheduled. The course includes classroom theory instruction, laboratory experiences, and clinical experience.

Prerequisites NURS100 or registration as a Certified Nurse's Aide

Course Objectives

After successful completion of this course the student will be able to:

- Utilize the principles of safety in the administration of medication;
- Define terms related to the administration of medications;
- Correctly interpret abbreviations commonly used in administration of medications;
- Keep accurate records;
- Identify legal parameters of the medication assistant role by defining the roles, responsibilities, legal aspects and limitations of the care givers administration of medications.
- Identify the procedure for medication assistant registration, renewal, reactivation of registration, and disciplinary actions.
- Describe and demonstrate proper administration, storage and charting of medications.
- Demonstrate accurate methods for measurement and dosage calculation of medications
- Describe and apply standard precautions
- Distinguish and identify the major categories of medications related to the body systems.

Curriculum includes the following:

1. Medication concepts:

- a. Terminology and standardized abbreviations
- b. Classification of medications
- c. Generic and trade names
- d. Dosage, range, and action
- e. Side effects
- f. Medication routes
- g. References and sources of information

2. Roles, responsibilities, legal aspects, and limitations of medication assistant II and licensed nurse:

- a. Scope of duties for a medication assistant II;
- b. Licensed nurse responsibilities in relationship to a medication assistant II;
- c. Client rights, including the right to refuse medication;
- d. Laws related to medication administration; and
- e. Knowledge of organization policy related to medication administration.

3. Methods for medication packaging.

4. Storage and disposal of medication.

5. Administering and charting medications:

- a. Preparation and administration of medications;
- b. Safety and six rights;
- c. Use of medication administration record to:
 - (1) Administer medications; and
 - (2) Document medication administration;
- d. Prevention of medication errors; and
- e. Causes and reporting of medication errors.

6. Standard precautions for infection control.

7. Major classes of medications related to body systems, including:

- a. Cardiovascular
- b. Endocrine
- c. Gastrointestinal
- d. Integumentary
- e. Musculoskeletal
- f. Nervous
- g. Reproductive
- h. Respiratory
- i. Sensory
- j. Urinary

Instructor

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Instructor will reply to all properly submitted emails within 48 hours.

Lecture/Lab Schedule

Theory: Online with weekly online classroom attendance required. *Students within the state of ND may travel to the campus for one face-to-face lab or complete lab via Skype.* Time will be arranged with instructor. Classroom time totals 40 hours plus additional time to complete assignments. Hours are tracked through the Moodle learning management system.

Laboratory: Five synchronized online laboratories are performed throughout the course. A minimum of 8 hours of laboratory instruction is required and tracked through the Moodle learning management system. The day of the week the lab will be held will be decided prior to the first lab day. Students will have input in to the day selection.

Clinical: All students will be required to obtain a preceptor for clinical experience. Refer to preceptor policy for more information. The clinical portion of the program will be completed in weeks 14 & 15 of the semester. A minimum of 32 hours must be completed.

Technology Required All students must have access to high speed internet, a web camera, and microphone for online classroom sessions.

Required Textbook:

Administering Medications: Pharmacology for Health Careers, 7th edition Gauwitz; McGraw-Hill Publishing.

Course Requirements

Preparing Students for Skills Assessment: To prepare students for skills competency demonstrations will be viewed through slide presentations, video demonstrations and laboratory demonstrations. Students may view skills demonstrations as many times as needed. After viewing the skills demonstration, they will then practice the skill and record their performance with either a video camera or webcam. The video will be assessed by the instructor and determined proficient or not-proficient. Students will repeat this cycle as many times as necessary to ensure mastery of skills is reached. Students who prefer a face-to-face demonstration can make arrangements with the instructor to perform them on-campus. A skills assessment checklist is used for each student. Students will also be assessed during the 32 hours of clinical instruction.

During Clinical Experiences: The clinical experience will be coordinated between student, instructor, and clinical instructor. During the clinical experience, the licensed nurse will:

- a. Provide direct over-the-shoulder supervision with initial medication pass;
- b. Observe and evaluate the student's performance until a ninety percent performance standard on the clinical skills checklist is obtained; and
- c. Decrease the amount of supervision only when the student demonstrates the ninety percent performance standard.

Course Outline

Refer to course topical outline for course schedule, assignments, exams and a break-down of course grades.

Relationship to Campus Theme

The goal of the Caregiver Services Department is to prepare professionals to work in the caregiver industry and provide an educational continuum for degree advancement. The Caregiver Department is committed to a hands-on learning environment and uses field experiences in caregiving settings as common instructional techniques.

Classroom Policies

Assessment Methods- Each unit includes an exam and must be passed with a minimum score of 85%. Units, which include theory, must be successfully completed prior to the clinical portion of the course. Instructor will demonstrate lab skills during the lab portion of class. Student will need to practice all skills and can submit a recorded re-demonstration of skills for feedback. A passing grade of 90% will be required on the clinical skills checklist.

Grading Policy Clinical skills checklist must receive a **90%** performance standard and final exams must be passed at an **85%** in order to receive a passing grade. Class grade will be calculated by dividing total points earned by total points possible and grades will be assigned according to the following:

A= 100-90%

B= 89-80%

C = 79- 70%

D= 69-60%

F= 59-0%

Any late assignments or quizzes will be reduced by **10% per day** unless prior exception granted by instructor or extenuating circumstances. Late exams will be reopened only with extenuating circumstances per instructor's discretion.

Both the clinical and theory portions of the course must be completed in order to successfully complete the course. An incomplete clinical portion will result in a failing grade for the overall course.

Academic Integrity

Students will be required to use a proctor for the course final. Students may choose between Online Tegrity Proctoring or an approved face-to-face proctor. No notes, internet or books will be allowed in the final exam. Any student not complying with the proctor policy will receive a failing grade in the course. Students are responsible for personally completing all exams, assignments, and clinical hours.

Disability Policy: Any students requiring accommodations should contact the Learning Center for assistance.

Additional Information:

Additional instruction includes categories of medications relevant to the health care setting where the medication assistant will be employed. Students are required to disclose to the instructor within the first week of class employment locations that may require special health care settings.

Upon successful completion of the course, students will receive a completion certificate that will confirm that the student completed the course through Dakota College at Bottineau. Additional information on the certificate will include: course title and length of the program, course completion date, full name of student completing the course, signature of the program coordinator, and the date the certificate was issued.

Records for the program will be maintained on the Dakota College at Bottineau campus for seven years.