

# Medication Administration Certification

2008  
Training Course  
Overview

# General Information

- Designed to prepare employees in our licensed child caring facilities to safely administer medications
- Established in accordance with CT Statutes and DCF Regulations
- Fast paced – many new terms and skills
- Opportunity to practice new skills and knowledge through non-graded quizzes, class exercises and practice

# Certification Training

- Basic Certification Class
- Successful completion of skills
- Exam – passing with 85% or better
- Internship at facility

# Basic Curriculum

- Curriculum contains 12 units
  - Each unit contains:
    - Learner objectives
    - Terms to define
    - Objective driven material
    - Review



# Skill Checks

- Placed throughout the curriculum beginning on day one.
- Skill demonstrations performed by students back to instructor after:
  - Material has been presented
  - Demonstration done by instructor
  - Students have practiced skill

# Skills...

- Skills verified:
  - Demonstration of the *5 Rights and Rule of Three*
  - Demonstration of the technique of oral medication following the DCF med admin procedure
  - Demonstration of the proper use of an oral inhaler
  - Verification of practice of other med admin techniques: eye, ear, nose, topical

# Skills...

- Must be successfully completed and signed off by instructor to be eligible to sit for the exam
- Signed skill verification form must be kept on file by the instructor at the facility
- Documentation of those who have successfully completed the course and skills verification to be made available to the DCF med program upon request.

# Workbook

- Includes
  - Skills checklist
  - Math exercises
  - Documentation practice
  - In class exercises
  - Review exercises for each unit

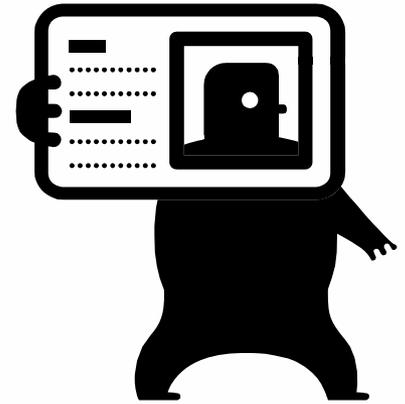
# Exam

- Objective driven
- 99 questions
  - Multiple choice
  - Matching
  - True/False
  - One fill in the blank
- Must pass with 85% or better



# Exam ...

- All tests given in central location by DCF proctor
- Two hours to take exam
- Must present ID at registration
- No one admitted to test who is not registered



# Internship

- May begin after notification of successful passing of exam
- Components:
  - Orientation to facility medication room/documentation/PP
  - Shadow experienced med cert/licensed staff for two **complete** med passes
  - Successful demonstration of med procedure to nurse
  - Med cert/Licensed staff shadow student for two **complete** med passes
    - (candidate must be under direct observation by experienced med cert staff or nurse at all times)

# Internship...

- After completion – Internship Verification form is signed by nurse, supervisor and student
- Sent to DCF – Med Administration
- Certification card sent to facility director
- May not administer medication without cert card in hand

# Basic Curriculum



# Unit One

- **Basics for Safe Medication Administration**

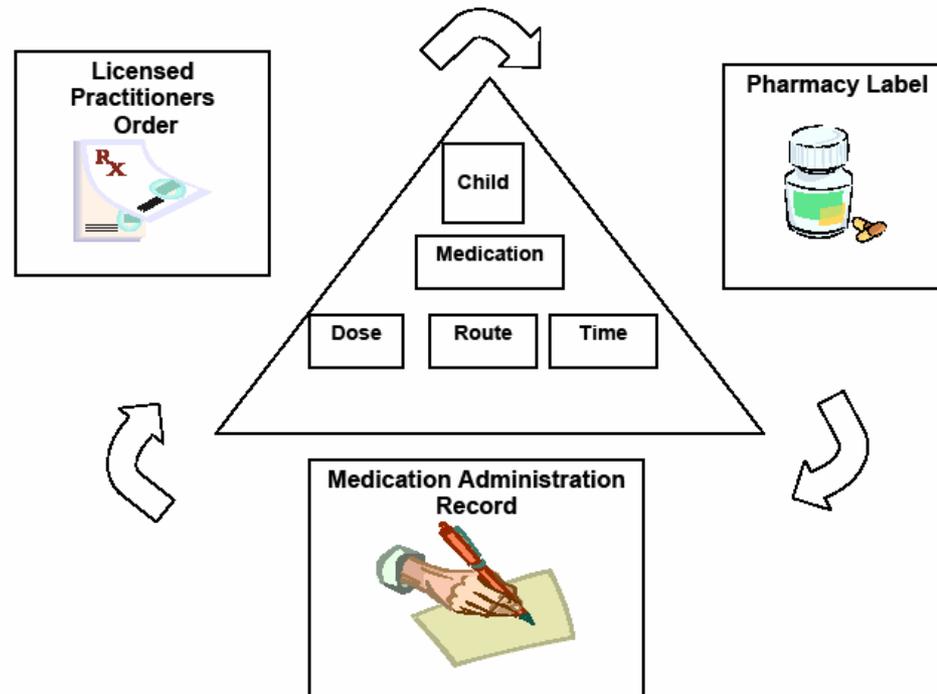


# Summary

- Covers basic elements of safe medication administration including:
  - 5 Rights
  - 3 necessary documents
  - Roles and responsibilities
  - When to contact the chain of command

# Skill Competency

- Performing the “five rights and rule of three”



# Exercises

- Workbook pages 2-3
- Performing the “5 rights and rule of three”
- Demonstrate the procedure
- Have students practice
- Observe each student individually as he or she performs the skill.  
Sign for skill when done correctly.

# Unit Two

- **Medication Terminology**



Trade

Versus



generic

Route

Unlabeled use  
**Unlabeled use**

# Summary

- Terms related to medication and medication administration
  - **Trade vs generic**
  - **Active/inactive ingredient**
  - **Controlled vs non-controlled**
  - **Labeled/unlabeled use**
  - **Routes of administration**
- **Demonstration of DCF Med Admin Procedure for administering p.o. meds.**

# Exercises

- Participants may identify Trade/generic drug name, active/inactive ingredients on OTC medication containers.
- Demonstration of skill in administering p.o. meds adhering to the DCF Med Admin Procedure.

# Skill

- Skill check for administering oral medication
- Text pages 35-36
- Instructor demonstrates the correct procedure to administer oral medication using order and MAR on pages 2 and 3 in workbook.
- Allow practice
- Observe student individually for skill. Sign off when demonstrated correctly.

# Unit Three

- **Know the Medication**



# Summary

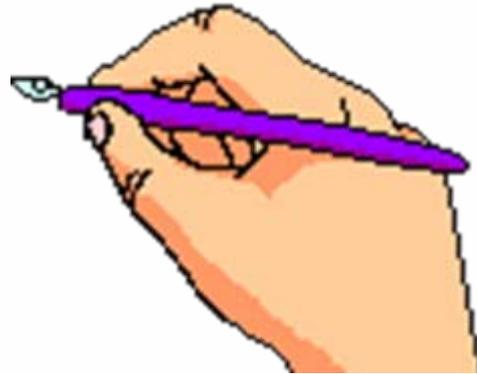
- **This unit covers what the med certified staff need to know about the medications they will be administering**
  - **How medication is processed**
  - **Different effects a medication can have**
  - **What influences children's response**
  - **Steps to take if there is a side effect**
  - **Anaphylaxis**
  - **Medical abbreviations**

# Exercises

- Looking up medications in a drug reference book – workbook page 4 – 5 worksheet.
- Translating abbreviations – Exercise in workbook -page 6

# Unit 4

- **Documentation**



# Summary

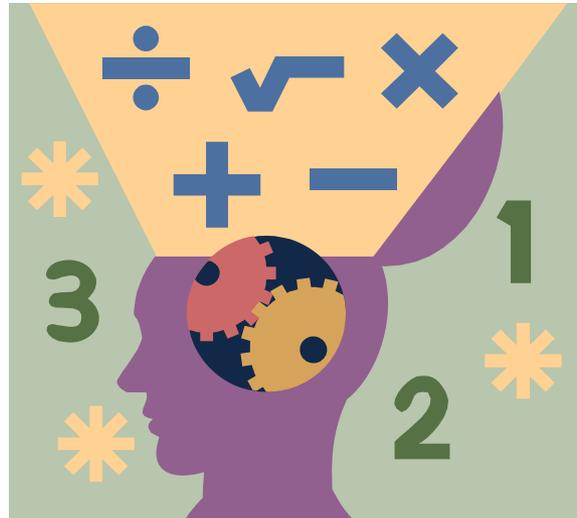
- Documentation is divided into three sections:
  - The licensed practitioners order
    - Components of an order
    - Renewal of orders
    - Standing orders
  - The MAR
    - General rules of documentation
    - Documentation for controlled, non-controlled and PRN
  - Practice – Workbook page 7-15

# Exercise

- Practice transcribing the orders and completing the MAR
- Guided exercise
- May need to do first example together

# Unit 5

- **Math for Medication Administration**



# Summary

- Household/metric equivalencies and how medications are measured
- Define term “concentration”
- Learn skills to verify that all the doses match on all three documents
- Step by step process (calculators allowed)
- Exercises in the workbook pages 16 - 26

# Exercises

- Demonstrate how to use measuring devices – May check off competency on oral medications if not done in unit 1
- Learner Exercise - equivalencies
- Learner exercise – working with decimals
- Learner exercise - Math

# Supplies

- Chalkboard/white board
- Calibrated measuring cups
- Measuring spoons, medication spoons, syringe
- Labeled liquid medication bottles
- Calculators

# Unit 6

- **Asthma**



# Summary

- This unit discusses:
  - What asthma is
  - What the signs and symptoms are
  - How asthma is managed
- Divided into “rescue” medications and “preventative/management” medication
- Administering an MDI technique

# Exercises

- Learning exercise: managing various situations for a child with asthma – this may be a group exercise
- Page 27 in workbook

# Skill

- Demonstrate the correct method for MDI administration
- Have students practice technique
- Observe student individually skill. Sign off skill sheet when performed correctly.

# Unit 7

- **Medications Used to Treat Medical Conditions**



# Summary

- Reviews the commonly used medications to treat medical conditions
- Participants will be required to know the following about each classification:
  - Use
  - Special consideration

- Students will not be expected to know specific names of medications
- Students will not be expected to know side effects unless specified in the “special consideration” sections

# Unit 8

- **Medication for Treating Psychiatric Conditions**



# Summary

- Reviews the commonly used medications to treat psychiatric conditions
- Participants will be required to know the following about each classification:
  - Use
  - Special consideration for side effects
  - Serious side effects that require immediate attention

# Unit 9

- **Medication Administration Techniques**



# Summary

- Participants will learn the skills to properly administer various types of medications
  - Eye drops and ointments
  - Ear drops
  - Nasal sprays
  - Topical medication
- Discuss the role of the med certified staff in rectal and vaginal medications

# Exercise

- Demonstrate correct technique for each – eye, ear, nasal and topical preparations.
- Provide participants with time and materials to practice every technique
- Observe participants practicing, offer corrective guidance
- Document your observation of skill technique on skill sheet

# Unit 10

- **Safe Storage and Control of Medication**



# Summary

- Covers proper storage methods for various types of medications
- Destruction of medication
- Basic review of state regulations

# Exercise

- Students work together to put “medications” into correct “storage” location
- You may have students take a “field trip” to the medication room – Under CLOSE supervision

# Unit 11

- **Medication Errors**



# Summary

- Covers different types of medication errors
- Steps to take if a medication error occurs
- How to document a medication error
- When to call Drug Control

# Exercises

- Case studies – page 30-32 in workbook

# Unit 12

- **Managing Unusual Situations in Medication Administration**



# Summary

- Describes some of the unusual situations that may arise
  - When to question an order
  - When to not administer a medication
  - Giving a medication “on-time”
  - Definition of dispensing
- Key message: *“If you are unsure, hold the medication, contact your chain of command”*

# Exercises

- Case studies: page 33 – 34 in workbook

- Glossary
- In back of Text book