Master Course Syllabus
Medication Aide
NURA 1013

Instructor: Adjunct Faculty
Office: Contact instructor through the CNA/CMA Coordinator’s Office: 979-209-7565.

Course Description: This course is designed for instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. Topics include Texas state requirements and restrictions for certified medication aides’ administration of medications, brief anatomy and physiology of the human body, and medications that can be used for each body system.

Prerequisites: High school graduate or GED. Must be employed as Certified Nurse Aide, and listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health And Safety Code Chapter 242 on the class start date –OR- be employed on the class start date as non-licensed direct care staff in a facility licensed under Chapter 247 or an ICR-MR facility, State school for the Mentally Retarded or for the Texas Department of Criminal Justice –AND- have 90 days previous employed in the year preceding the class start date.

The applicant must read, write and speak English and possess adequate oral and written communication skills to permit regular, routine, timely and productive interactions with faculty members, staff, nurses, patients and other students in person or through use of technology (e.g. telephone, fax, and computer.)

Required Immunizations: TB test is required once per year. TB test or chest x-ray must have been taken within one year of scheduled clinical activity. TDap immunization is required every 10 yrs. Please bring a copy of these immunizations for your file.

Credit Hours: No credit hours are given for this course; the class is comprised of 140 contact hours: (100 hours classroom lecture, 20 hours skills lab, 10 hours return demonstrations, 10 hours clinical activity.)

Student Learning Outcomes:
- Identify the Texas Department of Aging and Disability Services guidelines for non-licensed nursing personnel in licensed health care agencies
regarding the roles and responsibilities associated with medication administration.

- Summarize the standardized drug legislation and resource references for drug pharmacodynamics.

- Define the fundamental medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements required for medication administration.)

- Describe the basic anatomy and physiology of each body system, and the common diseases related to each system.

- Explain the actions, side effects, implications, and contraindications of commonly used drugs.

- Demonstrate procedures for accurate preparation, reporting, administration, and documentation of medications given to clients.

**Required Text:** Handouts supplied
Workbook to Accompany Textbook.
(Textbooks/workbooks can be purchased on main campus at Blinn Bookstore).

**Required Materials:** Each student is responsible for payment of their state board exam. Please provide a money order, made out to: “DADS-CMA state exam,” in the amount of $25.00. These money orders are to be turned in to your instructor on the 6th day of class. These money orders will be sent together to DADS by the instructor/coordinator, along with the test application for the class.

**References:** Texas Department of Aging and Disability Services (DADS) website to include curriculum for Certified Medication Aides and the Registry:
www.dads.state.tx.us

**Grading System:** The lesson plan and class schedule informs students of scheduled assignments and topics. Periodic tests are scheduled to be given to allow frequent feedback and evaluation. As a student, your success is this program requires you to keep up with all assignments and to maintain a test grade average of 75% or better. Students must have a 76% classroom average in order to attend clinical.

Your failure to meet these requirements will result in your being dropped from the course.
Test/Exam Schedule and Procedure:

The course consists of ten (10) 100-point exams and one comprehensive final exam (100-point exam).

The grade scale is as follows:
- A = 90-100%
- B = 80-89%
- C = 75-79%
- Below 75% is failing

Make Up Exams:
- If extenuating circumstances occur and the student should miss a scheduled exam, this exam MUST be taken within the week the student returns. Please make arrangements with instructor.
- Approval of instructor or coordinator of CNA/CMA programs MUST be obtained in order to make up an exam. The make-up exam may not be the same as the scheduled exam, but an exam based on the discretion of the coordinator.

Clinical Training: Medication Aide students must schedule their own clinical hours with their employer. A nurse employed by the facility MUST be available to provide direct contact and supervision (within arm’s reach) of the medication aide trainee during the clinical activities, which will take place at the trainee’s place of employment. The facility is responsible for supervising the nurse and the trainee during the clinical activities.

Prior to the scheduling deadline listed on the syllabus, students must submit documentation of employer/supervisor approval of scheduled clinical hours. Scheduling forms will be provided to student for submission to employer. Students must return completed and approved forms to the instructor prior to the scheduling deadline.

During the scheduled clinical activity, the student is only allowed to perform functions involving medication administration and must be under the direct, contact supervision of a licensed nurse. Students may not perform extended duties during the time designated for clinical activity.

TDHS Examination: After successful completion of the training program, students will be provided the opportunity to sit for a TDHS written examination. The instructor will schedule the examination date/time/place with TDHS. Unfortunately, on occasion, a student fails the permit exam. In the event a student fails the exam:
- An applicant who fails the exam will be notified in writing by TDHS
- A subsequent exam may be taken, without additional payment of a fee, upon the applicant’s written request to TDHS.
• A subsequent examination must be taken within 45 days of the date of the failure notification.
• TXDHS will determine the location of the next exam.

_Students who are argumentative, disruptive or who otherwise behave inappropriately during the examination and/or with the examiner, staff or instructors will be immediately asked to leave the facility and will not re-test with Blinn College._

**Final Assessment Appeal Policy:**
As per Blinn Workforce Education policy and, if applicable, the policy is included in the Blinn College student handbook, as well as the website.

**Civility Statement:**
Members of the Blinn College community, which includes faculty, staff and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedom of every member of the College community, including respect for College property and the physical and intellectual property of others.

If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until the student arranges a conference with the instructor; it is the student’s responsibility to arrange for this conference.

**Course requirements:**
Students are expected to utilize the time given to them during class time, at the instructor’s discretion. Students are required to complete all assignments on time. Students are expected to review and study their notes before class to reinforce what was learned during the previous class. It is strongly recommended that students are prepared for each class and that they take notes and participate as required.

Registration paperwork not received by required date will render you ineligible to continue this course.

**Calendar:**
Courses are offered with various schedules to accommodate the students. Courses may be scheduled in either of the following weekly formats:

• Class may meet two (2) times per week for four (4) hours, totaling eight (8) classroom hours each week.
• Class may meet three (3) times per week for four (4) hours, totaling twelve (12) classroom hours each week.
Class may meet four (4) times per week for four (4) hours, totaling sixteen (16) classroom hours each week.

Schedule: (As per DADS program requirements)
“**The program must consist of 140 hours in the following sequence:**
- 100 hours of Classroom instruction and training;
- 20 hours of return skills demonstration laboratory;
  - 10 hours of clinical experience including clinical observations and skills demonstration under the supervision of a RN in an agency;
- 10 hours in the return skills demonstration laboratory.
  - a) A classroom or laboratory hour is 50-clock-minutes of actual classroom or laboratory time
  - b) The completion date of the program must be a minimum of 60 days and a maximum of 180 days from the starting date of the program
  - c) Class time will not exceed four (4) hours in a 24-hour period
  - d) Each program must follow the curricula established by DADS”

Again, these 140 hours of the CMA course are state regulated!

**Attendance Policy:** Students enrolled in the medication aide training program are required, by state mandate, to attend all classes. Students not meeting the above requirements will be dropped from the course

**This “State” attendance policy supersedes any Blinn College/Workforce Education attendance regulations that may be in place.**

The ten (10) clinical hours MUST be met in their entirety; NO absences allowed.

Tardiness is determined according to minutes missed. One to fifteen minutes is considered a 15 minute tardy. Three (3) tardies constitute one (1) hour of absence. **Excessive tardiness is grounds for being dropped from the course.**

**Instructor’s Rule:** Turn pagers and cell phones OFF or set them to MUTE. It is very disruptive to the learning environment to have these devices go off during class.

No texting or playing games on cell phones during class time.

**Policies and Procedures:**
All students are required to adhere to the policies of Blinn College. These policies are listed in the Student Handbook. A copy of the handbook is available to you at the Workforce Education front office and on the website.

**Institutional ADA statement:**
Blinn College is dedicated to providing the least restrictive learning environment for all students. Therefore, support services for students with disabilities are provided on an individual basis, upon request. Requests for services should be made directly to the Office of Disability Services (ODS) serving the campus of your choice. For the Bryan campus, the ODS (Administration Building) can be reached at 979-209-7251. The Brenham, Sealy and Schulenburg campuses are served by the ODS on the Brenham campus (New Administration Building Room 104) and can be reached at 979-830-4157. Additional information can be found at www.blinn.edu/disability.
**Course Outline**

**Course Title:** Medication Aide Training Program  
**Course Code:** NURA 1013  
**Course Length:** 140 hours

**Course Description:** This course is designed for instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration.

**Learning Outcome:** Identify the Texas Department of Aging and Disability Services guidelines for non-licensed nursing personnel in licensed health care agencies regarding the roles and responsibilities associated with medication administration.

- Summarize the standardized drug legislation and resource references for drug pharmacodynamics.
- Define the fundamental medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements required for medication administration
- Described the basic anatomy and physiology of each body system, and the common diseases related to each system.
- Explain the actions, side effects, implication, and contraindications of commonly used drugs.
- Demonstrate procedures for accurate preparation, reporting, administration, and documentation of medications given to clients.

**Delivery Method:** Class lectures with PowerPoint materials  
Small group discussions  
Return demonstrations during skills laboratory  
Quizzes and exams

**Pre-requisites:** Please see student syllabus

**Course Structure:** Classroom Lecture  
Classroom Skills Lab  
Clinical Experience  
TXDHS Examination

**Schedule:** 100 hours of Classroom instruction and training;
20 hours of return skills demonstration laboratory; 
10 hours of clinical experience including clinical observations and skills 
demonstration under the supervision of a RN in an agency; 
10 hours in the return skills demonstration laboratory. 
A classroom or laboratory hour is 5- clock-minutes of actual classroom or 
laboratory time. 
a) Class time will not exceed four hours in a 24 hour period 
b) The completion date of the program must be a minimum of 60 calendar days 
and a maximum of 180 calendar days from the starting date of the program. 
c) Each program must follow the curricula established by DADS. 
Classes will be held Monday-Thursday 9am-1pm, June 7-August 8, 2010

Evaluation: Assignments and maintenance of a test grade average of 75% or better

Books: Handouts supplied 
Textbook supplied: Gauwitz, Administering Medications/Pharmacology for 

Reference: McGraw Hill website for interactive student activities: 
www.mhhe.com/gauwitzadminmed 
Click on “student edition.”
Lesson Plan

A. Introduction:

1. Introduction
   - Welcome
   - Introductions
   - Housekeeping

B. Content:

1. Lesson – General Guidelines and Precautions
   - Understand and follow DADS rules on administering meds
   - Work in clean, organized, well-lighted area and avoid distractions while preparing and administering medications
   - Give only medicines that you have prepared
   - Give medicines only from clearly labeled containers
   - Follow the SIX RIGHTS of medication administration
   - Read the label 3 times as you prepare a medication

2. Lesson - Assessments (Activities to be completed prior to preparing medications)
   - Check the medication card or MAR against physician’s orders or medication KARDEX
   - Review knowledge of medications and look up needed information such as drug actions, therapeutic effects, side effects, usual doses/routes, contraindications and nursing implications.
   - Review resident data, observe and assess residents on an on-going basis to determine therapeutic effects, side effects, drug allergies, contraindications, and nursing implications.

3. Lesson – Preparation (setting up)
   - Assemble needed supplies and equipment
   - Wash hands
   - Wear gloves and follow Universal or Standard Precautions if contact with blood, moist body substances, non-intact skin or mucous membrane is likely
   - Prepare each medicine separately

4. Lesson – Administration of Oral Medications
5. Lesson- Administration of Ear Drops
6. Lesson- Administration of Nose Drops
7. Lesson- Administration of Eye Drops and Eye Ointments
8. Lesson- Administration of Vaginal Medications
9. Lesson- Administration of Rectal Suppository
10. Lesson- Guidelines for Administering Topical Skin Medications
11. Lesson- Drugs that affect the cardiovascular system
12. Lesson- Drugs that affect the urinary system
13. Lesson- Drugs that affect the respiratory system
14. Lesson- Drugs that affect the digestive system, vitamins, minerals
15. Lesson- Drugs that affect the central nervous system
16. Lesson- Drugs that affect the musculoskeletal system
17. Lesson- Drugs that affect the endocrine system
18. Lesson- Drugs that the eye, ear, skin
19. Lesson- Antibiotics and other anti-infective agents
20. Lesson- Immuno-compromised residents
21. Lesson- Alzheimer’s disease patients and related disorders
22. Lesson- Pediatric patients
23. Lesson- Care Planning Assistance

** See attached class schedule for instructor’s dates, classes, topics, assignments and exams.

C. Closing:
- Re-Cap
  - Safety
  - Definitions/Abbreviations
  - Procedures

D. Evaluation:
- Maintains a class average on test scores of 75%

E. Demonstrations
- Student Return Demonstrations of Skills/Procedures