

MAC100

Medication Aide Course

2016
Professional Development



Prepare to be the **best.**

Clarkson College Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

The following position coordinates compliance with regulations in the implementation of Title IX, Section 504 and the Age Act.

Clarkson College
101 South 42 St. Omaha, NE 68131-2739 PH 402 552 3100 TF 800 647 5500 ClarksonCollege.edu

Department Contact Information

Department email: professionaldevelopment@clarksoncollege.edu

Judi Dunn MS, CPP, RN-BC

Director, Professional Development

dunn@clarksoncollege.edu

PH 402 552 6123 TF 800 647 5500, ext. 6123 FX 402 552 3622

Pam McDonald-Jones

Professional Development Specialist

jonespam@clarksoncollege.edu

PH 402 552 3396 TF 800 647 5500, ext. 3396 FX 402 552 3622

OFFICE LOCATION Clarkson College lower level, Professional Development Offices

OFFICE HOURS Monday through Friday, 8:00 am – 4:30 pm

MAILING ADDRESS 101 S. 42ND St., Omaha NE 68131

Professional Development Office entrance is located facing the intersection of 42nd Street and Douglas Street. Customer entrance can be found under the blue “Clarkson College” canopy.

VISITOR PARKING

Visitor parking is available Monday through Friday, 9:00 am – 3:30 pm along the east-side of the Family Place Day Care playground fence. At other times, please call for best available parking (402 552 6148)

Instructor Contact Information

Morgan Curtis BSN, RN

Curtismorgan@clarksoncollege.edu

Lori DelCore MSN, RN

delcorelori@clarksoncollege.edu

Mary Dunn ASN, RN

dunmary@clarksoncollege.edu

Mary Foley BSN, RN

foleymary@clarksoncollege.edu

Rogene Gilliland RN

gillilandrogene@clarksoncollege.edu

Roberta Haman BSN, RN

hamanroberta@clarksoncollege.edu

Julie Jansen BSN, RN

jansenjulie@clarksoncollege.edu

Course Description

The Clarkson College Medication Aide course offers training to provide medications in nursing homes, assisted living centers, intermediate care facilities for the mentally handicapped, schools, child care settings

or patient homes. A Medication Aide is trained to work under the direct supervision of a competent caretaker or licensed health care professional. Medication Aides provide routine medication by oral, inhalation, topical and instillation routes when appropriate direction and monitoring are provided. This is a rigorous, and challenging short-term course. It will provide classroom instruction, and practice of clinical skills in the classroom lab setting. Students will learn about being a contributing member of the health care team, communication and interpersonal skills, infection control techniques, and medication administration.

Administration of medication is a regulated activity. Medication aides may only provide medications under circumstances when a competent individual, a caretaker, or licensed health care professional provides direction and monitoring. The medication aide is responsible to get the right drug to the right recipient in the right dosage by the right route at the right time (five rights). The individual providing direction and monitoring is responsible to observe and take appropriate action regarding the desired effects, side effects, interactions and contraindications associated with the medication.

This is a non-credit Professional Development course. College credit is not provided.

The Clarkson College Medication Aide Course is approved by the Nebraska Department of Health and Human Services and meets all requirements set forth by the State of Nebraska for Medication Aide 40+ hour training.

Prerequisites

- Minimum age of eighteen (18) years by the completion of course.
- Able to speak, read, write and understand English.
- Competent in basic mathematics skills.
- Earned high school diploma or successfully passed the general educational development (GED) test.
- Current (not expired) American Heart Association Basic Life Support for the Health Care Provider (CPR) certification is required. Other CPR courses are not accepted.
- Students need to be in good health and be able to lift 50 pounds throughout the entire class and clinical sessions.
- Successful completion of an approved Nurse Aide course or minimally six (6) months recent employment as a Nurse Aide. Proof of current placement on Nebraska Nurse Aide Registry must be provided prior to start of course.
- Persons with a criminal record, substance abuse problems, and or health problems that would interfere with safe practices may be ineligible for placement on the state registry and/or for employment.

Required Text

Nebraska Health Care Association. Inc. (2010). *Medication Aide Training* (2nd ed.). Lincoln NE: Textbook is provided at first class session and is included in course tuition. Text is subject to change.

Required Equipment

Students are responsible for providing the following for classroom sessions:

- Basic supplies such as paper, pen and pencils.

- Watch with a second hand (not digital).
- Appropriate casual clothes may be worn to class sessions.

Course Objectives

Upon completion of this course, the student will be able to:

1. Meet the minimum competency standards set forth by the NE Dept. of Health and Human Services regarding individuals who provide medication administration.
2. Demonstrate the basic routes and skills in the provision of medication administration.

NE Medication Aide Competency Standards include recognition of:

1. Recipient's right to privacy and confidentiality;
2. Recipient's right to refuse;
3. Hygiene and infection control standards;
4. Appropriate policies/procedures for medication storage and handling;
5. General unsafe conditions;
6. Accurate documentation standards;
7. The five rights of medication administration;
8. Specialty needs of recipients;
9. Adverse reactions;
10. Safe medication provision for the oral, topical, inhalation and instillation routes;
11. The legal limits of the medication aide role;
12. Reporting responsibility for suspected adult abuse;
13. Reporting responsibility for suspected child neglect or abuse; and
14. The recipient's property rights and physical boundaries.

Teaching Strategies

It is the faculty's responsibility to provide a structure and framework for learning and to give guidance and direction to all learning experiences. Each student is responsible for his/her own learning. Using a variety of strategies in the classroom and during the clinical experience, the faculty aims to facilitate the student's learning activities that are directed to meet the course outcomes. However, learning is ultimately the responsibility of the student and active participation is expected.

Classroom/Lab Sessions will involve lecture, lecture-discussion, videos, demonstrations, handouts, small group discussion and activities, skill practice with equipment, mannequins and with other students, quizzes and tests.

Student Responsibilities for Learning

1. Complete assignments, testing, and skills demonstrations in a timely manner as directed by instructor.

2. Involvement in class exercises and participation in class discussions as well as skill practice is expected.
3. All cell phones, beepers and other electronic equipment must be turned off during class sessions.
4. Clarkson College students are to maintain academic integrity as specified in the Student Code of Conduct.
5. Clarkson College students may be required, with or without notice, to submit to drug testing.
6. Clarkson College students may be asked at any time to leave the classroom or lab area at the discretion of the instructor, administration, or upon the request of the clinical facility.

Course Policies

DISCIPLINARY ACTION POLICY & PROCEDURES

In keeping with the philosophy of Clarkson College, a student is expected to exhibit professional behavior when performing activities or representing their program in any capacity. The student is expected to follow the "Code of Conduct" identified in the Clarkson College academic catalog. Failure to demonstrate professional behavior in the classroom, or while on campus will result in immediate dismissal from the course. The academic catalog is available on the Clarkson College website.

ATTENDANCE/PARTICIPATION POLICY

Attendance for the entire first session of class is mandatory. Individuals who are not in attendance for the entire first class session are administratively withdrawn from the course and no refund is provided.

Attendance at every class and skills lab session in this intensive course is required. All the material covered is necessary to function as a Medication Aide, to meet the state requirements and enable you to pass the state administered competency examinations. Absences for any reason may result in failure of this course.

The State of Nebraska requires that an individual attend a specific number of class hours to pass and complete the Medication Aide Course and receive a certificate of completion. In order to complete this course within the regulation, attendance at all scheduled class sessions is required. You must also be on time for all class sessions.

Tardiness is not acceptable in the health care industry or in this class. Students are expected to report to class 15 minutes prior to the stated time. Being able to find the classroom is a requirement of the student prior to the first class session.

Makeup of missed course time is very difficult due to the amount of material covered in each class session and the short time frame of the course. Course faculty must be notified of the reason(s) **before** an absence/tardy occurs. **Any absence (as determined by the course faculty or administration) will jeopardize successful completion and may result in the student being administratively withdrawn (failing).**

If under emergency circumstances class time is missed, makeup time may be allowed, but is not guaranteed. Failure to notify the instructor negates the ability to make up the time and the student will be withdrawn from the class.

If makeup time is approved, it must be completed at a time arranged by the instructor in coordination with the Office of Professional Development. Time may be available during current course sessions, in the next scheduled course, or at some later date which will delay completion of the course.

A non-refundable makeup fee of \$50.00 will be required to complete makeup time, regardless of the amount of time to be made up. Makeup fee must be received in the Office of Professional Development, prior to the scheduled makeup time. Fees may be paid over the phone with a credit or debit card, or in person with cash or credit card (no checks). If makeup fee is not paid, or if the student does not show for makeup time they will be withdrawn from the course. Another makeup time will not be scheduled. Makeup and course fees will not be refunded.

The Professional Development Staff must be notified of the desire to withdraw from the course prior to completion. If a student does not notify the Professional Development Staff or the instructor regarding an absence, they will be administratively withdrawn from the course.

Students who are withdrawn from a medication aide course will be unable to successfully complete the course they are registered in. They may re-register for another session, and pay the course fee in full at a future time. At that time all course completion requirements will have to be met. Course fees and/or course hours do not transfer. Re-registration is at the discretion of the Director.

DAYCARE AND TRANSPORTATION POLICY

It is the responsibility of the student to make daycare and transportation arrangements well before the start of the medication aide course. If taking the bus to class, student is required to be at class prior to start time, and to stay for the entire class session. Students are not excused early to meet an earlier bus arrival. Daycare and/or transportation difficulties are not sufficient reason to miss class sessions. Clarkson College does not make daycare and/or transportation arrangements.

ELECTRONIC DEVICES POLICY

The medication aide classroom and lab area are learning environments. The use of personal electronic devices such as cell phones, tablets, pagers, etc. **are strictly prohibited**. Students are provided opportunities at break and or lunch to respond to messages, texts, etc. The instructor has the ability to confiscate electronic devices and lock them in the instructors' office if a student does not comply. Devices will be returned at the end of the class session.

NO SMOKING POLICY

All of the Clarkson College, Nebraska Medicine and the University of Nebraska Medical Center is a non-smoking campus. Tobacco products of any type are not allowed to be used, anywhere on campus. This includes all parking lots, sidewalks, and open space areas. This policy is in effect 24 hours a day, seven days a week.

TRANSFER POLICY

With permission of the Director and the Instructor, a student may be allowed to transfer their registration to another class up to five (5) business days before the start of the original class. Only one transfer is allowed. Transfer requests 4 business days or less in advance of the original class cannot be accepted. No refund is provided.

If during the course of a class a student desires to transfer to another class, they must request a transfer form, complete the form and submit to the Director for approval. The Transfer Form provides detailed information about all transfer policies. A transfer to another class is not guaranteed.

DROP/CANCELLATION POLICY

Cancellation- If you cannot attend the Medication Aide course you registered for, you must fill out a Professional Development Official Drop/Cancellation Form. Form must be completed, signed and returned to the Office of Professional Development before you can be officially dropped from the class. A telephone call or email request is not sufficient to cancel your registration. [Download a Drop/Cancellation Form](#) on the website listed or call and one can be emailed or postal mailed to you.

Drop/Cancellation Policy

- If the Drop/Cancellation Form is received by 4:00pm five (5) business days before class start date a refund minus 10% withdrawal fee will be provided.
- If the Drop/Cancellation Form is received after that, no refund is provided.
- If the Drop/Cancellation Form is not received, no refund will be given. A phone call or email request alone does not drop/cancel a registration.
- If course fee was paid with a credit or debit card, the refund is issued to the same card.
- For other types of payment, the refund will be sent to the payee address on file within 60 days.
- A refund is not provided nor is a transfer allowed for failure to attend, or not meeting course completion requirements.

INCLEMENT WEATHER POLICY

It is the student's responsibility to monitor the television/radio announcements regarding school closures due to bad weather. **In Omaha, students need to call the Clarkson College Nurse Aide/Medication Aide Information Line at 402.552.2431** to find out the status of the College's Omaha campus when the weather is bad. Canceled classes will be made up at a later date. Students will be provided with makeup date information at their next scheduled class or clinical session.

NURSE AIDE/MEDICATION AIDE INFORMATION LINE PH 402.552.2431

COLLEGE WEATHER HOTLINE PH 402.552.6110

The following television and radio stations are also notified if the College should close due to inclement weather:

| Television | Radio |
|-------------------|-----------------|
| KMTV (Channel 3) | KFAB (1110 AM) |
| WOWT (Channel 6) | KEFM (96.1 FM) |
| KETV (Channel 7) | KQQQ (98.5 FM) |
| KPTM (Channel 42) | KXKT (103.7 FM) |

Campus Parking

Both student and employee parking on the Clarkson College campus are overseen by UNMC Parking & Security Services. Student and employees are assigned specific lots. Visitor parking is very limited.

Daytime medication aide students must park in designated commuter/student lots 52, 33, 43 or 48S. At the first class session a parking hang tag will be provided. The hang tag must be clearly visible, hanging from the review view mirror. The parking hang tag is dated for a specific class. Parking in a non-student lot will result in the car being ticketed and/or towed. If parking tag is lost, stolen or destroyed a fee of \$10.00 will be charged to replace it. A parking map is provided at time of registration.

If daytime student is an employee of Nebraska Medicine or UNMC, student must park in their designated lot indicated on their employee parking tag.

Evening medication aide students may park in any designated employee or student lot, including Lot 9 which is directly across 42nd St., from the Professional Development office.

No one may park in the Family Place Daycare, Short Term Parking or Nebraska Medicine Visitor Parking Garage. Failure to follow parking instructions may result in the car being ticketed and/or towed. Tickets may range to \$100.00 each occurrence. Clarkson College cannot negate tickets.

Course Calendar

Class sessions are not held every day of the week. Daytime class sessions may meet on a Monday, Wednesday and Friday schedule or a Tuesday, Thursday schedule from 8:30 am – 3:00 pm. Evening class sessions meet on a Tuesday, Wednesday and Thursday schedule from 5:00 pm -9:30 pm. Class days and times are subject to change.

A course calendar specific to the session a student is registered for will be provided.

Evaluation Methods

Students are responsible for contacting the course instructor if there is any difficulty in understanding the course materials or completing the course assignments.

COURSE TESTING

Four (4) fifty (50) question multiple choice/true and false question/fill in the blank class tests will be given.

Students need to maintain an overall average of 80% or better on tests in order to pass the course. If final class average is below 80%, it is considered a failing grade and therefore student cannot successfully complete the course.

PROFESSIONAL BEHAVIORS EVALUATIONS

Medication Aide students are expected to act in a professional manner at all times. Classroom behavior and demeanor during skills lab participation is all evaluated. This includes appropriate dress, being on time, and communication with instructors, staff and fellow students. A student may be administratively withdrawn from a class for not adhering to professional behavior expectations.

REQUIREMENTS OF SUCCESSFUL COMPLETION

1) Attendance at every class session, for all of the scheduled time is mandatory.

The State of NE Department of Health and Human services requires a minimum number of classroom, and lab hours for each participant. The course is an intensive study in theory, patient care and medication administration skills. It is vital that the student be in attendance to be successful in meeting these competencies.

2) Average grade of 80% or better on all class tests. (Score of four class tests combined and divided by 45 must equal 80% or greater.)

Retaking a medication aide class test is not permitted. Understanding the material is vital to safe patient care.

3) Grade of satisfactory on all required medication administration skills demonstrated in class, and lab.

4) Score of pass on the Professional Behaviors Evaluation.

5) Passing score on the Medication Aide Competency Assessment. Assessment includes demonstration of 10 medication administration related skills and a multiple choice examination. Score of 80% or greater on examination is passing.

After meeting the requirements for successful completion of the class student will receive a certificate of completion. It is possible for a student to complete and pass all classroom requirements, but not pass the course if the lab objectives or professional behaviors expectations are not met.

All classroom and lab hours must have been completed. All fees must be paid before a certificate of completion is provided.

STATE OF NEBRASKA COMPETENCY EXAMINATIONS

Written/oral competency assessment as required by the State of Nebraska and is included in the Medication Aide class.

The State of Nebraska Written Medication Aide Examination is NOT provided as part of this class. Upon successful completion of the Medication Aide class the student must register with the NE Department of Health & Human Services seeking placement on the NE Medication Aide Registry **AND** register with an outside vendor to take the written state Medication Aide Examination.

Nebraska Department of Health and Human Services Rules and Regulations/Statutes can be found at http://dhhs.ne.gov/publichealth/Pages/crl_nursing_ma_ma.aspx or by contacting:

**Nebraska Department of Health and Human Services
Regulation and Licensure, Credentialing Division
P.O. Box 94986, Lincoln NE 68509-4986
402.471.0537**

Clarkson College Policies

ACADEMIC INTEGRITY

Students at Clarkson College are expected to be honest and forthright in their academic endeavors. The Clarkson College Mission includes the expectation of high standards in ethical behavior as well as in

scholarship. Academic integrity is an integral component of the Clarkson College Mission and Values. The College seeks to foster respect (for self and others), truth in honest achievement and positive relationships among stakeholders in our academic community.

Academic dishonesty includes any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and demean the educational environment for all students.

Additional information regarding Academic Integrity definitions and policies may be found at <http://catalog.clarksoncollege.edu/academic-catalog/academic-information-policies/academic-integrity>

ACCOMMODATIONS

Clarkson College is committed to equal access to educational opportunities to otherwise qualified students with disabilities. Eligibility must be established before services can be provided and accommodations are not retroactive. Students are encouraged to register with the Accommodations office as early as possible. Students can obtain more information about disability services and requirements by referring to the [Accommodations webpage](#), by sending an inquiry accommodations@clarksoncollege.edu or by calling 402.552.2693 or 800.647.5500, ext. 22693.

Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Values

LEARNING

The lifelong process of education through both structured and unstructured experiences.

CARING

An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact and serve.

COMMITMENT

Dedication to the shared mission of Clarkson College.

INTEGRITY

Adherence to moral and ethical standards in personal, professional and organizational actions.

EXCELLENCE

A level of performance in which all individuals strive for extraordinary quality.

