

Medication Administration 10/15 hour Training Course for Adult Care Homes- Instructor Manual

March 2021 Revisions

(Sections and pages with no revisions and with dates - date of September 2013 remains)

Title of Section	Page	Line or Item	Original Text	New Text
Cover Page			Center for Aide Regulation & Education	Health Care Personnel Education & Credentialing
Title Page	i	First paragraph	<i>The Medication Administration: 10-Hour/15-Hour Training Course for Adult Care Homes</i> was developed as a joint effort by the Center for Nurse Aide Education and Regulation and the Adult Care Licensure Section of the Division of Health Service Regulation, N.C. Department of Health and Human Services.	<i>The Medication Administration: 10-Hour/15-Hour Training Course for Adult Care Homes</i> was developed as a joint effort by the Health Care Personnel Education and Credentialing Section and the Adult Care Licensure Section of the Division of Health Service Regulation, N.C. Department of Health and Human Services.
Title Page	i	Curriculum Development	Center for Aide Regulation & Education	Health Care Personnel Education & Credentialing Section
Title Page	i	Above DHHS and DHSR logos	September 2013	September 2013 (Rev March 2021)
Title Page	i	Footer	September-2013	March 2021
Medication Aide in ACH	v	1. First paragraph	A Medication Aide in adult care homes is an individual who has successfully completed the required Medication Aide course(s) approved by the N.C. Department of Health and Human Services, passed the state written medication exam for unlicensed staff in adult care homes and has competency skills validation at the employing facility.	A Medication Aide in adult care homes is an individual who has successfully completed the required Medication Aide course(s) approved by the N.C. Department of Health and Human Services, passed the state written medication exam for Medication Aides in adult care homes and has completed competency skills validation using The Medication Administration Skills Validation Form (DHSR/AC 4605 NCDHHS) at the current employing facility.

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Medication Aide in ACH	v	1. Second paragraph	Any individual employed as a Medication Aide <u>prior to 10/01/2013</u> must be able to verify employment as a medication aide within the previous 24 months and completed competency skills validation and passed the state written exam for Medication Aides in adult care homes.	Any individual who passed the State written exam for Medication Aides in adult care homes <u>on or before 09/30/13 AND</u> able to provide verification of employment as a medication aide <u>every 24 months since 10/01/2011 and</u> completed competency skills validation using The Medication Administration Skills Validation Form (DHSR/AC 4605 NCDHHS) at the current employing facility.
Medication Aide in ACH	v	2	2. The laws and regulations governing Medication Aides in adult care homes in N.C. include: GS § 131D-4.5, GS § 131D-4.5A, GS § 131D-4.5B, 10A NCAC 13F/G .0403; 10A NCAC 13F/G 0503; 10A NCAC 13F/G .0505; 10A NCAC 13F/G .0506, 10A NCAC 13F/G .0903, and 10A NCAC 13F/G .1000.	2. The laws and regulations governing Medication Aides in adult care homes in N.C. include: GS § 131D-4.5, GS § 131D-4.5A, GS § 131D-4.5B, G.S. § 131D-21, 10A NCAC 13F/G .0403, 10A NCAC 13F/G .0503, 10A NCAC 13F/G .0504, 10A NCAC 13F/G .0505, 10A NCAC 13F/G .0903 and 10A NCAC 13F/G .1000.
Medication Aide in ACH	v	4	Allegations of fraud against a facility or resident, resident abuse or neglect, misappropriation of property belonging to a resident or facility, or diversion of medication belonging to a resident or facility by the Medication Aide must be reported to the N.C. Health Care Personnel Registry. Substantiated findings by the Health Care Personnel Registry are posted on the Health Care Personnel Registry	Allegations of fraud against a facility or resident, resident abuse or neglect, misappropriation of property belonging to a resident or facility, or diversion of medication belonging to a resident or facility by the Medication Aide must be reported to the N.C. Health Care Personnel Registry. Substantiated findings by the Health Care Personnel Registry are <u>listed</u> on the Health Care Personnel Registry

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Title of Section	Page	Line or Item	Original Text	New Text
Medication Aide in ACH	v	5	It is the responsibility of the Medication Aide to notify the Adult Care Licensure Section of name and address changes.	It is the responsibility of the Medication Aide to notify the Health Care Personnel Education and Credentialing Section of name changes.
Medication Aide in ACH	v	6	Information on registration for the state written exam for unlicensed staff in adult care homes may be obtained at www.ncdhhs.gov/dhsr/acls/medtech.html or via email to AdultCare.ctu@dhhs.nc.gov . Results or verification may be obtained via website at N.C. Adult Care Medication Aide Testing .	Information on registration for the state written exam for unlicensed staff in adult care homes may be obtained at https://www.ncnar.org/ncmaach.html . Results or verification may be obtained via website at N.C. Adult Care Medication Aide Testing .
Medication Aide in ACH	v	Footer	September-2013	March 2021
Introduction	vi	Second paragraph	The department developed a 5-hour, 10-hour and 15-hour standardized training course for qualified instructors to train unlicensed staff who will administer medications to residents in Adult Care Homes. Each training course includes an instructor manual, materials for a student manual and a certificate template required for participants who successfully complete the course(s).	The department developed a 5-hour, 10-hour and 15-hour standardized training course for qualified instructors to train unlicensed staff who will administer medications to residents in Adult Care Homes. Each training course includes an instructor manual and a certificate template required for participants who successfully complete the course(s). A student manual has also been developed for use with training.

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Title of Section	Page	Line or Item	Original Text	New Text
Introduction	vi	Seventh paragraph	The 5-hour, 10-hour, and 15-hour competency-based curriculums provide unlicensed staff with basic knowledge and skills needed to ensure that medication administration is performed in a safe and effective manner. Successful completion of the 5-hour plus 10-hour training courses or the 15-hour training courses will prepare individuals to take the state written medication exam for adult care home staff.	The 5-hour, 10-hour, and 15-hour competency-based curriculums provide unlicensed staff with basic knowledge and skills needed to ensure that medication administration is performed in a safe and effective manner. Successful completion of the 5-hour plus 10-hour training courses or the 15-hour training courses will prepare individuals to take the state written medication exam for adult care home staff and for competency validation using the Medication Administration Skills Validation Form (DHSR/AC 4605 NCDHHS) required at the employing facility.
Introduction	vi	Footer	September 2013	March 2021

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Title of Section	Page	Line or Item	Original Text	New Text
Medication Aide Course Training Requirements and Directions for Instructor Manual	viii	Documentation	The adult care home must maintain documentation of successful completion of the medication administration training courses for each unlicensed staff that performs medication aide duties and successfully completes training. Documentation maintained in the employee's file includes the certificate of successful completion of required training courses and skills check offs for basic medication administration skills identified above. For 5-hour and 15-hour training courses performed specifically for staff of an adult care home, the skills check-offs completed during the training course may be used to meet the documentation of competency validation.	<p>The adult care home must maintain documentation of successful completion of the medication administration training courses for each unlicensed staff that performs medication aide duties and successfully completes training. Documentation maintained in the employee's file includes a copy of the certificate of successful completion of the required training course.</p> <p>The adult care home also must verify and maintain documentation of successful completion of the medication exam for adult care homes and maintain documentation of successful completion of the Medication Validation Form (DHSR/AC 4605 NCDHHS) for each unlicensed staff that performs medication aide duties, in accordance with GS § 131D-4.5B.</p>
Medication Aide Course Training Requirements and Directions for Instructor Manual	vii-viii	Footer	September 2013	March 2021

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Title of Section	Page	Line or Item	Original Text	New Text
Student Manual	ix	Student Manual	A student manual may be created using the handout and activities. The student may benefit from review of the materials prior to the training. The student should receive a copy of the skills checklist. The information will help the student understand and perform the basic competencies required to safely administer medications by the following routes: oral, sublingual (under the tongue), otic (ear), ophthalmic (eye), nasal (nose), topical (on the skin), and inhalant (breathed into the lungs).	A student manual is available for the 10- hour and 15-hour training and is to be provided to each student for the 10- and 15-hour training courses. The student may benefit from review of the materials prior to the training. A copy of the student manual may be printed from the Adult Care Licensure Section website: 10/15 hour Medication Administration Training - Student Manual .
Student Manual	ix	Footer	September 2013	March 2021
Definitions	xvi	medication error	medication error – when a medication is administered in any way other than how it was prescribed	medication error – when a medication is administered in any way other than how it was prescribed; administering a medication that is not prescribed for the resident is also a medication error
Definitions	xv-xvi	Footer	September 2013	March 2021
Section A - Fingerstick/Glucose Monitoring	A-5	Second bullet	For lancing devices that are NOT single use, the device is to be labeled with the resident’s name and the device is NEVER shared with another individual	For lancing devices that are NOT single use, auto disabling devices , the device is to be labeled with the resident’s name and the device is NEVER shared with another individual.
Section A - Prerequisite Skills Review & Validation	A-1 to A5	Footer	September 2013	March 2021
Section B - Expectations of the Medication Aide	B-3	First bullet	Administer medications to residents as ordered by their physician, under the direction of the facility supervisor and administrator	Administer medications to residents as ordered by their physician or prescribing practitioner , under the direction of the facility supervisor and administrator

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Title of Section	Page	Line or Item	Original Text	New Text
Section B - Expectations of the Medication Aide	B-4	Second bullet	Follow clear, complete, specific instructions about medication administration documented on the medication administration record (MAR)	Always use the medication administration record (MAR) when administering medications and compare the information for medication administration on the MAR to the information on the medication label and seek advice when there is a difference between the label and MAR
Section B - Expectations of Medication Aide	B-5	First bullet	If the resident asks questions about the medication, it is best for the Medication Aide to refer the question to the supervisor, primary physician, registered nurse, or pharmacist	If the resident asks questions about the medication, it is best for the Medication Aide to refer the question to the supervisor, primary physician, prescribing practitioner , registered nurse, or pharmacist
Section B - Medication Aide in Adult Care Homes	B-1 to B-6	Footer	September 2013	March 2021
Section C - Legal Implications/Fraud	C-3	Fourth bullet	Example – if a medication is charted as having been administered, but was not administered	Example – if a medication is documented as having been administered, but was not administered
Section C - Medication Errors	C-4	First bullet	Definition: when a medication is administered in any way other than how it was prescribed	Definition: when a medication is administered in any way other than how it was prescribed; administering a medication that is not prescribed for a resident is also a medication error
Section C - Medication Administration and Resident's Rights/Refusal	C-7	Second bullet	Follow the facility's policy and procedure when a resident refuses medications (policy and procedure ensures that the primary physician is notified in a timely manner based on resident's physical and mental condition and the medication)	Follow the facility's policy and procedure when a resident refuses medications (policy and procedure ensures that the primary physician or prescribing practitioner is notified in a timely manner based on resident's physical and mental condition and the medication)

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Title of Section	Page	Line or Item	Original Text	New Text
Section C - Medication Administration and Resident's Rights/Privacy	C-7	Third bullet	Do not administer an injection outside resident's room if the resident receiving the injection or other residents present are offended by this	Administer injections in a private area, when a resident is outside of the resident's room
Section C - Legal and Ethical Responsibilities	C-1 to C-7	Footer	September 2013	March 2021
Section D - Preparing to Administer Medications	D-3	First bullet	interchangeably	interchangeably
Section D - Preparing to Administer Medications	D-3	Third bullet	In this course, the word medication will be used when talking about drugs or medications used to treat residents	In this course, the word medication will be used when talking about drugs or medications prescribed for residents
Section D - Components of a Complete Order	D-5	Second paragraph	None	Orders for psychotropic medications prescribed for PRN administration must also include: Symptoms that require the administration of the medication; Exact dosage; Exact time frame between dosages; Maximum dosage to be administered in 24-hour period
Section D - Types of Medication Orders	D-6	Third bullet	Type of order depends on the desired effect of the medication	The most common orders in adult care homes are routine orders and PRN orders.
Section D - Types of Medication Orders	D-7	First bullet	None	With fax machines and other electronic technology, a written order should be able to be obtained.
Section D - Right MEDICATION?	D-11	Fourth bullet	None	Remember if in doubt, ASK

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Section D - Right DOCUMENTATION?	D-16	First Bullet	After administering a PRN medication to a resident, the Medication Aide must document the date and time the medication was given on the MAR	After administering a PRN medication to a resident, the Medication Aide must also document the date, time and reason the medication was given on the MAR (The effectiveness or results of the PRN medication is documented later when the effectiveness or results can be determined or either reported by the resident)
Section D - Overview of Medication Administration	D-1 to D-16	Footer	September 2013	March 2021
Section E - Medication Orders and MAR	E-4	Third subheading	Forms Commonly Used to Document Medication Orders and Medication Administration – Medication Administration Record (MAR)	Forms Commonly Used to Document Medication Administration – Medication Administration Record (MAR)
Section E - Transcription of Orders onto MAR	E-5	Second bullet under "Orders are copied ..."	Transcribe using proper abbreviations or written out completely; include all components of a medication order	Transcribe the order writing out any abbreviations completely; include all components of a medication order
Section E - Information on MAR	E-5	Ninth bullet under "MAR should include"	Date the order expires	Date the order expires (if applicable)
Section E - Medication Orders and Medication Administration Records (MARs)	E-1 to E-6	Footer	September 2013	March 2021
Section F - The MAR and Medication Administration	F-3	Fourth bullet	None	Always ask the supervisor, if any information about the medication or about administering the medication differs between the medication label and the MAR
Section F - Using the Medication Administration Record (MAR)	F-1 to F-7	Footer	September 2013	March 2021

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Section G - Important Infection Control Concepts During Administration of Medication	G-3	Second bullet	Do not touch or handle medications, but pour medication from the original medication container into a new, appropriate medication container; give the new container to resident	Do not touch or handle medications, but pour medication from the original medication container into a new, appropriate medication container
Section G - Important Infection Control Concepts During Administration of Medication	G-3	Fourth bullet	None	Medications are provided to the resident in clean and appropriate medication containers
Section G - Standard Precaution	G-3	Second bullet	Wash hands with soap and water; or with an alcohol-based hand rub if hands are not visibly soiled or if there has been no contact with bodily fluids	Cleanse hands frequently with soap and water or with an alcohol-based hand rub; Hands should be washed with soap and water when visibly soiled or if there has been contact with bodily fluids, before eating and after using the restroom
Section G - ACTIVITY: Hand Positions During Hand Hygiene	G-4	Heading for Activity	Optional	Optional- for 10-Hour training program
Section G - Gloves - How to Put on (Don)	G-6	First bullet	None	Wash Hands
Section G - ACTIVITIES - Gloves	G-7	Heading for Activities	(Optional- if students have completed 5-Hour training program)	Optional- for 10-Hour training program
Section G - Infection Control	G-1 to G-7	Footer	September 2013	March 2021
Section I - Oral Inhalers	I-9	Third bullet	None	Shake all meter dose inhalers or inhaler canisters before use and shake between puffs.
Section I - Oral Inhalers	I-9	Reference for Handout-Oral inhalers	Refer to HANDOUT 3-E- Oral Inhalers	Refer to HANDOUT I-4: Oral Inhalers
Section I - Administering Medications	I-1 to I-12	Footer	September 2013	March 2021

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Section J - Instructions for Completing the Medication Administration Skills Checklists	J-3	# 7	Instructor keeps all the checklists for your record, unless the skills validation of a student/employee is for a specific adult care home. The student will receive a certificate upon successful completion of the training course but the student does not receive the skills checklist.	Instructor keeps all the checklists for your record. The student will receive a certificate upon successful completion of the training course but the student does not receive the skills checklists.
Section J - Instructions for Completing the Medication Administration Skills Checklist	J-5	Last paragraph	None	Option: The instructor may create a scenario of a medication pass with one student assigned to role play as a medication aide and another student role play as the resident. The student role playing as the medication aide would demonstrate skills with multiple administration routes for a specified medication pass.
Section J - Medication Administration Skills Checklist	J-1 to J-7	Footer	September 2013	March 2021
Section J - Skill # 3 Putting on (Donning) and Removing Gloves Check-off	J-10	Step 1 - Putting on (Donning) Gloves	Select correct size and type of gloves	Cleanse Hands
Section J - Skill # 5 Oral Medication Administration	J-13	Step # 6	Pour liquid medications holding the label under hand and turned away from pouring side	Liquids are shaken as directed on the label or MAR
Section J - Skill # 5 Oral Medication Administration	J-13	Step # 7	Liquids are shaken or diluted as directed on the label	Pour liquid medications holding the label under hand and turned away from pouring side
Section J - Skill # 5 Oral Medication Administration	J-13	Step # 8	Measure liquid medications at eye level to the desired amount	Measure liquid medications on a flat level surface at eye level to the desired amount
Section J - Skill # 5 Oral Medication Administration	J-13	Step # 9	Liquids are shaken or diluted as directed on the label	Liquids are diluted as directed on the label or MAR

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Title of Section	Page	Line or Item	Original Text	New Text
Section J -Skill # 7 Oral Inhalant Medication Administration	J-15	Step # 5	Assist residents with proper technique of meter dose inhaler, or disc	Assist residents with proper technique of inhaler or inhalant device
Section J - Skill # 7 Oral Inhalant Medication Administration	J-15	Step # 6	If spacer used, moved cap of inhaler and place mouthpiece end into slot of spacer. Remove cap of spacer and shake well. Give to residents to depress inhaler and inhale; or hold and instruct resident	If spacer used, remove cap of inhaler and place mouthpiece end into slot of spacer. Remove cap of spacer and shake the inhaler canister well. Give to resident to depress inhaler and inhale; or hold and instruct resident
Section L	none	Coverpage for Handouts	September-2013	March 2021
Section L - Handout D-7	L-12	Powder definition	Powder- fine, ground form of medication that may be used to be swallowed, or may be used as on the skin for rashes	Powder- fine, ground form of medication that may be used to be swallowed, or may be used on the skin for rashes
Section L - Handout D-7	L-12	Footer	September 2013	March 2021
Section L - Handout I-2	L-26	3. under ALWAYS column	ALWAYS hold cups at eye level when measuring	ALWAYS measure at eye level on a flat level surface
Section L - Handout I-2	L-26	Footer	September 2013	March 2021
Section L - Handout I-3	L-27	Last TIP for measuring	TIP: When Measuring liquids, hold the cup at eye level	TIP: Measure liquids at eye level on a flat level surface
Section L - Handout I-3	L-27	Header	Handout I-3 L-27	Handout I-3 Medication Administration 10/15-Hour Course for Adult Care Homes – March 2021 L-27
Appendix	None	Footer	September 2013	March 2021
Appendix-Test	1 to 3	Title of document	10/15 Hour Medication Course Test	10/15 Hour Medication Course Test (Optional)
Appendix-Test	1 to 3	Footer	September 2013	March 2021
Appendix - Test Answers	5	Question # 29	refuse	powder
Appendix - Test Answers	4 to 6	Footer	September 2013	March 2021
Appendix - Certificate of Completion for Medication Administration - 10-hour Training Course	None	Footer	None	Medication Administration – 10-hour Training Course for Adult Care Homes DHSR/AC 4718 NCDHHS September 2013 (Rev March 2021)
Appendix - Certificate of Completion for Medication Administration - 15-hour Training Course	None	Footer	None	Medication Administration – 15-hour Training Course for Adult Care Homes DHSR/AC 4719 NCDHHS September 2013 (Rev March 2021)