Medication Administration 5 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	*The Medication Administration: 5-Hour Training Course for Adult Care Homes* 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.	*The Medication Administration: 5-Hour Training Course for Adult Care Homes* 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
Title Page	i	Above DHHS and DHSR logos	September-2013	September 2013 (Rev. 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 employing facility.

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Medication Aide in ACH	v	1. Second paragraph	Any individual employed as a Medication Aide **prior to 10/01/2013** 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 **on or before 09/30/13 AND** able to provide verification of employment as a medication aide **every 24 months since 10/01/2011 and** has completed competency skills validation using The Medication Administration Skills Validation Form (DHSR/AC 4605 NCDHHS) at the 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 Heath 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 Heath Care Personnel Registry are listed on the Health Care Personnel Registry

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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	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 Testing.	N.C. Adult Care Medication Testing.
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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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 <u>and</u> for competency skills validation using the Medication Administration Skills Validation Form (DHSR/AC 4605 NCDHHS) required at the employing facility.
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.	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. 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 Administration Skills Validation Form (DHSR/AC 4605 NCDHHS) for each unlicensed staff that performs medication aide duties, in accordance with GS § 131D-4.5B.

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Medication Aide Course Training Requirements and Directions for Instructor Manual	viii	Student Manual (Last paragraph)	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 and 15 hour training. The student may benefit from review of the materials in the student manual, prior to the 5 hour 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. The student should receive at least a copy of the skills checklists. 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).
Prerequisite Skills Review and Validation - Fingersticks and Glucose Monitoring	2	Fourth bullet	None	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 1 - Common Dosage Forms of Medications	1-5	Fourth bullet - definition of Powder	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 1 - Medication Errors	1-7	First bullet	Describe – occurs when the administration of a medication is not as prescribed by the doctor or prescribing practitioner; when a medication is administered in any way other than how it was prescribed	Describe –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

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Section 1 - Medication Administration & Resident's Rights/Respect	1-7	Fourth bullet	Answer the resident's question about medication	Answer resident's question about medication and refer to supervisor, nurse or other health care provider when you do not know
Section 1 -Medication Administration & Resident's Rights/Refusal	1-7	Second bullet	Follow the facility's policy and procedure when a resident refuses medications (policy and procedure ensures that 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 a medication (policy and procedure ensures that primary physician and/or prescribing practitioner is notified in a timely manner based on resident's physical and mental condition and the medication)
Section 1 - Medication Administration & Resident's Rights/Privacy	1-8	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 2 - Form Commonly Used to Document Medication Administration-MAR	2-5	Third subheading	**Form Commonly used to Transcribe Medication Orders**	**Form Commonly Used to Document Medication Administration – Medication Administration Record (MAR)**
Section 2 -Transcription of Orders onto MAR	2-6	Second Bullet under "Orders are copied…"	Transcribe using proper abbreviations or written out completely; include all components of a medication order	Transcribe writing out any abbreviations completely; include all components of a medication order
Section 2 - Medication Label Handout	2-7	Third 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

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Section 3 - Important Infection Control Concepts During Administration of Medication	3-3	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 3 - Important Infection Control Concepts During Administration of Medication	3-3	Fourth bullet	None	Medications are provided to the resident in clean and appropriate medication containers
Section 3 - Standard Precautions	3-3	Third 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 or water when visibly soiled or if there has been contact with bodily fluids, before eating and after using the restroom.
Section 3 - ACTIVITY #1: Hand Positions During Hand Hygiene	3-4	Heading	Optional	Optional deleted. This activity is not optional for the 5 hour training.
Section 3 - Gloves/Gloves - How to Put on (Don)	3-5	First bullet	None	Wash Hands
Section 3 - ACTIVITIES #2 and #3: Gloves	3-6	Heading	Optional	Optional deleted. This activity is not optional for the 5 hour training.
Section 3 - Oral Inhalers	3-13	Third bullet	None	Shake all meter dose inhalers or inhaler canisters before use and shake between puffs.
Section 5 - Instructions for Completing The Medication Administration Checklist	5-2	#6	**Instructor keeps all the checklists for your record, unless the skills validation of a student/employee is for a specific adult care home.**	**Instructor keeps all the checklists for your record. The student will receive the required certificate upon successful completion of the training course but the student does not receive the skills checklist.**

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Section 5 - Skill # 3 Putting on (Donnning) and Removing Gloves Check-off	5-5	Step # 1 - Putting on (Donning) Gloves	Select correct size and type of gloves	Cleanse Hands
Section 5 - Skill # 5 Oral Medication Administration	5-8	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 5 - Skill # 5 Oral Medication Administration	5-8	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 5 - Skill # 5 Oral Medication Administration	5-8	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 5 - Skill # 5 Oral Medication Administration	5-8	Step # 9	Liquids are shaken or diluted as directed on the label	Liquids are diluted as directed on the label or MAR
Section 5 -Skill # 7 Oral Inhalant Medication Administration	5-10	Step # 5	Assist residents with proper technique of meter dose inhaler, or disc	Assist residents with proper technique of inhaler or inhalant device
Section 5 -Skill # 7 Oral Inhalant Medication Administration	5-10	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 5 -Skill # 12 Topical Medication Administration	5-16	Step # 6	Use a new gauze or cotton tipped applicator each time medication is removed from the container to prevent contaminating the medication left in the container. Apply to affect area.	Use a new gauze or cotton tipped applicator each time medication is removed from the container to prevent contaminating the medication left in the container. Apply to affected area.
Section 6 - Handout 1C	6-3	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 6 - Handout 3C	6-16	3. under ALWAYS column	ALWAYS hold cups at eye level when measuring	ALWAYS measure at eye level on a flat level surface
Section 6 - Handout 3D	6-17	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

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Appendix - Test	7-8 to 7-10	Heading	5 Hour Medication Course Test	5 Hour Medication Course Test (Optional)
Appendix - Test Answers	7-12	Question # 29	refuse	powder
Appendix - Certificate of Completion - Medication Administration 5 hour Training Course	None	Footer	None	Medication Administration – 5-hour Training Course for Adult Care Homes DHSR/AC 4717 NCDHHS September 2013 (Rev March 2021)