

## Quick Reference to MA-C Curriculum

The nurse *shall not* delegate to MA-C any of the following acts:

- a) Conversion or calculation of drug dosage
- b) Assessment of client need for or response to medication
- c) Nursing judgment regarding the administration of PRN medications
- d) Medications to be given via parenteral routes and nasogastric, gastrostomy or jejunostomy routes

### Medication Fundamentals

#### Safety and Rights of Medication Administration:

- Three safety checks
- Six rights of medication administration

#### Mathematics, Weights and Measures

- MA-C does not convert medications dosages
- Systems of measurement

#### Forms of Medication:

- Liquid
- Solid and semi-solid

#### Medication Basics:

- Terminology
- Abbreviations
- Dosage range
- Actions
- Implications for administration
- Therapeutic effects
- Side effects
- Precautions
- Contraindications
- Allergic reactions
- Adverse reactions
- Tolerance
- Interactions
- Additive or antagonist effect
- Idiosyncratic effect
- Paradoxical effect

#### Medication Orders, Documentation, Storage and Disposal:

- Medication prescription/order
- Medication documentation system
- Medication storage
- Disposal of outdated, contaminated or unused medication

#### Preparation and Actual Medication Administration:

- Wash hands before
- Review medications that require checking of pulse or blood pressure before administering
- Identify the client
- Introduce yourself
- Glove if necessary
- Position the client
- Explain what you are going to do
- Do what you explained
- Wash hands after
- Special considerations
- Document

### Safety

#### Prevention of Medication Errors:

- What to know before administering medications

#### Causes and Reporting of Medication Errors:

- Failure to follow prescriber's orders
- Failure to follow manufacture's directions
- Failure to follow accepted standards
- Failure to listen to client or family
- Follow policy to notify care providers
- Complete a medication error report

### Communication and Documentation

#### Building Relationships:

- Review the communication process
- Review barriers to effective listening and communications
- Setting boundaries
- Review team building

#### Reporting of Symptoms or Side Effects:

- Observe, monitor, and report any change that is different from the client's normal condition
- Notify the nurse as soon as possible with as much information as is available
- Record changes

#### Report Any Change from the Client's Normal Condition:

- Temperature
- Pulse
- Respirations
- Blood pressure
- Observe and report complaints of pain
- Other changes in condition

#### Documentation of Medication Administration:

- Identifying initials and time on medication administration record (MAR)
- Circle and document the reasons that a client may not take a medication
- PRN medication, delegated by the licensed nurse, per facility/agency policy

#### Role of the Delegating/Supervising Nurse:

- Nurse determines level of supervision, monitoring and accessibility to be provided for nursing assistive personnel.
- Nurse continues to have responsibility for the overall nursing care.
- To delegate effectively, nurses need to be able to rely on nursing assistive personnel's credentials and job descriptions.
- Nursing administration has the responsibility for validating credentials and qualifications of employees.
- Both nurse and MA-C need the appropriate interpersonal and communication skills, and organizational support.
- Trust is central to the working relationship.

**Medication Administration**

<p><b>Routes of Administration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Oral</li> <li><input type="checkbox"/> Buccal</li> <li><input type="checkbox"/> Sublingual</li> <li><input type="checkbox"/> Inhaler (metered dose)</li> <li><input type="checkbox"/> Nebulizer</li> <li><input type="checkbox"/> Nasal</li> <li><input type="checkbox"/> Eye (ophthalmic)</li> <li><input type="checkbox"/> Ear (otic)</li> <li><input type="checkbox"/> Topical</li> <li><input type="checkbox"/> Dressings</li> <li><input type="checkbox"/> Soaks</li> <li><input type="checkbox"/> Transdermal (e.g., patch)</li> <li><input type="checkbox"/> Suppositories (rectal and vaginal)</li> </ul>	<p><b>Factors Affecting How the Body Uses Medication:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Age</li> <li><input type="checkbox"/> Size</li> <li><input type="checkbox"/> Family Traits</li> <li><input type="checkbox"/> Diet</li> <li><input type="checkbox"/> Disease</li> <li><input type="checkbox"/> Psychological issues</li> <li><input type="checkbox"/> Gender and basic metabolic rate</li> <li><input type="checkbox"/> Dosage</li> </ul>	<p><b>Classes of Medications Related to Body Systems and Common Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Antimicrobials</li> <li><input type="checkbox"/> Cardiovascular</li> <li><input type="checkbox"/> Dermatological</li> <li><input type="checkbox"/> Endocrine</li> <li><input type="checkbox"/> Gastrointestinal</li> <li><input type="checkbox"/> Musculoskeletal</li> <li><input type="checkbox"/> Neurological</li> <li><input type="checkbox"/> Nutrients/vitamins/minerals</li> <li><input type="checkbox"/> Respiratory</li> <li><input type="checkbox"/> Sensory</li> <li><input type="checkbox"/> Urinary</li> </ul>	<p><b>Location of Resources and References:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nurse</li> <li><input type="checkbox"/> Pharmacist</li> <li><input type="checkbox"/> Physician</li> <li><input type="checkbox"/> Package/drug insert</li> <li><input type="checkbox"/> Drug reference manuals</li> </ul>
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**Ethical and Legal Issues**

<p><b>Role of MA-C</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Task is a delegated nursing function under nursing supervision.</li> <li><input type="checkbox"/> The following acts <i>shall not</i> be delegated to MA-Cs:             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Conversion or calculation of medication dosage;</li> <li><input type="checkbox"/> 2. Assessment of client need for or response to medication;</li> <li><input type="checkbox"/> 3. Nursing judgment regarding the administration of PRN;</li> <li><input type="checkbox"/> 4. Medications to be given via parenteral routes and through nasogastric, gastrostomy or jejunostomy routes.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> May perform a task involving administration of medications if:             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. The MA-C's assignment is to administer medications under the supervision of a licensed nurse in accordance with provisions of this act and rules; and</li> <li><input type="checkbox"/> 2. The delegation is not prohibited.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Shall not</i> perform a task involving the administration of medication if:             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. The medication administration requires an assessment of the client's need for medication, a calculation of the dosage of the medication or the conversion of the dosage;</li> <li><input type="checkbox"/> 2. The supervising nurse is unavailable to monitor the progress of the client and the effect on the client of the medication; or</li> <li><input type="checkbox"/> 3. The client is not stable or has changing needs.</li> </ul> </li> <li><input type="checkbox"/> If there is an error in the administration of medication, follow facility policy and procedure to report.</li> <li><input type="checkbox"/> Follow medication administration policies</li> </ul>
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<p><b>Responsibility of MA-C When Accepting Delegated Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not to accept a delegation that is beyond MA-Cs knowledge and skills.</li> <li><input type="checkbox"/> Delegation is client specific.</li> <li><input type="checkbox"/> Task cannot be re-delegated by MA-C.</li> <li><input type="checkbox"/> Speak up, ask for training and assistance in performing the delegation, or request not to be delegated particular task.</li> <li><input type="checkbox"/> Need the appropriate interpersonal and communication skills.</li> </ul>	<p><b>Rights of Individuals:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintaining confidentiality</li> <li><input type="checkbox"/> Respecting client's rights</li> <li><input type="checkbox"/> Respecting client's privacy</li> <li><input type="checkbox"/> Respecting client's individuality and autonomy</li> <li><input type="checkbox"/> Communicating respectfully</li> <li><input type="checkbox"/> Respecting client's wishes whenever possible</li> <li><input type="checkbox"/> Right to refuse medication</li> <li><input type="checkbox"/> Right to be informed</li> </ul>
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<p><b>Safety and Rights of Medication Administration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Three safety checks</li> <li><input type="checkbox"/> Six rights of medication administration</li> </ul>	<p><b>Specific Legal and Ethical Issues:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Abuse and/or neglect</li> <li><input type="checkbox"/> Exposure to legal claims/lawsuits</li> <li><input type="checkbox"/> Fraud</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Diversion</li> </ul>
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**Practicum**

<p><b>Supervised and Progressive Clinical Experience in Administering Medications that Incorporates the Didactic Modules of:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medication fundamentals</li> <li><input type="checkbox"/> Safety</li> <li><input type="checkbox"/> Communication and documentation</li> <li><input type="checkbox"/> Medication administration</li> <li><input type="checkbox"/> Ethical and legal issues</li> </ul>
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