

Criteria for State Approved Medication Aide Course Effective July 2000

I. Instructors:

- A. Primary instructor can be a Registered Nurse, licensed in Wisconsin, with teaching experience and having one or more years of experience in one of the following positions within the last 5 years:
 - 1. An instructor in a school of nursing
 - 2. A director of nursing in a long-term care facility or a hospital
 - 3. An inservice director in a long-term care facility
 - 4. A supervisory nurse in a long-term care facility
- B. Primary instructor can be a State of Wisconsin approved Primary Instructor for Nurse Aide Training.
- C. Primary instructor can be a Pharmacist who is licensed in Wisconsin, with teaching experience, and who has at least one year of experience as a consultant to a long-term facility.

II. Student Qualifications:

The student must

- A. be at least 18 years of age,
- B. have a high school diploma or HSED,
- C. be on the State of Wisconsin nurse aide directory,
- D. be current on the federal nurse aide directory,
- E. have at least 2000 hours experience in direct patient care within the last 3 years,
- F. have worked a minimum of 40 hours, within the last 90 days, with the residents to whom the student will be administering medications,
- G. be recommended in writing by the director of nursing and the administrator of the agency in which the student will be working during the clinical experience, and
- H. be recommended in writing by 2 licensed charge nurses under whose licenses the aide will be administering medications.

III. Course Content:

The following subject headings and subheadings are a minimum requirement to be covered by the course.

- A. Introduction
 - 1. To the facility
 - 2. To the course
 - 3. To the role of the medication aide

Course content – (continued)

B. Legal and Ethical Considerations

1. Federal nursing home standards and regulations
2. State nursing home standards and regulations
3. State Pharmacy Act
4. State Nurse Practice Act
5. State and Federal Controlled Substance Acts
6. Others (FDA, local, etc.)
7. Liabilities
 - a. Personal
 - b. Professional
 - c. Staff
8. Resident rights regarding administration of medications
9. Confidentiality of Information
10. Facility policies and procedures for administration of medications

C. Overview of Body Systems

1. Anatomy
2. Functions
3. Diseases or malfunctions

D. Medications

1. Dosage forms
2. Factors affecting drug action
3. Drug effects and actions
4. Classes of commonly used medications
 - a) Drug indication
 - b) Side effects of the drug class
 - c) Specific administration information, i.e., may crush, with food, etc.
5. Medication distribution systems
 - a) Types
 - b) Abbreviations
 - c) From initiation of the order through storage and destruction or return of unused medication
6. Medication administration systems
 - a) Principles of each system
 - b) Techniques and procedures
 - c) Equivalence
 - d) Resident interaction
 - e) Charting
 - f) Routes

Course content – (continued)

7. Observations and Reporting

- a) Any change
- b) Data Collection methods
- c) Timeliness

IV. Class Facilities and Size:

- A. The class facilities shall be of sufficient size and structure so as to allow adequate space and equipment to instruct the students.
- B. The total number of students in any one class shall not exceed 24.

V. Course Structure:

- A. There will be a minimum of 100 hours of instructions;

60 hours of classroom instruction

40 hours will be practical experience in a clinical setting

- B. The program must have a designated, “qualified medication consultant” who will;

- 1. Act as a resource for medication issues, concerns, and questions
- 2. Present a minimum of one class session (of at least two hours in length) on:

- a) new drugs
- b) new interactions
- c) new uses
- d) new adverse effects
- e) other pertinent topics

A “qualified medication consultant” is defined as any of the following: (1) Pharmacists licensed in Wisconsin, (2) Advanced Practice Nurse Prescriber for Adults, (3) Masters prepared Registered Nurse, currently teaching medication administration to R.N. and L.P.N. students.

C. Grading

- 1. The final grade must be 85% or better. Grading is based on a quiz average, final exam and practicum exam.
- 2. There must be a minimum of 6 quizzes. The student must achieve an average of 85% on the quizzes to be allowed to take the final written exam.
- 3. The student must achieve a grade of 85% or better on the final written exam to take the practicum exam,
- 4. The Student must achieve a grade of 85% or better on the practicum exam to be allowed to complete the practical experience portion in the clinical setting, and
- 5. The student must satisfactorily complete the clinical experience under the direct supervision of a **Registered Nurse preceptor**. (Note that once the course is completed, the graduate medication aide can function under the supervision of either a R.N. charge nurse or a L.P.N. charge nurse.)

Course Structure – (continued)

D. Records

1. Records of the course shall be retained on file by the instructional entity for at least 3 years.
2. The records file for each class must contain the following:
 - a) record of attendance,
 - b) quizzes scores,
 - c) copy of final exam and answer key,
 - d) individual student final exam answer sheets,
 - e) practicum exams scores,
 - f) clinical competency skills check list for each individual student,
 - g) copies of individual certificates of completion
 - h) copies of individual directory submission forms, and
 - i) program evaluation forms.
3. The individual directory submission form shall contain:
 - a) Name of instructional entity
 - b) Applicant name, SS#, and date of birth
 - c) Applicant mailing address
 - d) Employer name and address
 - e) Home and work phone numbers
 - f) Name of approved course/program
 - g) Instructor name, SS#, license#, and title
 - h) Medication consultant name, SS#, license# and title
 - i) Preceptor name, SS#, license# and title
 - j) Verification of Caregiver Background Check
 - k) Verification of established identification
 - l) Average grade on quizzes, written final grade, and practicum exam grade
 - m) Verification of successful completion of the practical experience in clinical setting
 - n) Date of completion of the program
4. The instructional program must maintain a record of number of students registered, number of students dropped, number of failures, and number graduated.

E. There shall be three evaluations of the course.

1. Instructor's evaluation of the student
2. Preceptor's evaluation of the student
3. Student evaluation of the course

F. Medications not to be included in the course as these will not typically be administered by unlicensed persons.

1. Injectable medications
2. PRN without an OK from the nurse
3. Medications administered via internal tubes or other complex tasks as defined in the Nurse Practice Act