

# INTRODUCTION

In 2011, the North Carolina Legislature mandated training in addition to competency evaluation requirements for adult care home medication aides. As a response to the legislation, the North Carolina Department of Health and Human Services, Division of Health Service Regulation, has developed the required 5-hour and 10-hour training courses that include instruction in the key principles of medication administration and infection prevention.

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.

## Course Description

- The 5-hour training course was built around the current skills checklist required for medication staff in adult care homes. The majority of the 5-hour course schedule centers around time spent for instruction and validation of skills required for medication administration. Individuals are expected to pass the clinical skills tasks with 100% competency demonstrated. The design of the course is for a small class of employees or 1:1 training for a specific facility.
- The 10-hour training course builds upon content in the initial 5-hour training course and developed as a refresher for the employee. The 10-hour training course includes random competency validation of skills required for medication administration. A prerequisite for the 10-hour training course is successful completion of the 5-hour training course. The design of the course is for a larger class than the 5-hour training course but still limited in size to allow for interactive activities and practice of safe medication administration skills.
- The 15-hour training course was developed as another option to meet the requirements of the 5-hour and 10-hour training mandated by legislation. The course provides 10 hours of classroom instruction and 5-hours of clinical skills validation. Successful completion of this course meets the requirements for the 5-hour and 10-hour training courses. Individuals are expected to pass the clinical skills tasks with 100% competency demonstrated. The design of the course was for a larger class than the 5-hour training course but limited to allow for lots of practice and integration of safe medication administration skills.

The 5-hour, 10-hour and 15-hour training courses were adapted from the “**Medication Administration: A Medication Aide Training Course**” curriculum developed in 2006 by the North Carolina Department of Health and Human Services and the North Carolina Board of Nursing.

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.

## Pre-requisite for Students

- Must be able to understand, follow and communicate written English instructions.
- Successfully complete the Pre-requisite Skills Review and Validation of the course.

# Medication Aide Course Training Requirements and Directions for Instructor Manual

## Minimum Requirements

This course has been prepared for instructors qualified to teach state-mandated content in medication administration to unlicensed staff employed in adult care homes.

## Course Content

Each course has been divided into sections. Each of the sections includes core content considered to be foundations of medication administration knowledge that medication aides must know to safely and correctly administer medications in adult care homes. Curriculum pages are provided in a portrait layout with instructional content.

### **Medication Administration: 10/15-hour course for adult care homes:**

<b>Section A:</b> Prerequisite: Prerequisite Skills Review and Validation	<b>Section G:</b> Infection Control
<b>Section B:</b> Medication Aide in Adult Care Homes	<b>Section H:</b> Medication Administration Supplies
<b>Section C:</b> Legal and Ethical Responsibilities	<b>Section I:</b> Administering Medications
<b>Section D:</b> Overview of Medication Administration	<b>Section J:</b> Medication Administration Skills Checklists
<b>Section E:</b> Medication Orders and the Medication Administration Record (MAR)	<b>Section K:</b> Ordering, Storage and Disposal of Medications
<b>Section F:</b> Using the Medication Administration Record	

## Classroom Instruction

**Teaching Guide** is at the beginning of each section and serves as a resource to prepare the instructor to teach the section. It lists the objectives to cover, handouts and activity sheets to duplicate, and supplies needed.

**Blocks of content** are included within the confines of borders or boxes and specify what is to be taught to the students during classroom instruction.

**Teaching tips** are included that complement the content and provide the instructor with ideas and suggestions to clarify information, involve students in discussion, and engage students with varied learning strategies. It is an expectation that the instructor will consistently incorporate teaching tips during the teaching of the content. Each teaching tip is preceded by a symbol, ☑ followed by a brief title of the teaching tip. Each instructor will incorporate the material with her/his presentation style but the content is to be covered throughout the course presentation.

**Suggested activities** promote student-centered learning and actively engage the students in the learning process. Activities provide the students with opportunities to practice what they have learned in class. The use of activities energizes the classroom, breaks-up the monotony of passive receipt of information through lecture and provides a deeper understanding of content by the students. Some activities involve the duplication of activity sheets.

## **Skills Requirements**

The skills portion of the training courses consists of skills critical to correct medication administration practice.

**First, demonstration of skills** must be performed by a qualified instructor. As the instructor demonstrates each skill, the students should have an unobstructed view of the process and have skill check sheets available to refer to and follow along as the instructor proceeds through the steps of the skill.

**Guided student practice** is a vital component of skill acquisition. Guided student practice is best done right after skills demonstration. During this type of student practice, the instructor observes the practice sessions and provides descriptive feedback. The instructor must be astute and correct errors during guided practice to prevent the repetition of errors. If a student continually practices a skill incorrectly, there is a great risk that the student will continue to perform the skill incorrectly during the skill check-off and while providing care to residents.

**Skill check-offs** are performed after demonstration and student practice have taken place. Skills check-offs for infection prevention and administration of oral, sublingual, ophthalmic, optic, nasal, inhalant, and topical medications are considered basic medication administration skills to which the unlicensed person must demonstrate competency validation. Optional Skills check-off for subcutaneous injections is included. Any unlicensed staff who will perform the “optional” task must be competency validated by a Registered Nurse.

## **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 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.

## **Requirements for Instructors**

Instructors of the ***Medication Administration: 5-hour and 10/15-hour Aide Training Courses for Adult Care Homes*** should be a Registered Nurse or licensed pharmacist in good standing with their North Carolina occupational boards and knowledgeable in teaching current standards of practice of medication administration and infection prevention and regulations related to adult care homes. Skills check-off for the basic medication administration skills listed above must be completed or validated by the Registered Nurse or licensed pharmacist. Any other skills for routes of administration, including the “optional” administration routes listed above must be validated by a Registered Nurse.

## Student Manual

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](#).