

## TABLE OF CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page</b>
	Title Page	i
	Table of Contents	ii
	Medication Aide in Adult Care Homes	v
	Introduction	vi
	Prerequisite for Students	vi
	Medication Aide Course Training Requirements and Directions for Use	vii
	Student Manual	ix
	Course Objectives	x
	Course Schedule	xiii
	Definitions	xv
<b>Section A</b>	<b>Prerequisite Skills Review and Validation</b>	<b>A-1</b>
	Teaching Guide	A-2
	Course Content	A-3
<b>Section B</b>	<b>Medication Aide in Adult Care Homes</b>	<b>B-1</b>
	Teaching Guide	B-2
	Course Content	B-3
<b>Section C</b>	<b>Legal and Ethical Responsibilities</b>	<b>C-1</b>
	Teaching Guide	C-2
	Course Content	C-3
<b>Section D</b>	<b>Overview of Medication Administration</b>	<b>D-1</b>
	Teaching Guide	D-2
	Course Content	D-3
	Activity: Medication Orders	D-6
	Activity: Medication Label	D-8
	Activity: Decimal and Zeros	D-13
<b>Section E</b>	<b>Medication Orders and Medication Administration Record (MAR)</b>	<b>E-1</b>
	Teaching Guide	E-2
	Course Content	E-3
	Activity: Medication Order and Transcription	E-6
<b>Section F</b>	<b>Using the Medication Administration Record (MAR)</b>	<b>F-1</b>
	Teaching Guide	F-2
	Course Content	F-3
	Activity: Medication Administration Record (MAR)	F-7

<b>Section G</b>	<b>Infection Control</b>	<b>G-1</b>
	Teaching Guide	G-2
	Course Content	G-3
	Activity: WHO's How to Hand Rub? How to Hand Wash	G-4
	Activity: Instructions for Glove Sizing	G-7
	Activity: Instructions for Gloves, Gloves, Gloves	G-7
<b>Section H</b>	<b>Medication Administration Supplies</b>	<b>H-1</b>
	Teaching Guide	H-1
	Course Content	H-3
<b>Section I</b>	<b>Administering Medications</b>	<b>I-1</b>
	Teaching Guide	I-1
	Course Content	I-3
<b>Section J</b>	<b>Medication Administration Checklist</b>	<b>J-1</b>
	Student Medication Administration Checklist	J-2
	Instructor Medication Administration Checklist	J-3
	Instructor Medication Administration Skill Slips	J-4
	Skill #1: Handwashing	J-8
	Skill #2: Alcohol-based Hand Rub	J-9
	Skill #3: Putting On (Donning) and Removing Gloves Check-off	J-10
	Skill #4A: General Medication Administration Preparation Steps	J-11
	Skill #4B: General Medication Administration Subsequent Steps	J-12
	Skill #5: Oral Medication Administration	J-13
	Skill #6: Sublingual Medication Administration	J-14
	Skill #7: Oral Inhalant Medication Administration	J-15
	Skill #8: Eye Medication Administration	J-16
	Skill #9: Ear Medication Administration	J-18
	Skill #10: Nasal Medication Administration	J-19
	Skill #11: Transdermal Medication Administration	J-20
	Skill #12: Topical Medication Administration	J-21
	Skill #13: Drawing and Injecting One Insulin	J-22
	Skill #14: Instructions for Preparing and Injecting with Insulin Pen	J-24
	Preparing and Injecting with a Insulin Pen	J-25
<b>Section K</b>	<b>Ordering, Storage and Disposal of Medications</b>	<b>K-1</b>
	Teaching Guide	K-2
	Course Content	K-3

<b>Section L</b>	<b>Handouts</b>	
	C-1 Medication Errors	L-1
	C-2 Good Medication Administration Practice Habits	L-2
	C-3 Resident's Refusal to Take Medications	L-3
	D-1 Medication Orders	L-5
	D-2 Medication Label	L-7
	D-3 Abbreviations	L-8
	D-4 Six Rights of Medication Administration	L-9
	D-5 Decimal Point and Zeros	L-10
	D-6 Common Routes of Medication Administration	L-11
	D-7 Common Dosage Forms of Medication	L-12
	E-1 Blank Sample FL-2	L-13
	E-2 Blank MAR Sample	L-14
	E-3 Sample FL-2 for Transcription Activity (Garrett Clayton)	L-16
	F-1 MAR for Jo Burns	L-17
	F-2 MAR Worksheet for each student	L-19
	G-1 WHO's How to Hand Rub? How to Hand Wash	L-21
	G-2 Instructions for Glove Sizing	L-22
	G-3 Gloves, Gloves, Gloves	L-23
	G-4 Injection Safety Diabetes and Viral Hepatitis	L-24
	I-1 Review of Measuring Devices	L-25
	I-2 Always and Never Measuring Tips	L-26
	I-3 Measuring Tips	L-27
	I-4 Technique and Use of Meter Dose Inhalers	L-28
	<b>Answers to Activities/Worksheets</b>	
	D-1A Medication Orders Answers	L-29
	D-5A Decimal Point and Zeros Answers	L-30
	E-4 Medication Orders and Transcription Answers	L-31
	F-3 Medication Administration Record Answers	L-33
	<b>Additional Resources</b>	
	10 Tips to Administer Medications to a Cognitively Impaired Resident	L-35
	General Guidelines for Transcription	L-37
<b>Appendix</b>		
	10/15 Test (Optional)	1
	10/15 Test Answers	4
	Certificate	7
	References	8