



Medication Assistant-Certified (MA-C) Model Curriculum

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Because the mission of the boards of nursing is to protect the public, they have the responsibility to ensure that the nurses and other health care workers whom they regulate are safe and competent before they enter the workforce. Therefore, this curriculum requires that the MA-Cs be educated as a certified nursing assistant (CNA) before entering an MA-C program because those essential abilities are necessary before the MA-C can accept additional responsibilities related to these selected tasks of medication administration.

The model curriculum consists of 60 hours of didactic training, which will include work in a skills lab and/or simulation facility, in addition to 40 hours of supervised clinical practicum. The elements of this standardized curriculum include the essential content, practical/actual experience, demonstration of skills and a competency examination. The content modules comprising the didactic portion are provided in five modules. Assigned times are recommended, based on review of other MA-C curriculums and the experiences of those teaching these classes. Jurisdictions may choose to adjust the hours, considering the particular situation in their states or territories. Content areas in the curriculum include: medication fundamentals, safety, communication and documentation, medication administration, ethical and legal issues, and a practicum.

There is an instructor's Quick Reference to the Curriculum issues, arlorie(issurise)-32(iswhe-C)-3(isstcat)-2926e rtoculum36 majorie3

Module: Medication Fundamentals – Recommended 20 Hours of Didactic (including four hours of skills lab)			
Objective/The Learner Will:	Content Outline		Evaluation Criteria
<p>Describe the different documents on which medications can be ordered and recorded.</p> <p>Detail the elements of a complete medication order for safe administration.</p> <p>Discuss the various tasks to be performed for medications to be safely stored.</p> <p>Identify conditions necessitating disposal of medication or questioning an incomplete medication order.</p>	Medication Orders, Documentation, Storage and Disposal		<p>Successful completion of the objectives is demonstrated through multiple-choice examinations, return demonstrations or other appropriate measure of achieving the outcomes of the module. Before actual patient contact, skills lab exercises and evaluations are recommended for: reading the elements of the order, discerning between the systems of measurement, observing the different forms of medications, practice with terminology and abbreviations, practicing the six rights of medication administration and practicing the basic steps of medication administration.</p> <p>Suggested References</p> <p>Member Boards or educational providers may provide additional resources to be used as references that are specific to that jurisdiction's needs.</p> <p>National Coordinating Council for Medication Error Reporting and Prevention Recommendations: www.nccmerp.org/council/council1999-06-29.html</p> <p>MEDMARX®: http://www.usp.org/patientSafety/medmarx/</p> <p>National Quality Forum Recommendations: http://www.ahrq.gov/qual/nqfpract.htm</p> <p>Look-alike/Sound-alike drugs: http://www.jcaho.org/NR/rdonlyres/C92AAB3F-A9BD-431C-8628-11DD2D1D53CC/0/lasa.pdf</p>
	<p>A. Medication prescription/ order</p> <ol style="list-style-type: none"> Recorded on patient record Complete order <ul style="list-style-type: none"> Signed Legible Drug name Dose Route Time Frequency MA-C should not take verbal or telephone orders Questioning an incomplete medication order 	<p>B. Medication documentation system</p> <ol style="list-style-type: none"> Documentation of orders onto agency's medication document Medication administration record (MAR) Controlled substance medication log <p>C. Medication Storage</p> <ol style="list-style-type: none"> Storage area Medication room Medication cart Medication tray <p>D. Disposal of outdated, contaminated or unused medication</p>	
<p>State the ways to measure medications.</p>	Mathematics, Weights and Measures		<p>Member Boards or educational providers may provide additional resources to be used as references that are specific to that jurisdiction's needs.</p> <p>National Coordinating Council for Medication Error Reporting and Prevention Recommendations: www.nccmerp.org/council/council1999-06-29.html</p> <p>MEDMARX®: http://www.usp.org/patientSafety/medmarx/</p> <p>National Quality Forum Recommendations: http://www.ahrq.gov/qual/nqfpract.htm</p> <p>Look-alike/Sound-alike drugs: http://www.jcaho.org/NR/rdonlyres/C92AAB3F-A9BD-431C-8628-11DD2D1D53CC/0/lasa.pdf</p>
	<p>A. MA-C does not convert medications dosages.</p> <p>B. Systems of measurement</p> <ol style="list-style-type: none"> Apothecaries' system Metric system Common household measures Roman numerals – drams or grains Weight is grain Volume is minim 		
<p>State the different forms in which medication can be manufactured.</p>	Forms of Medication		<p>Member Boards or educational providers may provide additional resources to be used as references that are specific to that jurisdiction's needs.</p> <p>National Coordinating Council for Medication Error Reporting and Prevention Recommendations: www.nccmerp.org/council/council1999-06-29.html</p> <p>MEDMARX®: http://www.usp.org/patientSafety/medmarx/</p> <p>National Quality Forum Recommendations: http://www.ahrq.gov/qual/nqfpract.htm</p> <p>Look-alike/Sound-alike drugs: http://www.jcaho.org/NR/rdonlyres/C92AAB3F-A9BD-431C-8628-11DD2D1D53CC/0/lasa.pdf</p>
	<p>A. Liquid</p> <ol style="list-style-type: none"> Aerosol Inhalant Drops Elixir Spray Solution Suspension (needs mixing/shaking) Syrup Tincture 	<p>B. Solid and semi-solids</p> <ol style="list-style-type: none"> Capsules Tablet (dissolve) Scored versus unscored Caplets Time-released Covered with a special coating (not to be crushed) Lozenges (dissolve) Ointment Paste Powder Cream Lotion Linament 	

Module: Medication Fundamentals – Recommended 20 Hours of Didactic (including four hours of skills lab)			
Objective/The Learner Will:	Content Outline		Evaluation Criteria
Recognize that the same medication may have different names. Identify accepted abbreviations. Recognize the abbreviations that			



Module: Medication Administration – Recommended 20 Hours of Didactic (including two hours of skills lab)				
Objective/The Learner Will:	Content Outline			Evaluation Criteria
Identify common methods of medication administration.	Routes of Administration			Successful completion of the objectives is demonstrated through multiple-choice examinations, return demonstrations or other appropriate measure of achieving the outcomes of the module. Before direct client contact, skills lab exercises and evaluations are recommended for practicing with routes of administration.
	A. Oral B. Buccal C. Sublingual D. Inhaler (metered dose) E. Nebulizer	F. Nasal G. Eye (ophthalmic) H. Ear (otic) I. Topical J. Dressings	K. Soaks L. Transdermal (e.g., patch) M. Suppositories (rectal and vaginal)	
Identify factors that may affect how the body uses medication.	Factors Affecting How the Body Uses Medication			Before direct client contact, skills lab exercises and evaluations are recommended for practicing with routes of administration.
	A. Age B. Size C. Family traits	D. Diet E. Disease F. Psychological issues	G. Gender and basic metabolic rate H. Dosage	
Identify the				<p>Suggested References</p> <p>Member Boards or educational provider may provide additional resources to be used as references that are specific to that jurisdiction's needs.</p> <p>Patient education for a metered-dose inhaler: http://familydoctor.org/040.xml and www.mayoclinic.com/health/asthma-inhalers/HQ01081</p> <p>Poison Control Center: 1.800.222.1222</p>

Module: Practicum		
Objective/The Learner Will:	Content Outline	Evaluation Criteria
Demonstrate safe administration of medications to clients in a clinical setting.	40 hours of supervised clinical practicum, which should be progressive, where the instructor observes medication administration; gradually, the instructor increases the number of clients to whom the student administers medications.	<p>Successfully complete all assigned skills per a checklist, which incorporates the didactic modules of:</p> <ol style="list-style-type: none"> 1. Medication fundamentals 2. Safety 3. Communication and documentation 4. Medication administration 5. Ethical and legal issues <p>Suggested Reference CMS Web site: http://www.cms.hhs.gov/Manuals/</p>