# Certified Medication Aide Course No. 36156 Credit: 0.5

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| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Health Science (51.9999)

Course Description: **Application Level:** This course includes the development of knowledge related to many commonly prescribed medications. Students will learn the classification, side effects and techniques of administration, including preparation and accurate distribution of medications. Safe administration of oral medications is discussed and demonstrated. Students who are 18 years of age prior to the end of the course will be prepared to take the Kansas CMA examination

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Legal Ethical and Current Practice

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Describe the CMA’s legal responsibilities in relation to what is and isn’t within their scope of practice as defined in the authorizing statue of the Kansas Nurse Practice Act and within the federal regulations. |  |
| 1.2 | Describe their role as a CMA including theperformance expectations as well as ethical responsibilities. |  |

## Benchmark 2: Communication

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Describe the communication process and Identify barriers to effective communication. |  |
| 2.2 | Describe the importance of verbal and nonverbal communication in health care. |  |
| 2.3 | Demonstrate sensitivity to residents’ verbal and nonverbal communications, changes in thought process, mood and behavior and identify important elements of an effective helping relationship. |  |
| 2.4 | Demonstrate ability to report significant changes in residents’ conditions, in a timely manner, using objective and subjective information in a professional manner. |  |
| 2.5 | Participate in the nursing process including the development of the care plan. Use techniques which support the care plan such as behavior modification, therapeutic communication, reality orientation, and validation. |  |
| 2.6 | Identify when, where and how to refer residents to other health care professionals. |  |  |

## Benchmark 3: Infection Control

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Identify and practice the principles of standard precautions. |  |  |  |  |
| 3.2 | Identify and practice proper hand hygiene techniques. |  |  |  |  |
| 3.3 | Describe a facility’s “Employee Exposure Plan” as it relates to exposure to blood and blood borne pathogens. |  |
| 3.4 | Applying additional infection control measures as it applies to administering medications, maintaining a clean work area and cleaning equipment according to manufacturer’s recommendations. |  |

## Benchmark 4: Pharmacodynamics

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Define pharmacodynamics and medication action. |  |  |  |  |
| 4.2 | Describe the 4 basic body processes that affect medication actions. |  |  |  |
| 4.3 | Describe the factors which affect medication action and identify the effects of each factor. |  |
| 4.4 | Describe and demonstrate ability to differentiate between therapeutic effects and side effects including local effects and systemic effects. |  |
| 4.5 | Recognize and describe side effects, adverse reactions, major adverse reactions, medication interactions and differentiate between synergism and antagonism. |  |
| 4.6 | Describe the difference between psychological and physical medication dependence and name classifications of drugs that are commonly abused. |  |

## Benchmark 5: Forms of Medication

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Identify forms in which medications are available and implication for effective use. |  |
| 5.2 | List and describe the routes for administering medications and demonstrate appropriate techniques in route administration. |  |
| 5.3 | Describe who is qualified to give medications by the parenteral route. |  |  |  |
| 5.4 | Determine from a list which medications should not be crushed and give explanations. |  |

## Benchmark 6: Safety

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Be able to interpret and use common medical abbreviations for medication forms, routes, administration times, medication orders and general medical abbreviations. |  |
| 6.2 | Identify which professionals are responsible for calculating drug dosages. |  |  |  |
| 6.3 | Recognize three systems of measurement used in the calculation of dosages and which one is used the most frequently when medications are ordered. |  |
| 6.4 | Define the prefixes used in the metric system and be able to add and subtract decimals and solve simple dosage problems involving decimals, fractions and percent. |  |
| 6.5 | Identify the importance of correct dose measurements and using the correct measuring devices. |  |
| 6.6 | Describe the disadvantages of using the Household system of measurement in medication use. |  |
| 6.7 | Perform simple conversions between and within systems of measurements. |  |  |  |
| 6.8 | List 2 medications that are measured in units. |  |  |  |  |

## Benchmark 7: Drug Standards and Names and Resources

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Explain what is meant by drug standards and how they are determined. |  |  |  |
| 7.2 | Differentiate between generic and brand name for a drug. |  |  |  |  |
| 7.3 | Demonstrate the ability to find and use drug references and other resources to obtain drug information. |  |

## Benchmark 8: Medications for the Cardiovascular System

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Identify basic structures and functions of the cardiovascular system including the main components of blood. |  |
| 8.2 | State the function of the lymphatic system. |  |  |  |  |
| 8.3 | Describe effects of aging on the cardiovascular system. |  |  |  |  |
| 8.4 | Explain the major cardiovascular disorders as well as diseases of blood and lymph and give a review of medications which may be used for cardiovascular and blood disorders, including methods of administration, nursing care and side effects. |  |
| 8.5 | Identify the names of instruments used to measure blood pressure and to record the heart rate, and be familiar with current practice regarding the definitions of prehypertension, hypertension and hypotension. |  |

## Benchmark 9: Medications for the Respiratory System

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Identify the basic structures and functions of the respiratory system including the mechanisms of breathing and how gases are exchanged in the lungs. |  |
| 9.2 | Explain the major respiratory disorders, listing common signs and symptoms and make a review of the medications used for such disorders, including methods of administration, nursing care and side effects to include the drug groups of antihistamines, decongestants, and bronchodilators. |  |
| 9.3 | Describe the effects of aging on the respiratory system. |  |  |  |  |
| 9.4 | Demonstrate competence in ability to provide inhalation therapy of metered dose inhaler, nasal inhaler, nebulizer treatments and oxygen therapy including being able to identify signs and symptoms of toxic effects of oxygen. |  |

## Benchmark 10: Medications of the Digestive System

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Identify the basic structures and functions of the digestive or gastrointestinal system. |  |
| 10.2 | Describe the major gastrointestinal disorders including signs and symptoms and make a review of the medications used for those disorders including nursing care and side effects for those disorders. |  |
| 10.3 | Describe the effects of aging on the gastrointestinal system. |  |  |  |  |
| 10.4 | Identify principles to remember in administering medications for the digestive system safely. |  |

## Benchmark 11: Medications of the Nervous System and Special Senses of the Eye and Ear

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Identify the two major divisions of the nervous system and the major structures and functions of the nervous system. |  |
| 11.2 | Describe the disorders of the nervous system including related medications and treatments, nursing care and side effects. |  |
| 11.3 | Describe the effects of aging on the nervous system. |  |
| 11.4 | Describe the difference of CNS stimulants and depressants and note the reasons these drugs may be abused. |  |
| 11.5 | Be familiar with analgesic pain medications for mild and moderate pain, as well as common side effects and the CMA’s responsibility with pain management. |  |
| 11.6 | Describe the actions and give examples of psychotropic drugs, nursing care and side effects including transient or permanent drug-induced movement disorders that result from the use of these medications. |  |
| 11.7 | Identify the major structures and functions of the eye and ear. |  |  |  |  |
| 11.8 | Describe the disorders of the eye and ear including signs and symptoms, and related medications to these disorders including nursing care and side effects. |  |
| 11.9 | Describe the effects of aging on the eye and ear. |  |  |  |  |
| 11.10 | Describe special considerations regarding the administration of eye and ear medications. |  |
| 11.11 | Demonstrate competency in administering eye drops and ointments and ear drops. |  |

## Benchmark 12: Medications of the Musculoskeletal System

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Identify the major structures and functions of the musculoskeletal system. |  |  |  |
| 12.2 | Identify the major disorders that affect the musculoskeletal system including the malfunctions of bone marrow and their effects on the blood and make a review of related medications, nursing care and side effects. |  |
| 12.3 | Describe the effects of aging on the musculoskeletal system. |  |  |  |  |

## Benchmark 13: Medications of the Endocrine System/Reproductive System

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 13.1 | Identify the major structures, their functions and the regulatory mechanisms of the endocrine system. |  |
| 13.2 | Identify the major disorders that affect the endocrine system including related medications, nursing care and side effects. |  |
| 13.3 | Describe the effects of aging on the endocrine system. |   |   |   |   |   |   |   |
| 13.4 | Demonstrate basic knowledge regarding special conditions related to diabetes specifically hypoglycemia or insulin reaction and hyperglycemia or diabetic acidosis and be able to identify signs and symptoms associated with these disorders and the CMA’s responsibility to these disorders. |  |
| 13.5 | Identify the major structures and functions of the female and male reproductive system including naming the hormones that are produced by the male and female reproductive organs. |  |
| 13.6 | Identify the major disorders that affect the reproductive system including related medications, nursing care and side effect. |  |
| 13.7 | Describe the effects of aging on the reproductive system. |  |

## Benchmark 14: Medications of the Integumentary System

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 14.1 | Identify the 3 layers of skin, their location, structure and functions of the skin. |  |  |  |
| 14.2 | Describe the major disorders affecting the skin, related medications, nursing care and side effects. |  |
| 14.3 | Identify common changes in the integumentary system associated with aging. |  |  |  |
| 14.4 | Demonstrate competency in administering skin medications such as lotions, creams and ointments and completing a simple nonsterile dressing change. |  |

## Benchmark 15: Anti-Infective Agents

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 15.1 | Describe the nature of infection and identify causes, transmission and control measure including recognizing signs and symptoms of infection. |  |
| 15.2 | Explain why elderly are at increased risk for infections. |  |  |  |  |
| 15.3 | Distinguish between the various classifications of anti-infectives and recognize common medications within these classifications, nursing care and side effects. |  |
| 15.4 | Review topical anti-infective agents and administration of such medication. |  |  |  |

## Benchmark 16: Vitamins/Minerals and Herbs

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 16.1 | Describe and discuss the role of vitamins and know the difference between fat and water soluble vitamins. |  |
| 16.2 | Describe and discuss the role of minerals including macrominerals and microminerals. |  |
| 16.3 | Define and identify electrolytes |  |  |  |  |  |
| 16.4 | Identify nursing care and side effects regarding vitamins and minerals and their relationship to other medications. |  |
| 16.5 | Identify popular herbs and supplements and nursing care and side effects of these drugs. |  |
| 16.6 | Identify herbs which are unsafe. |  |

## Benchmark 17: Administration of Medications

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 17.1 | Identify ways medications are supplied including unit dose and multiple dose packaging. |  |
| 17.2 | Describe proper storage of medication, biologicals, equipment, and supplies in the medication room, medication cart and resident’s/patient room. |  |
| 17.3 | Describe how to properly dispose of unused medications. |  |  |  |  |
| 17.4 | Describe the difference between a standing order, automatic stop orders, routine orders, PRN and STAT orders. |  |
| 17.5 | Describe who may receive medication orders, how they are received and recorded and how they are ordered as well as the CMA’s responsibility if the order is not clear or legible. |  |
| 17.6 | Show competency in using a Medication Administration Record including proper documentation related to administration of medications and special documentation required for prn medication administration or administration of Controlled medications such as narcotics. |  |
| 17.7 | Describe how, when and why Controlled medications are accounted for. |  |  |  |
| 17.8 | Describe specific techniques when administering liquid or crushed medications. |  |  |
| 17.9 | Describe, identify and correctly apply the 7 rights of medication administration. |  |  |  |
| 17.10 | Identify and demonstrate appropriate principles of documentation. |  |  |  |
| 17.11 | Describe and identify what constitutes a medication error |  |  |  |  |

## Benchmark 18: Administering Medications to the Elderly

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 18.1 | Define Geriatrics and Gerontology |  |
| 18.2 | Describe how aging affects pharmokinetics including the absorption, distribution, metabolism and excretion of medications and how these effects may cause a need for dosage adjustments. |  |
| 18.3 | Describe and review safe medication administration practices and the principles that are specific for the elderly resident. |  |
| 18.4 | Identify Drug Classes of Concern and medications with higher risk of toxicities in the elderly. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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