# **Medication Fundamentals: 4 hours skills lab**

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# **Medication Orders, Documentation, Storage and Disposal**

# 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.

# Medication prescription/order

### Recorded on patient record

### Complete order

### Signed

### Legible

### Drug name

### Dose

### Route

### Time

### Frequency

# MA-C should not take verbal or telephone orders

# Questioning an incomplete medication order

# Medication documentation system

### Documentation of orders onto agency’s medication document

# Medication administration record (MAR)

# Controlled substance medication log

# Medication Storage

### Storage area

### Medication room

### Medication cart

### Medication tray

# Disposal of outdated, contaminated, or unused medication

# **Forms of Medication**

### Liquid

### Aerosol

### Inhalant

### Drops

### Elixir

### Spray

### Solution

### Suspension (needs mixing/shaking)

# Syrup

# Tincture

# Solid and semi-solids

# Capsules

# Tablet (dissolve)

# Scored versus unscored

# Caplets

# Time-released

# Covered with special coating (not to be crushed)

# Lozenges(dissolve)

# Ointment

# Paste

# Powder

# Cream

# Lotion

# Liniment

# **Safety and Rights of Medication Administration**

# Three safety checks of medication administration

# Identify 6 rights of medication administration

# **Preparation and Actual Administration**

# Basic steps:

## Wash hands

## Review medications that require checking of pulse or blood pressure before administering

# Identify the client

# Introduce yourself

# Explain what you are going to do

# Glove if necessary

# Position the client

# Do what you explained

# Wash your hands

# Special considerations

# Document

# **Safety – 1 hour**

# 

# **Know the following before administering medications:**

### Name (generic and trade)

### Purpose

### Effect

### Length of time to take effect

### Side effect

### Adverse effects

### Interactions

### Special instructions

### Where to get help

# **Causes and Reporting of Medication Errors**

## Failure to follow prescriber’s orders exactly.

## Failure to follow manufacturer’s specifications/directions for use.

## Failure to follow accepted standards for medication administration

## Failure to listen to a client’s or family’s concerns.

## Notify the agency’s nurse/supervisor/pharmacist/physician or other prescriber, according to the agency policy.

## Complete a medication error or incident report.

## **Communication and Documentation – 2 hours**

# **Reporting of Symptoms or Side Effects**

## Observe, monitor, and report any change that is different from the client’s normal condition.

# Notify the nurse as soon as possible with as much information as available.

# Record changes.

# Report Any Change from the Client’s Normal Condition

## Temperature

## Pulse

## Respirations

## Blood Pressure

## Observe and report complaints of pain

## Other changes in condition (e.g., urinary output, mental status, activity, etc.)

# **Documentation of Medication Administration**

## Identifying initials and time on MAR.

## Circle and document the reasons that a client may not take a medication.

# PRN medication, delegated by the licensed nurse, per facility/agency policy.

# **Role of the Supervising Nurse**

## The nurse must determine the level of supervision, monitoring and accessibility she or he must provide for nursing assistive personnel.

# The nurse continues to have responsibility for the overall nursing care.

# To delegate effectively, nurses need to be able to rely on nursing assistive personnel’s credentials and job descriptions, especially for a first time assignment.

# Nursing administration (typically through human resources/personnel) has the responsibility for validating credentials and qualifications of employees.

# Both nurse and MA-C need the appropriate interpersonal and

# communication skills and organizational support to successfully resolve delegation issues.

# Trust is central to the working relationships between nurses and assistive personnel. Good relationships have two-way communication, initiative, appreciation and willingness to help each other.

# **Medication Administration – 2 hours**

# **Routes of Administration**

## Oral

## Buccal

## Sublingual

## Inhaler (metered dose)

## Nebulizer

## Nasal

## Eye (ophthalmic)

## Ear (otic)

## Topical

## Dressings

## Soaks

## Transdermal (e.g., patch)

# Suppositories (rectal and vaginal)

# **Factors Affecting How the Body Uses Medication**

## Age

## Size

## Family traits

## Diet

## Disease

## Psychological issues

## Gender and basic metabolic rate

# Dosage

# **Location of Resources and References**

## Nurse

## Pharmacist

## Physician

## Package/drug insert (brochure)

## Drug reference manuals

# **Ethical and Legal – 1 hour**

# **Responsibility of MA-C when accepting delegation tasks**

## The MA-C has the responsibility not to accept a delegation that she/he knows is beyond her/his knowledge and skills.

# Delegation is client specific. Having done a task for one client does not automatically mean assistive personnel can do the task for all clients. In addition, delegation is also situation specific; doing a task for one client in one situation does not mean the nursing assistive personnel may perform that task for this client in all situations.

# A task delegated to assistive personnel cannot be redelegated by the nursing assistive personnel.

# The MA-C is expected to speak up and ask for training and assistance in performing the delegation, or request not to be delegated a particular task/ function/activity.

# Both nurse and MA-C need the appropriate interpersonal and communication skills and organizational support to successfully resolve delegation issues.

# **Rights of Individuals**

## Maintaining confidentiality

# Respecting client’s rights

# Respecting client’s privacy

# Respecting client’s individuality and autonomy

# Communicating respectfully

# Respecting client’s wishes whenever possible

# Right to refuse medication

# Right to be informed

# **Specific Legal and Ethical Issues**

## Abuse and/or neglect

### Identify types of abuse

## Physical

## Verbal

## Psychological

## Sexual

## Financial

### Preventive measures

### Duty to report

## Exposure to medical malpractice/ negligence claims/ lawsuits

# Fraud

# Theft

# Diversion

# **Safety and Rights of Medication Administration**

## Review the three safety checks

## Review the six rights of medication administration