



**Syllabus
For
MEDICATION AIDE – Certified for Idaho
Online Course**

I. Course

Medication Aide - Certified

II. Description: This course is designed to develop the skills of the Medication Aide - Certified in the long term care facility.

III. Context of the total curriculum: This course is a Certified Medication Aide – Certified course curriculum that follows the Idaho Board of Nursing recommendations. This course is a 100 hour course, consisting of 60 hours of didactic learning and 40 hours of supervised clinical practicum.

IV. Text

Administering Medications: *Pharmacology for Health Careers Eighth Edition*
ISBN: 978-0073513751

V. References

Textbook, library materials, and websites will be utilized for instruction.

VI. Prerequisites/Cancellations/Refunds/Placement Services

Current CNA is required to take this course.

Cancellations – No cancellations will be made due to low enrollment. Power failure could delay course. Students would be notified if a power failure occurs and time would be extended should this happen.

Refunds - The student has a right to cancel this enrollment agreement and obtain a refund prior to the course start date. If student wishes to withdraw totally from the program, they may cancel this order by giving written notice. Refunds will not be processed until email or postal mail is received.

- Students withdrawing during the first 3 days of the course will be refunded 100 percent of the tuition.
- No other refunds will be given if the student has completed more than 3 days of the course.

The Registration Fee is non-refundable. Course transfers can be recorded two times without paying the Registration Fee. After the second course transfer, the Registration Fee will be charged again.

Placement Services – No placement service available

VII. Methods of Instruction: Textbook, threaded discussions, didactic questions, practice exercises and interactive games, lecture materials, assignments, and links to various studies.

VIII. Expected Learner Outcomes: Students will gain knowledge in the subject matters below:

- Medication Fundamentals
- Safety
- Communication and Documentation
- Medication Administration
- Ethical and Legal Considerations
- Practicum

IX. Assessment of Outcomes: Grades will be based on class participation, clinical competence, and written exams. A grade average of 85% must be maintained in order to complete the class.

1. The assignments must be 100% complete for each unit. Each unit will have a test.
2. *The student must participate in the discussion forum. The discussion forum will be left open to the entire class.*
3. When deadlines are posted, they must be adhered to.
4. Students must complete their own assignments. Students may ask questions and participate in the group discussion.

X. Attendance Requirements: Students must attend the Discussion Forum as specified in the syllabus. All assignments must be submitted by the date specified in the course content plan and given to students on the first day in an email. If the assignments are not received by the due date the student will receive a zero. If clinical days are missed the student will not be able to finish the course unless special arrangements have been made with the instructor.

XI. Cheating: Cheating means getting unauthorized help on an assignment, quiz, or an examination. You must not accept help with the answers on any assignment or exam. You are responsible for your own work. You must NOT make copies of the test unless authorization has been given by the instructor.

XII. Course Content and Schedule

UNIT 1 – 20 hours

1. Pharmacology
2. Drug Sources
3. Drug Uses
4. Drug Standards
5. Drug Names

6. Drug References
7. Preparing Your Own Drug Cards
8. Drug Legislation
9. You and the Law
10. Pharmacokinetics
11. Drug Action
12. Factors Affecting Drug Action
13. Drug Effects
14. Adverse Reactions
15. Drug Dependence or Drug Abuse
16. Math Review: Fractions
17. Systems of Measurement
18. Apothecary System
19. Converting Among Measurement Systems
20. Dosage Calculations
21. Orientation to the Parenteral Route
22. Standard Precautions
23. Equipment
24. Drawing up Medications
25. Injection Sites
26. General Procedure for Injections.
27. Special Instructions
28. Principles of IV Therapy
29. Forms of Medication
30. Routes of Administration, including parenteral and subcutaneous medications
31. The Medication Order
32. Types of Drug Orders
33. Questioning a Medication Order
34. Standard Medical Abbreviations
35. Ordering Drugs from the Pharmacy
36. Drug Packaging
37. Storage and Disposal of Drugs
38. Keeping Track of Medication Orders
39. Setting up Medications
40. The Seven Rights: Rules for Giving Medications
41. Reading and Understanding a Medication Label
42. Charting Medications
43. The POMR
44. Principles of Charting

UNIT 2 – 20 hours

1. Recommended Daily Allowance (RDA)
2. Vitamins
3. Minerals

4. Electrolytes
5. Herbs
6. Infection and Immunity
7. Antibiotic Drugs
8. Antifungal Drugs
9. Antiviral Drugs
10. Isolation Procedures
11. Universal Blood and Body Fluid Precautions
12. Structure and Function of the Eye
13. Eye Disorders
14. Drug Therapy for Eye Disorders
15. Structure and Function of the Ear
16. Ear Disorders
17. Drug Therapy for Ear Disorders
18. Integumentary Systems
19. Skin Disorders
20. Topical Medications
21. General Instructions for Medicating the Skin
22. Cardiovascular System
23. Cardiovascular Disorders
24. Drug for Cardiovascular and Blood Disorders
25. Giving Cardiovascular Medications
26. Respiratory System
27. Respiratory System Disorders
28. Nicotine Dependence and Smoking Cessation
29. Drugs for Respiratory Disorders
30. Giving Respiratory Drugs
31. Gastrointestinal System
32. Disorders of the GI System
33. Drugs that Affect the GI System
34. Giving GI Medications
35. Urinary System
36. Disorders of the Kidneys and Urinary Tract
37. Imbalances of Body Fluids, Electrolytes and pH
38. Drugs for the Urinary Tract and Fluid Imbalances
39. Giving Drugs That Affect the Urinary System

UNIT 3 – 20 hours

1. Reproductive System
2. Disorders of the Reproductive System
3. Use of Sex Hormones in Drug Therapy
4. Endocrine System
5. Disorders of the Endocrine System
6. Hormone Therapy

7. Administering Insulin
8. Musculoskeletal System
9. Disorders and Drug Treatment of Musculoskeletal Disorders
10. Care of Patients with Musculoskeletal Disorders
11. The Nervous and Sensory System
12. Nervous System Disorders
13. Drugs That Affect CNS
14. Giving Medications for the Nervous and Sensory Systems
15. The Nervous System and Emotions
16. Mental Disorders
17. Selection and Use of Psychotropic Drugs
18. Giving Medications
19. Body Systems
20. Necessary Substances
21. Immunity
22. Cancer and Chemotherapy
23. Drugs and the Pediatric Patient
24. Physiologic Alterations in the Pediatric Patient
25. Safeguards Critical to Safe Administration of Pediatric Medications
26. What's New in Pediatric Medications
27. Drugs and the Older Adult
28. The Aging Process
29. Pharmacokinetics in the Older Adult
30. Obtaining a Medical and Medication History
31. Administering Medications to the Older Adult Patients
32. Engaging Patients in Their Care

UNIT 4

Final Exam

Assignments Due Dates:

Unit One: due the 2nd Monday after class begins

Unit Two: due the 4th Monday after class begins

Unit Three: due the 6th Monday after class begins.

Unit 4-Final Exam: due the 8th Monday after class begins.

XIII. Instructor Contact Information: Please contact your instructor at the facility for clinical questions while you are in training.

XIV. Online Instructor Information

Kayla Neitzel (Primary)

kaylan@wecareonlineclasses.com

Melanie Fischer (backup)
Melanie@wecareonlineclasses.com

Phone: 1-888-932-2501 ext 102

1. Every attempt will be made to respond to e-mail or phone calls within 24 hours, excluding weekends or holidays.
2. If the instructor is not available for an unforeseen reason, an instructor that has been trained to teach the web-based classes will be available.
3. If you have questions or concerns regarding the course content notify the instructor. The ending date of the course will be extended in case of power failure until students have access to internet again. Extended time will be allowed as needed.
4. Discussion forum will be left open for the entire class. You must attend at some point. An anonymous course evaluation will be completed at the end of course. The evaluation will be included in your last assignment.
5. Computer with internet connection and valid email address are needed for the course.

XV. ADA: If you have a disability and require accommodation, please let the office know before the first day of course.