



## Quick Reference to MA-C Curriculum

The nurse *shall not* delegate to MA-C any of the following acts:

- a) Conversion or calculation of drug dosage
- b) Assessment of client need for or response to medication
- c) Nursing judgment regarding the administration of PRN medications
- d) Medications to be given via parenteral routes and nasogastric, gastrostomy or jejunostomy routes

### Medication Fundamentals

#### Safety and Rights of Medication Administration:

Three safety checks  
Six rights of medication administration

#### Mathematics, Weights and Measures

MA-C does not convert medications dosages  
Systems of measurement

#### Forms of Medication:

Liquid  
Solid and semi-solid

#### Medication Basics:

Terminology  
Abbreviations  
Dosage range  
Actions  
Implications for administration  
Therapeutic effects  
Side effects  
Precautions

Contraindications  
Allergic reactions  
Adverse reactions  
Tolerance  
Interactions  
Additive or antagonist effect  
Idiosyncratic effect  
Paradoxical effect

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

Medication prescription/order  
Medication documentation system  
Medication storage  
Disposal of outdated, contaminated or unused medication

#### Preparation and Actual Medication Administration:

Wash hands before  
Review medications that require checking of pulse or blood pressure before administering  
Identify the client  
Introduce yourself  
Glove if necessary  
Position the client  
Explain what you are going to do  
Do what you explained  
Wash hands after  
Special considerations  
Document

### Safety

#### Prevention of Medication Errors:

What to know before administering medications

#### Causes and Reporting of Medication Errors:

Failure to follow prescriber's orders  
Failure to follow manufacture's directions  
Failure to follow accepted standards  
Failure to listen to client or family  
Follow policy to notify care providers  
Complete a medication error report

### Communication and Documentation

#### Building Relationships:

Review the communication process  
Review barriers to effective listening and communications  
Setting boundaries  
Review team building

#### 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 is 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

#### Documentation of Medication Administration:

Identifying initials and time on medication administration record (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 Delegating/Supervising Nurse:

Nurse determines level of supervision, monitoring and accessibility to be provided for nursing assistive personnel.  
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.  
Nursing administration 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.  
Trust is central to the working relationship.

Medication Administration			
<b>Routes of Administration:</b> Oral Buccal Sublingual Inhaler (metered dose) Nebulizer Nasal Eye (ophthalmic) Ear (otic) Topical Dressings Soaks Transdermal (e.g., patch) Suppositories (rectal and vaginal)	<b>Factors Affecting How the Body Uses Medication:</b> Age Size Family Traits Diet Disease Psychological issues Gender and basic metabolic rate Dosage	<b>Classes of Medications Related to Body Systems and Common Actions:</b> Antimicrobials Cardiovascular Dermatological Endocrine Gastrointestinal Musculoskeletal Neurological Nutrients/vitamins/minerals Respiratory Sensory Urinary	<b>Location of Resources and References:</b> Nurse Pharmacist Physician Package/drug insert Drug reference manuals

**Ethical and Legal Issues**

<b>Role of MA-C</b> Task is a delegated nursing function under nursing supervision. The following acts <i>shall not</i> be delegated to MA-Cs: 1. Conversion or calculation of medication dosage; 2. Assessment of client need for or response to medication; 3. Nursing judgment regarding the administration of PRN; 4. Medications to be given via parenteral routes and through nasogastric, gastrostomy or jejunostomy routes.	May perform a task involving administration of medications if: 1. The MA-C's assignment is to administer medications under the supervision of a licensed nurse in accordance with provisions of this act and rules; and 2. The delegation is not prohibited.	<i>Shall not</i> perform a task involving the administration of medication if: 1. The medication administration requires an assessment of the client's need for medication, a calculation of the dosage of the medication or the conversion of the dosage; 2. The supervising nurse is unavailable to monitor the progress of the client and the effect on the client of the medication; or 3. The client is not stable or has changing needs.  If there is an error in the administration of medication, follow facility policy and procedure to report. Follow medication administration policies
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<b>Responsibility of MA-C When Accepting Delegated Tasks:</b> Not to accept a delegation that is beyond MA-Cs knowledge and skills. Delegation is client specific. Task cannot be re-delegated by MA-C. Speak up, ask for training and assistance in performing the delegation, or request not to be delegated particular task. Need the appropriate interpersonal and communication skills.	<b>Rights of Individuals:</b> 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
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<b>Safety and Rights of Medication Administration:</b> Three safety checks Six rights of medication administration	<b>Specific Legal and Ethical Issues:</b> Abuse and/or neglect Exposure to legal claims/lawsuits Fraud Theft Diversion
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**Practicum**

<b>Supervised and Progressive Clinical Experience in Administering Medications that Incorporates the Didactic Modules of:</b> Medication fundamentals Safety Communication and documentation Medication administration Ethical and legal issues
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