

WORK PROCESS SCHEDULE  
 CERTIFIED NURSING ASSISTANT, (Medication Aide Specialty)  
 O\*NET-SOC CODE: 31-1012.00 RAIS CODE: 0824MA

**Description: (Prerequisite Nurse Aide, on state registry)** Perform duties of Medication Aide with proficiency and provides medication and records the provision of medications to residents under the direction and monitoring of a registered nurse according to the provision of State Regulations for Medication Aides.

**Term: Competency-based**

**On-The-Job Learning:** The following competency areas have been identified to lend focus and direction to the professional development of nursing assistants. The apprentice will attain a basic level of mastery across all competency areas before receiving certification. Basic mastery will be represented by the apprentices being able to articulate their learning with each competency area and demonstrate that they have successfully integrated all the competencies in their work. The order in which the apprentices learn will be determined by the flow of work on-the-job and will not necessarily be in the order listed. Times allotted to these various processes are estimated for the average apprentice to learn each phase of the occupation and demonstrate competency. They are intended only as a guide to indicate the quality of training being provided and the ability of an apprentice to absorb this training in an average amount of time.

<b>Competencies</b>	<b>Approximate hours (Min/Max)</b>
<p><b>A. Resident rights, respect to privacy and abuse</b></p> <ul style="list-style-type: none"> <li>• Recognize and adheres to the right to privacy related to diagnosis, medications and treatments.</li> <li>• Identify information that is considered private and confidential.</li> <li>• Identify what specific information may be shared with different members of the interdisciplinary team.</li> <li>• Recognize and honor the resident’s right to refuse medication.</li> <li>• Seek advice and consultation from registered nurse for appropriate persuasive methods to take in the case of a resident who does not have the capacity to make informed decisions, re: medication.</li> <li>• Verbalize appropriate action to take in situations of abuse reports or observations.</li> </ul>	<b>100-250</b>
<p><b>B. Medication administration skills (note: These skills are completed according to State Regulations)</b></p> <ul style="list-style-type: none"> <li>• Demonstrate providing the right medication to the right person at the right time in the right dose and by the right route.</li> <li>• Demonstrate appropriate action per facility policy for missed medications.</li> <li>• Accurately measure dosages of meds including liquid medications</li> <li>• Demonstrate checking medication expiration dates and verbalize action to take for those that have expired.</li> <li>• Verbalize proper storage of medication and identify medications which need refrigeration.</li> <li>• Demonstrate appropriate storage of topical and orals, ensuring separation from each other.</li> <li>• Verbalize or demonstrate action to take if medication is not normal consistency or color.</li> <li>• Demonstrate appropriate action if label is incorrect or unable to be read.</li> <li>• Follow facility procedures including timelines for documenting medications provided.</li> </ul>	<b>250-400</b>

- Verbalize and demonstrate appropriate actions if a medication error is completed or discovered.
- Demonstrate providing sufficient fluids with medication provided.
- Verbalize which meds may not be crushed.
- Verbalize why medication may need to be liquid or crushed.
- Verbalize actions to take if a resident develops a rash, vomiting, breathing or swallowing problems related to medication received.
- Demonstrate and/or verbalize how to use an inhaler.
- Demonstrate and/or verbalize how to use a nebulizer.
- Demonstrate and/or verbalize how to provide topical medications.
- Demonstrate and/or verbalize how to provide oxygen via concentrator and nasal cannula.
- Demonstrate appropriate delivery of eardrops to an adult and verbalize how this differs from administration to a child.
- Demonstrate and/or verbalize how to give eye drops.
- Verbalize limitation imposed by State Regulation related to medications provided including those related to injections and PRN medication administration.
- Demonstrate observing resident swallowing medication(s) and how to check for pocketing of meds.
- Verbalize when it is/is not appropriate to put medications in food.
- Demonstrate medication provided via other routes according to state provisions (i.e., suppository, g-tube, etc.)

**C. Infection Control**

**100-200**

- Demonstrate appropriate hand washing during medication provision, ensuring washing between residents or using hand sanitizers appropriately.
- Demonstrate or verbalize appropriate action if a medication is dropped on the floor.
- Demonstrate or verbalize appropriate action if resident spits out medication.
- Maintain medication cart, cups, etc. clean.

**D. Safe Medication Administration**

**250- 350**

- Demonstrate the correct procedures for storing and using tinctures, fluid extracts, elixirs, spirits and suspensions.
- Explain what delayed-release and enteric-coated tablets and capsules are and how they should be given to residents.
- List and describe the routes for administering medications.
- Ensure medications are locked whenever out of visual field.
- Demonstrate observation and prompt reporting or action for any noted adverse medication effects.
- Differentiate between local and system effects of medications.
- Explain why drug standards are necessary.
- Demonstrate ability to use drug resources to obtain drug information.
- Differentiate between generic and brand names for drugs

**Total Approximate Hours**

**700-1,200**

**NOTE: Skilled demonstration is completed with RN supervision.**

RELATED INSTRUCTION OUTLINE  
CERTIFIED NURSING ASSISTANT, (Medication Aide Specialty)  
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**Description:** Related instruction supplements on-the-job learning (OJL) and lists courses that provide technical knowledge. It is through a combination of both OJL and related theoretical instruction that an apprentice can reach a **skilled level** in the occupation. The following are suggested courses to be completed during the term of apprenticeship:

<b>Related Instruction</b>	<b>Approximate Hours</b>
A. <b>Role of the medication aide: Basic competencies, legal aspects and supporting procedures</b>	<b>8</b>
B. <b>Drugs and med aide activities (storage, packaging, disposal, accounting for meds, PRN meds, medication errors, delegated activities, etc.)</b>	<b>10</b>
C. <b>Body systems, drug metabolism and related drug families used in treatment</b>	<b>16</b>
D. <b>Resident rights, abuse, infection control and safety issues related to medications</b>	<b>6</b>
<b>CLASSROOM RELATED INSTRUCTION<sup>1</sup></b>	<b>40</b>

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<sup>1</sup> Classroom instruction hours do NOT include skill demonstration. Skill demonstration and practice hours are additional to classroom instruction.