

Maine State Board Approved Certified Nursing Assistant-Medications Course



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Certified Nursing Assistant – Medications (CNA-M) Course

1. General Information
2. Faculty Qualifications
3. Student Qualifications
4. Role of the Certified Nursing Assistant-Medications
5. Course Approval Process
6. Certificate
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General Information

The purpose of this course is to teach experienced certified nursing assistants to administer selected injectable and non-injectable medications to patients who are 4 years of age and older. This complex nursing task shall be performed under the direct on-site supervision of a licensed nurse. Tasks shall be performed only in the following settings: long term care nursing facilities; state mental health institutions; county jails and state correctional facilities; assistive living settings as part of a multi-level facility; ambulatory care (limited to transcription or orders); and in a hospital or critical access hospital's designated swing bed unit (as defined by 10-144 CMR, Ch. 112, Section 1, 1.12), providing the following criteria are met:

- The swing bed unit is in a designated part of the facility;
- All swing beds are contiguous with each other; and
- The designated swing bed unit shall include all the beds within the designated area and does consist of a random collection of individual rooms or beds that are scattered throughout the facility.

This standardized medication course will provide the basis of understanding needed for the certified nursing assistant (CNA) to administer medications safely.

This manual includes course objectives, unit objectives and a content syllabus that is designed to be used in concert with a current medication assistant text. All theory must be taught. Policies pertaining to attendance, grading, progression, and retention will be developed by the program and made available in writing to the students at the beginning of the medication program.

Content need not be taught in the order listed. Time may be added, and emphasis made by the instructor to highlight certain aspects of the curriculum. However, students participating in this program will not be taught content beyond what is included in the Board approved Certified Nursing Assistant-Medications Course.

One objective within each patient care unit is to identify and describe medication classifications used to treat various disorders. The following pharmacodynamics must be discussed for each medication classification:

- Expected action
- Contraindications for use
- Medication examples and normal dosage range for each classification
- Precautions to observe
- Common side effects

It is recommended that a system of pass/fail be used in grading the skills laboratory portion of this course. The criteria necessary to pass each skill should be determined by the instructor and should be made available to the student before the skills test.

All course objectives must be met successfully to complete the course with a cumulative average of 70 (students may retake the examination per program policy). All skills listed in the skills checklist must be demonstrated either successfully in the clinical setting or in the skills laboratory. Students must perform return demonstrations for each skill. Verbalizations are acceptable when the skill warrants a different validation of competency.

The clinical instructor/student ratio must be at least one instructor to every three students when administering medications in the clinical setting. The ratio is necessary for adequate learning and safe patient care.

The minimum hours for this curriculum shall be:

Theory	60 hours
Skills laboratory	20 hours
Clinical	40 hours
Total	120 hours

Faculty Qualifications

1. The faculty member must hold current licensure in Maine as a registered professional nurse or a multistate license issued by a state that has adopted the Nurse Licensure Compact in which the licensee legally resides.
2. The faculty member must have two years medication administration or supervision of medication administration experience as a registered professional nurse in a clinical setting in the last five years.
3. A written recommendation attesting to previous teaching experience and ability is required.

Student Qualifications

1. Active listing on the Maine Registry of Certified Nursing Assistants and Direct Care Workers and evidence of employment as a CNA for 1200 hours in the last two years.
2. Documentation of a tenth-grade competency level on a competency assessment mechanism

as approved by the board.

Role of the Certified Nursing Assistant-Medications

1. The certified nursing assistant-medications (CNA-M) shall not be assigned the task of administering or performing the following:
 - Debridement or medicated dressings
 - Non-oral chemotherapy
 - Medications by nasogastric and J tubes
 - Intravenous or intramuscular medications
 - Receiving controlled substances from the pharmacy and initiating the individual count record
 - Subcutaneous injections other than diabetic medications
2. The registered professional nurse may assign the CNA-M the administration of an oral anticoagulant to a patient who is on a maintenance dose of such medication provided that the following condition is met:
 - The health care facility has established written policies on this matter, agreed upon by the nursing and medical staff.
3. The CNA-M may be delegated the responsibility for transcription of medical orders in the Medication Administration Record (MAR). All medical orders must be reviewed for accuracy by the licensed nurse.
4. The CNA-M is not responsible for any drug calculation or conversion. However, the CNA-M is expected to recognize gross errors in dosage and report such to the licensed nurse.
5. The CNA-M may divide a scored tablet for administration or administer multiple tablets to equal the prescribed dose.
6. The CNA-M may administer a PRN medication only after an assessment of the patient has been made by the licensed nurse. The licensed nurse is responsible for documenting the effectiveness of the PRN medications.
7. The CNA-M may participate in the controlled substance count only as a second person to the licensed nurse.
8. The CNA-M may act as the second person in the wasting of controlled substances.

Course Approval Process

1. Requests for initial approval to teach the medication course shall be submitted to the Board 60 days prior to the desired starting date of the course and annually thereafter.

2. Revisions in the conduct of the medication course, and/or changes in the instructional staff, classroom, and/or clinical sites shall be submitted to the Board for approval prior to implementation.

Certificate

The institution or agency conducting the Board's medication course shall award a certificate of training to each student who satisfactorily completes the course. Such certificate shall clearly designate the following:

1. Completion of the Board's Certified Nursing Assistant-Medications Course; and
2. The specific number of classroom/laboratory hours; and
3. The specific number of correlated, supervised clinical hours; and
4. The exact beginning and ending dates of the course; and
5. Name of institution or agency conducting the course; and
6. The limitations of this certification (selected injectable and non-injectable medications) to patients 4 years and older, under the on-site supervision of a licensed nurse, **only** in long term care nursing facilities; state mental health institutions; county jails and state correctional facilities; assistive living settings as part of a multi-level facility; ambulatory care (limited to the transcription of orders); and in a hospital or critical access hospital's designated swing bed unit.
7. Signature of the registered professional nurse director of the course.

Course Objectives

Upon course completion, students will be able to:

1. State the legal and ethical responsibilities of the Certified Nursing Assistant - Medications (CNA-M) in medication administration; and
2. Define and identify household and metric measurements; and
3. Demonstrate a basic knowledge of medication classifications, including their expected action, contraindications for use, medication examples and normal dose range for each classification, precautions to observe and common side effects; and
4. Prepare, administer, and store selected medications; and
5. Record medication administration; and
6. Demonstrate transcription of orders; and

7. Administer medications to special patient populations.

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Unit 1: Certified Nursing Assistant-Medications (CNA-M)

1. State the major purpose of this program.
2. Describe the role of the CNA-M on the nursing care team.
3. Describe the legal and ethical responsibilities of the CNA-M in administering medications.

Unit 1: Certified Nursing Assistant-Medications (CNA-M)

1. State the major purpose of this program.

Content: Chapter 5 Regulations Relating to the Training and Delegation by registered Professional Nurses Selected Nursing Tasks to Certified Nursing Assistants, Section 4.

2. Describe the role of the CNA-M on the nursing care team.

Content: (Include but not limited to)

- Registered Professional Nurse delegation
- Licensed Practical Nurse supervision
- Licensed scope of practice versus the unlicensed delegation of selected tasks
- Nurse licensure versus CNA and CNA-M certification
- Board of Nursing and the Registry of Certified Nursing Assistant and Direct Care Workers roles
- Chain of command (for questions and concerns)

3. Describe the legal and ethical responsibilities of the CNA-M in administering medications.

Content: (Include but not limited to)

- Use of chemical restraints
- Boundaries
- Patients right to refuse medications/treatments
- Refresher of abuse and neglect
- Diversion of medications and or supplies

Unit 2: Basic Pharmacology

1. Differentiate between generic versus brand name medications.
2. Differentiate between prescription versus non-prescription/over the counter medications.
3. Describe the common attributes of medication classifications.
4. Differentiate between the various medication classifications.
5. Discuss the various medication information resources.
6. Discuss the differences between reaction, sensitivity, and interaction.

Unit 2: Basic Pharmacology

1. Differentiate between generic versus brand name medications.

Content: (Include but not limited to)

- Definition
- Examples

2. Differentiate between prescription versus non-prescription/over-the-counter medications.

Content: (Include but not limited to)

- Definitions
- Examples
- Stock medications
- Medications kept with patient
- Standing orders for over-the counter medications
- Schedule II and other controlled medications

3. Describe the common attributes of medication classifications.

Content: (Include but not limited to)

- Definition of classification
- Types of classifications
- Examples

4. Differentiate between the various medication classifications.

Content: (Include but not limited to)

- What can the CNA-M administer?

5. Discuss the various medication information resources.

Content: (Include but not limited to)

- Drug handbooks
- Evidence based resources
- Electronic
- Digital

6. Discuss the differences between reaction, sensitivity, and interaction.

Content: (Include but not limited to)

- Define the terms
- Examples

Unit 3: Life Span Considerations

1. Describe the general principles of medication absorption, distribution metabolism, and excretion.
2. Discuss the monitoring of certain medications.

Unit 3: Life Span Considerations

1. Describe the general principles of medication absorption, distribution, metabolism, and excretion.

Content: (Include but not limited to)

- Routes of Administration
- Patient Condition
- Blood Flow
- Liver Function
- Renal Function
- Polypharmacy

2. Discuss the monitoring of certain medications.

Content: (Include but not limited to)

- Medication orders with parameters
- Medications requiring vital signs
- Sliding scales
- Medications requiring the monitoring of weights
- Medications requiring lab work

Unit 4: Medication Orders and Prescriptions

1. Identify the parts of a medication order.
2. Identify types of medication orders.
3. Identify ordering methods.
4. Discuss the medication administration record (MAR).
5. Define transcription of orders.
6. Identify information on a medication label.
7. Demonstrate the general process for the transcription of orders.
8. Discuss the administration and recording of different classes of controlled medications.

Unit 4: Medication Orders and Prescriptions

1. Identify the parts of a medication order.

Content: (Include but not limited to)

- Date
- Patient's name
- Medication and strength
- Dose
- Route of administration
- Frequency of use
- Indication for use
- Special instructions
 - Parameters
 - Start and stop dates
 - Tapers
- Provider signature

2. Identify types of medication orders.

Content: (Include but not limited to)

- STAT
- Single dose
- Standing orders
- PRN orders
- Orders that specify parameters
- Time-limited

3. Identify ordering methods.

Content: (Include but not limited to)

- Written
- Verbal (licensed nurses only)
- Telephone (licensed nurses only)
- Faxed
- Electronic

4. Discuss the medication administration record (MAR).

Content: (Include but not limited to)

- Each patient has a MAR that is part of their legal medical record
- Place in which medications are documented
- Record of all medications to be administered
- Record of staff that administer medications
- Includes special instructions for medication administration
- Record of medications not administered with reason

5. Define transcription of orders.

Content: (Include but not limited to)

- Definition
- Components of transcription

6. Identify information on a medication label.

Content: (Provide examples)

- Patient's name
- Pharmacy
- Prescription number
- Date filled
- Original date of prescription
- Prescriber's name
- Generic name
- Manufacturer's name
- Dosage
- Amount dispensed
- Frequency
- Directions for use warnings
- Number of refills
- Expiration date

7. Demonstrate the general process for the transcription of orders.

Content: (Include but not limited to)

- RN/LPN role to review all orders transcribed
- CNA-M role
- Abbreviations
 - Dosing (milliequivalents, teaspoon, tablespoon, ounces, milliliter, insulin units)
 - Times
 - Appropriate time frames for administration based on policies and procedures
 - Approved and unapproved abbreviations

8. Discuss medication administration and recording of controlled substances.

Content: (Include but not limited to)

- RN/LPN role
- CNA-M role
- Reordering system
- Flags (renew prescriptions)
- Controlled substance logbook
- Distinguish between Schedule II-V medications
 - Schedule II (special considerations)

Unit 5: Medication Safety

1. Demonstrate a basic knowledge of the responsibilities of the CNA-M in the administration of medications.
2. Discuss administration of herbal and dietary supplements.
3. Describe the necessary preparation for medication administration.
4. Discuss the proper storage and care of medications.
5. List the abbreviations commonly associated with the administration of medications.
6. Demonstrate the proper procedure for preparing medications.
7. Demonstrate proper recording of medications.
8. Discuss general reasons for and the disposal methods of medications.
9. Discuss the role of the licensed nurse and CNA-M in the wasting of controlled substances.
10. Discuss the CNA-M role in the patient's self-administration of medications.

Unit 5: Medication Safety

1. Demonstrate a basic knowledge of the responsibilities of the CNA-M in the administration of medications.

Content: (Include but not limited to)

- Communication to the licensed nurse
- Secure storage areas
- Infection control practices to keep medication area clean
- Medication errors:
 - Defining and recognizing medication errors
 - Preventing medication errors
 - Reporting medication errors
- Facility policies and procedures
- Reordering of medications

2. Discuss administration of vitamins, herbal and dietary supplements.

Content

- Safety concerns with the self-administration of supplements not ordered
- Over the counter medications require a prescriber order

3. Describe the necessary preparation for medication administration.

Content: (Include but not limited to)

- Rights of Medication Administration
 - right patient
 - Check the name on the order and the patient.
 - Use 2 identifiers.
 - Ask patient to identify himself/herself.
 - When available, use (for example, bar-code system).
 - right medication
 - Check the medication label.
 - Check the order.
 - right dose
 - Check the order.
 - Confirm appropriateness of the dose using a current drug reference.
 - If necessary, calculate the dose and have another nurse calculate the dose as well.

- right route
 - Again, check the order and appropriateness of the route ordered.
 - Confirm that the patient can take or receive the medication by the ordered route.
- right time
 - Check the frequency of the ordered medication.
 - Double-check that you are giving the ordered dose at the correct time.
 - Confirm when the last dose was given.
- right documentation
 - Document administration AFTER giving the ordered medication.
 - Chart the time, route, and any other specific information as necessary. For example, the site of an injection or any laboratory value or vital sign that needed to be checked before giving the drug.
- right reason
 - Confirm the rationale for the ordered medication. What is the patient's history? Why is he/she taking this medication?
 - Revisit the reasons for long-term medication use.
- right response
 - Make sure that the drug led to the desired effect. If an antihypertensive was given, has his/her blood pressure improved? Does the patient verbalize improvement in depression while on an antidepressant?
 - Be sure to document your monitoring of the patient and any other nursing interventions that are applicable.
- Infection control practices
 - Hand hygiene and personal protective equipment
- Look alike/sound alike medications

4. Discuss the proper storage and care of medications.

Content: (Include but not limited to)

- Controlled substances and Schedule IIs
- Secure storage area
- Stock medications
- Expiration dates for medications

- Refrigerated medications
- Emergency stock supply

5. List the abbreviations commonly associated with the administration of medications.

Content: (Include but not limited to)

- Dose
- Frequency
- Route
- Common medication abbreviations

6. Demonstrate the proper procedure for preparing medications.

Content: (Include but not limited to)

- The don'ts
 - Administer medications prepared by someone else
 - Pre-pour medications
 - Give medications without the use of a medication cup
- The do's
 - Three safety checks
 - Avoid contamination
 - Use an appropriate measuring device

7. Demonstrate proper recording of medications.

Content: (Include but not limited to)

- Computerized systems
 - Procedure when computer down or during scheduled maintenance
- Non-computerized systems
- PRN medications
- Documenting patient refusal or exceptions
- Communicating to licensed nurse

8. Discuss general reasons for and disposal methods of medications.

Content: (Include but not limited to)

- Circumstances that may warrant disposal of medications
- Examples of how medications may be disposed of in different settings

9. Discuss the role of the licensed nurse and CNA-M in the wasting of controlled substances

Content: (Include but not limited to)

- Second person in count
- Visually witnessing the wasting

- Documentation

10. Discuss the CNA-M role in the patient's self-administration of medications.

Content: (Include but not limited to)

- Examples of medications kept at bedside (facility policies and procedures)
- Documenting self-administration
- Assisting the patient due to physical limitations
- Patient leave of absence (policies, procedures, state regulations)
- Communication with licensed nurses

Unit 6: Oral, Sublingual and Buccal Medications

1. Identify the different types of oral dose forms.
2. Discuss reasons for not administering a medication orally.
3. Demonstrate the ability to administer solid and liquid oral medications.
4. Discuss use of sublingual medications.
5. Demonstrate the ability to administer a sublingual medication.
6. Discuss use of buccal medications.
7. Demonstrate the ability to administer a buccal medication.

Unit 6: Oral, Sublingual and Buccal Medications

1. Identify the different types of oral dose forms.

Content: (Include but not limited to)

- Capsule
- Tablet
- Lozenges
- Elixirs
- Emulsions
- Suspensions
- Syrups

2. Discuss reasons for not administering a medication orally.

Content: (Include but not limited to)

- Gastrointestinal issues
- Sensorium issues (level of consciousness)
- Refusal of medications
- Inability to swallow (dysphagia)

3. Demonstrate the ability to administer solid and liquid oral medications.

Content: (Include but not limited to)

- Equipment
- Procedure
- Scored tablets
- Doses requiring multiple tablets
- Medications that cannot be crushed
- Observations that need to be reported to the licensed nurse
- When vital signs may be required
- Patients with dysphagia
- Patients with confusion and dementia
- Patient positioning
- Never leave medications unattended with patient

4. Discuss use of sublingual medications.

Content: (Include but not limited to)

- Definition
- Common use of sublingual medications

5. Demonstrate the ability to administer a sublingual medication.

Content: (Include but not limited to)

- Procedure
- Special instructions to patient
- Observations that need to be reported to the licensed nurse
- Medications requiring vital signs
- Mouthcare
- Liquids

6. Define use of buccal medications.

Content: (Include but not limited to)

- Definition
- Common use

7. Demonstrate the ability to administer to administer a buccal medication.

Content: (Include but not limited to)

- Procedure
- Special instructions to patient
- Observations that need to be reported to the licensed nurse

Unit 7: Topical Medications

1. Identify common types of topical medications.
2. Discuss topical medication categories.
3. Identify and describe common diseases/disorders of the skin.
4. Discuss the limitations of the CNA-M in the administration of topical medications.
5. Demonstrate the application of different types of topical medications.
6. Discuss the licensed nurse and the CNA-M role in wasting controlled substance medication patches.

Unit 7: Topical Medications

1. Identify common types of topical medications.

Content: (Include but not limited to)

- Creams
- Powders
- Lotions
- Transdermal patches
- Ointments
- Gels

2. Discuss topical drug categories.

Content: (Include but not limited to)

- Cleansing agents
- Protective agents
- Moisturizing agents
- Drying agents
- Anti-itch agents
- Anti-inflammatory agents
- Anti-infective agents
- Keratolytic
- Hormones
- Pain
- Patches

3. Identify and describe common diseases/disorders of the skin.

Content: (Include but not limited to)

- Shingles
- Wounds
- Dermatitis
- Cellulitis
- Psoriasis
- Fungal infection

4. Discuss the limitations of the CNA-M in the administration of topical medications.

Content: (Include but not limited to)

- Simple prescription and non-prescription medications
- Wound care

5. Demonstrate the application of different types of topical medications.

Content: (Include but not limited to)

- Equipment
- Procedure
- Observations that need to be reported to the licensed nurse
- Check for old patches

6. Discuss the licensed nurse and the CNA-M role in wasting of controlled substance medication patches.

Content: (Include but not limited to)

- Second person in wasting
- Visually witnessing the wasting
- Documentation

Unit 8: Eye and Ear Medications

1. Identify medication classifications of the eye.
2. Demonstrate the procedure for administering eye medications.
3. Identify medication classifications of the ear.
4. Demonstrate the procedure for administering ear medications.

Unit 8: Eye and Ear Medications

1. Identify medication classifications of the eye.

Content: (Include but not limited to)

- Dry eye medications
- Eye infection medications
- Eye medications for glaucoma
- Eye medications for inflammation

2. Demonstrate the procedure for administering eye medications.

Content: (Include but not limited to)

- Equipment
- Procedure
 - Administering multiple drops at the same time
 - Special considerations
- Observations that need to be reported to the licensed nurse

3. Identify medication classifications of the ear.

Content: (Include but not limited to)

- Ear medications for infection
- Ear medications for wax
- Exclusion: Ear flushing

4. Demonstrate the procedure for administering ear medications.

Content: (Include but not limited to)

- Equipment
- Procedure
 - Adult versus children
 - Special considerations
- Observations that need to be reported to the licensed nurse

Unit 9: Vaginal and Rectal Medications

1. Discuss common reasons for vaginal medications.
2. Identify the types of vaginal medications.
3. Demonstrate the procedure for administering vaginal medications.
4. Discuss common reasons for rectal medications.
5. Identify the types of rectal medications.
6. Demonstrate the procedure for administering rectal medications.

Unit 9: Vaginal and Rectal Medications

1. Discuss common reasons for vaginal medications.

Content: (Include but not limited to)

- Yeast infection
- Bacterial vaginosis
- Hormonal issues

2. Identify the types of vaginal medications.

Content: (Include but not limited to)

- Suppositories
- Creams
- Topical gel
- Foam
- Tablet

3. Demonstrate the procedure for administering vaginal medications.

Content: (Include but not limited to)

- Equipment
- Procedure
- Observations that need to be reported to the licensed nurse
- Special considerations

4. Discuss common reasons for rectal medications.

Content: (Include but not limited to)

- Constipation
- Infection
- Analgesia
- Hemorrhoids
- Nausea and vomiting
- Seizures

5. Identify common rectal medications.

Content: (Include but not limited to)

- Suppository
- Cream
- Foam
- Tablet

5. Demonstrate the procedure for administering rectal medications.

Content: (Include but not limited to)

- Equipment
- Procedure
- Observations that need to be reported to the licensed nurse
- Special considerations

Unit 10: Nutrients and Medications Administered by Gastrointestinal Tubes

1. Discuss the purpose of a gastrointestinal tube.
2. Discuss different types of gastrointestinal tubes.
3. Discuss the special considerations when administering medications and nutrients through a gastrointestinal tube.
4. Demonstrate the procedure for administering medications and feedings through a gastrointestinal tube.
5. Discuss the importance of patient positioning as it relates to the presence of a gastrointestinal tube.

Unit 10: Nutrients and Medications Administered by Gastrointestinal Tubes

1. Discuss the purpose of a gastrointestinal tube.

Content: (Include but not limited to)

- Nutrients
- Medications
- Fluids

2. Discuss the different types of gastrointestinal tubes.

Content: (Include but not limited to)

- G tube
- Peg tube
- JG tube
- Exclusion: Nasogastric (N/G) tube and J tube

3. Discuss the special considerations when administering medications and nutrients through a gastrointestinal tube.

Content: (Include but not limited to)

- Medications that should not be crushed for administration in a G-Tube
- How to minimize medication-nutrient interactions
- Reporting tube blockages to licensed nurse immediately
- Do not mix medications with tube feedings

4. Demonstrate the procedure for administering medications and feedings through a gastrointestinal tube.

Content: (Include but not limited to)

- Equipment
- Procedure
 - Pumps versus gravity
 - Flushing
- Observations that need to be reported to the licensed nurse
- Do not substitute formulas
- Exclusion: Checking residuals

Unit 11: Diabetic, Thyroid, and Endocrine Medications

1. Discuss the differences and management of Type 1 and Type 2 Diabetes.
2. Review hypoglycemia and hyperglycemia and significance of blood glucose monitoring.
3. Review and demonstrate methods to perform blood glucose monitoring,
4. Review functions of diabetic medications.
5. Discuss and demonstrate the procedure for the administration of insulin.
6. Discuss the two classes of medications to treat thyroid disease.
7. Discuss common diseases of the endocrine system and management.

Unit 11: Diabetic, Thyroid, and Endocrine Medications

1. Discuss the differences and management of Type 1 and Type 2 Diabetes.

2. Review hypoglycemia and hyperglycemia and significance of blood glucose monitoring.

Content: (Include but not limited to)

- Definitions
- Blood glucose monitoring
 - Finger stick
 - Continuous monitoring
- Reporting observations to a licensed nurse
- Significance of blood glucose monitoring
- Signs and symptoms

3. Review and demonstrate methods to perform blood glucose monitoring.

Content: (Include but not limited to)

- Organization policy
- Equipment
- Procedure
- Equipment maintenance

4. Review the functions of diabetic medications.

Content: (Include but not limited to)

- Oral Medications
 - Sulfonylureas
 - Metformin
 - TZDs
 - DPP4
- Insulins
 - Rapid acting
 - Regular Short acting
 - Intermediate acting
 - Long acting
 - Premixed
- Non-insulin injectable

5. Discuss and demonstrate the procedure for the administration of insulin.

Comment: (Include but not limited to)

- Insulin syringes
- Drawing up insulin and double checking

- Procedure
- Non-insulin injectables

6. Discuss the two classes of medications to treat thyroid disease.

Content: (Include but not limited to)

- Thyroid replacement
- Anti-thyroid agents

7. Discuss the common diseases of the endocrine system and management.

Content: (Include but not limited to)

- Addison's disease
- Cushing's disease

Unit 12: Medications Used for Musculoskeletal Disorders

1. Discuss the classification of medications used to treat disorders of the musculoskeletal system.
2. Discuss common disorders of the musculoskeletal system.

Unit 12: Medications Used for Musculoskeletal Disorders

1. Discuss the classification of medications used to treat disorders of the musculoskeletal system.

Content: (Include but not limited to)

- Gout medications
- Anti-inflammatory medications
- Analgesics

2. Discuss common disorders of the musculoskeletal system.

Content: (Include but not limited to)

- Gout
- Multiple Sclerosis
- Osteoarthritis
- Rheumatoid arthritis
- Pain
- Osteoporosis
- Injuries
- Surgeries

Unit 13: Medications Used for Gastrointestinal Disorders

1. Discuss the classifications of medications used for the gastrointestinal system.
2. Discuss common disorders of the gastrointestinal system.

Unit 13: Medications Used for Gastrointestinal Disorders

1. Discuss the classifications of medications used for the gastrointestinal system.

Content: (Include but not limited to)

- Laxatives
- Stool softeners
- Antacids
- Proton pump inhibitors
- Anti-emetic agents
- Antidiarrheal
- H₂ receptor antagonist
- Appetite stimulant

2. Discuss common disorders of the gastrointestinal system.

Content: (Include but not limited to)

- Gastro-Esophageal Reflux
- Peptic Ulcer
- Diarrhea
- High Cholesterol
- Nausea and vomiting
- Constipation
- Hemorrhoids
- *C-Difficile*

Unit 14: Medications Used for Respiratory Disorders

1. Discuss the classification of medications used for the respiratory system.
2. Discuss common disorders of the respiratory system.
3. Demonstrate the procedure for administering nebulizer therapy.
4. Demonstrate the procedure for administering inhaled medications.

Unit 14: Medications Used for Respiratory Disorders

1. Discuss the classifications of medications used for the respiratory system.

Content: (Include but not limited to)

- Decongestants
- Anti-inflammatory agents
- Corticosteroids
- Antihistamines
- Antitussives
- Bronchodilators
- Mucolytic agents
- Anti-infective

2. Discuss common disorders of the respiratory system.

Content: (Include but not limited to)

- Allergies
- Upper respiratory infections
- Pneumonia
- Chronic Obstructive Pulmonary Disease (COPD)
- Emphysema
- Asthma

3. Demonstrate the procedure for administering nebulizer therapy.

Content: (Include but not limited to)

- Equipment
- Procedure
- Maintenance of equipment
- Observations to be reported to a licensed nurse

4. Demonstrate the procedure for administering inhaled medications.

Content: (Include but not limited to)

- Equipment
- Procedure
 - Administering multiple inhalers
 - Spacer
- Maintenance of equipment
- Observations to be reported to a licensed nurse

Unit 15: Medications Used for the Circulatory System

1. Discuss the classifications of medications used for the circulatory system.
2. Discuss common disorders of the circulatory system.

Unit 15: Medications Used for the Circulatory System

1. Discuss classifications of medications used for the circulatory system.

Content: (Include but not limited to)

- Antihypertensive
- Antiarrhythmic
- Anticoagulants
- Diuretics
- Angiotensin II Receptor Blockers
- Calcium Ion Antagonists
- Vasodilators
- Beta-Adrenergic Blocking Agents
- Angiotensin-Converting Enzyme Inhibitors
- Medications for anemia

2. Discuss common disorders of the circulatory system.

Content: (Include but not limited to)

- Hypertension (HTN)
- Angina
- Arteriosclerosis
- Deep vein thrombosis (DVT)
- Raynaud's disease
- Heart failure (HF)
- Dysrhythmias
- Hypotension
- Orthostatic hypotension
- Anemia
- Coronary artery disease (CAD)
- Myocardial infarction (MI)
- Peripheral vascular disease (PVD)
- Cerebral vascular accident (CVA)
- Transient ischemic attack (TIA)

Unit 16: Medications Used for Urinary System Disorders

1. Discuss the classifications of medications used for the urinary system.
2. Discuss common disorders of the urinary system.

Unit 16: Medications Used for Urinary System Disorders

1. Discuss classifications of medications used for the urinary system.

Content: (Include but not limited to)

- Anti-Cholinergic Medications
- Anti-infectives
- Anti-spasmodic
- Erectile Dysfunction Medications
- Alpha I Blockers

2. Discuss common disorders of the urinary system.

Content: (Include but not limited to)

- Urethritis
- Over-active bladder
- Pyelonephritis
- Prostatitis
- Benign prostatic hypertrophy (BPH)
- Erectile dysfunction
- Urinary tract infection (UTI)
- Urinary retention
- Incontinence
- Observations that should be reported to a licensed nurse

Unit 17: Medications Used for Mental Health Disorders

1. Discuss the classifications of medications used for mental health disorders.
2. Discuss common mental health disorders.
3. Discuss the behaviors associated with mental health disorders.

Unit 17: Medications Used for Mental Health Disorders

1. Discuss the classifications of medications used for mental health disorders.

Content:

- Antidepressants
 - Monoamine oxidase inhibitors (MAOIs)
 - Tricyclic
 - Serotonin reuptake inhibitors (SSRIs)
- Anti-Anxiety Agents
 - Benzodiazepines
- Antipsychotic Agents
 - First generation
 - Second generation
 - Third generation
 - Discuss: Extrapyrimal symptoms (EPS)
- Sedative / Hypnotic
 - Barbiturate
 - CNS depressants
- Anticonvulsant
- CNS stimulants

2. Discuss common mental health disorders.

Content:

- Panic disorder
- Obsessive-compulsive disorder (OCD)
- Phobias
- Post-traumatic stress disorder (PTSD)
- Mood disorders
- Major depression
- Schizophrenia
- Personality disorder
- Substance use disorder (SUD)
- Attention deficit hyperactivity disorder (ADHD)
- Bipolar disorder
- Anxiety
- Observations that need to be reported to a licensed nurse

3. Discuss the behaviors associated with mental health disorders.

Content: (Include but not limited to)

- Chemical restraints
- Boundaries
- Refusal of medication
- Strategies/approaches to medication administration

Unit 18: Medications Used for Neurologic Disorders

1. Discuss the classifications of medications used for neurologic disorders.
2. Discuss common neurologic disorders.
3. Discuss the behaviors associated with dementias.

Unit 18: Medications Used for Neurologic Disorders

1. Discuss the classifications of medications used for neurologic disorders.

Content: (Include but not limited to)

- Anticonvulsants
- Cognitive impairment medications
- Antiparkinson's medications
- Dopamine agonists
- Nerve pain medications

2. Discuss common neurologic disorders.

Content: (Include but not limited to)

- Seizure disorder
- Parkinson's disease
- Alzheimer's disease
- Other dementias
- Neuropathy
- Multiple sclerosis (MS)
- Amyotrophic lateral sclerosis (ALS)
- Traumatic brain injuries (TBI)
- Observations to report to the license nurse

3. Discuss the behaviors associated with dementias.

Content: (Include but not limited to)

- Chemical restraints
- Boundaries
- Refusal of medications
- Strategies/approaches related to medication administration

Unit 19: Medications Used for Men and Women's Health

1. Discuss the classifications of medications for men and women's health.
2. Discuss common men and women's health issues.

Unit 19: Medications Used for Men and Women's Health

1. Discuss the classifications of medications for men and women's health.

Content: (Include but not limited to)

- Contraceptives
- Antibiotics
- Alpha-1 Adrenergic Blocking Agents
- Hormones

2. Discuss common men and women's health issues.

Content: (Include but not limited to)

- Sexual Transmitted Infections (STIs)
- Benign Prostatic Hypertrophy (BPH)
- Menopause
- Gender identification
- Observations that should be reported to a licensed nurse

Unit 20: Immune Disorders and Infection Control

1. Discuss the classifications of medications used to treat infections.
2. Discuss common infections.
3. Discuss infection control measures and transmission precautions.
4. Discuss autoimmune diseases.

Unit 20: Immune Disorders and Infection Control

1. Discuss the classifications of medications used to treat infections.

Content: (Include but not limited to)

- Anti-fungal agents
- Anti-viral agents
- Antibiotics
 - Penicillins
 - Cephalosporins
 - Sulfonamides
 - Tetracyclines
- Immune suppressants
- Steroids
- Anti-inflammatories
- Antiretroviral

2. Discuss common infections.

Content: (Include but not limited to)

- Human immunodeficiency virus (HIV)
- Healthcare-associated infections (HAIs)
- Hepatitis B
- Hepatitis C
- Herpes Zoster
- Drug resistant organisms (DROs)
- Tuberculosis (TB)
- Observations that should be reported to a licensed nurse

3. Discuss infection control measures and transmission precautions.

Content: (Include but not limited to)

- Personal protective equipment (PPE)
- Hand hygiene
- Transmission based precautions
 - Droplet
 - Contact
 - Airborne
- Infection control measures during medication administration
- Chain of infection
- Biohazardous waste
- Defining:
 - Sterile
 - Disinfected
 - Clean

4. Discuss autoimmune diseases.

Content: (Include but not limited to)

- Review of immune system function
- Common autoimmune diseases

Unit 21: Medications Used to Manage Pain

1. Discuss the role of the CNA-M in pain management.
2. Discuss the classifications of medications used for pain management.
3. Discuss pain management.

Unit 21: Medications Used to Manage Pain

1. Discuss the role of the CNA-M in pain management.

Content: (Include but not limited to)

- Discuss common pain scales
- PRN medication administration
- Controlled Substances: Scheduled and PRN
- Licensed nurse delegation and documentation responsibilities
- Organization policies
- Observations that need to be reported to the nurse

2. Discuss the classifications of medications used for pain management.

Content: (Include but not limited to)

- Analgesics
- Opiates
- Salicylates
- Non-steroidal anti-inflammatory
- Analgesic combination products
- Muscle relaxants
- Steroids
- Anticonvulsants
- Antidepressants

3. Discuss pain management.

Content: (Include but not limited to)

- Acute versus chronic pain
- Tolerance
- Alternatives to medications.
- Overdose and toxicity of common medications

Unit 22: Administering Oral Chemotherapy Medications

1. Discuss the forms of oral chemotherapy medications.
2. Discuss the storage of oral chemotherapy medications.
3. Discuss the precautions that need to be observed when administering an oral chemotherapy medication.

Unit 22: Administering Oral Chemotherapy Medications

1. Discuss the forms of oral chemotherapy medications.

Content: (Include but not limited to)

- Tablet
- Capsule
- Liquid

2. Discuss the storage of oral chemotherapy medications.

Content: (Include but not limited to)

- Exposure to heat and light
- Original container
- Keep separate from other medications
- Policies and procedures

3. Discuss the precautions that need to be observed when administering an oral chemotherapy medication.

Content: (Include but not limited to)

- Handling
- Proper disposal
- Chemotherapy precautions
- Food and drug interactions
- Laboratory monitoring
- Timing of medications
- Observations to report to the nurse

CNA-Medications Skills Checklist

CNA-M Skill	Lab Demo	Clinical Demo	Instructor Initials
Properly Prepare and Administer:			
Oral Medications			
Tablet			
Capsule			
Liquid			
Crushed			
Scored tablets			
Administering multiple tablets			
Chewable			
Sublingual Medications			
Liquid			
Tablet			
Buccal Medication			
Eye Medication			
Drops			
Ointment			
Administering multiple drops			
Ear Medication			
Drops			
Nasal Medication			
Drops			
Spray			
Inhaled Medication			
Inhaler			
Administering multiple inhalers			
Nebulizer			
Spacer use			
Maintenance of equipment			
Topical Medication			
Cream			
Powder			
Gel			
Patch			

CNA-M Skill	Lab Demo	Clinical Demo	Instructor Initials
Vaginal Medication			
Cream			
Suppository			
Tablet			
Rectal Medication			
Suppository			
Cream or Ointment			
Tablet			
Diabetic Subcutaneous Injectables			
Insulin			
Proper site selection			
Proper syringe & needle selection			
Proper disposal			
Sliding scales			
Gastrostomy Medications			
Proper dilution			
Crushing			
Recognize and report problems			
Flushing			
Gastrostomy Nutrition			
Appropriate solution			
Fluids			
Pump use			
Gravity			
Proper positioning			
Controlled Substances			
Schedule II Medications			
Bound book use			
Administration			
Documentation			
Shift Count			
Double lock system			
Disposal/waste			

CNA-M Skill	Lab Demo	Clinical Demo	Instructor Initials
Other Scheduled Medications (schedule III-V)			
Shift Count			
Administration			
Documentation			
Disposal/waste			
PRN Medications			
Documentation			
Communication with licensed nurse			
Oral Chemotherapy			
Proper handling			
Administration			
Chemotherapy precautions			
Infection Prevention Skills and Knowledge			
Handwashing			
PPE Use			
Standard Precautions			
Bloodborne Pathogens			
Prevention of Contamination			
Clean Medications			
Sterile Medications			
Disinfection of workspace			
Food safety			
Medication Storage			
Maintenance of Medication storage space			
Identify expiration dates			
Insulin			
Other special meds			
Read Medication Labels			
Personal OTC medications			
Prescription Medications			
Separation of administration routes storage			

CNA-M Skill	Lab Demo	Clinical Demo	Instructor Initials
Stock Medications			
Refrigerated medications			
Refrigerator temp monitor			
Medication keys			
Medication carts (if applicable)			
Blood Glucose Monitoring			
FSBS			
Documentation			
Maintenance of BG testing supplies			
Prevention of cross contamination of testing monitors			
Vital Signs for Administration of medications			
Blood pressure-electronic			
Manual			
Pulse—radial			
Apical			
Respirations			
Temperature—oral			
Tympanic			
Temporal			
Axillary			
O2 sats			
Transcription of Medications			
Routine Medication			
Med with parameters			
Med with monitoring (lab)			
Schedule II med (flags)			
Med with taper			
Med with start/stop date			
Injectable meds			
Sliding scale			
IV medications			
Oxygen			

CNA-M Skill	Lab Demo	Clinical Demo	Instructor Initials
Labs			
Diets			
Code status			
Activity level			
Other tests & orders			
Blood sugar monitoring			
Recording of Medication Administration			
Receiving Medications			
Documentation of Medication Refusals			
Safety			
Rights of Medication Administration			
Right Patient			
Right Medication			
Right Dose			
Right Route			
Right Time			
Right Documentation			
Right Reason			
Right Response			
3 safety checks			

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____