

South Carolina Department of Disabilities and Special Needs Curriculum Outline – Medication Technician Certification

The following topics should be included in curriculum for the DDSN Medication Technician Certification training courses. Additional information may be added.

Unit 1: Introduction

- Objectives of the course
- Competencies required to pass the course
- Safety first – Why this course is important
- The need for clear communication
- Legal and regulatory aspects of medication administration
 - SC Nurse Practice Act and DDSN Exception
- Delegation to Unlicensed Assistive Personnel (UAPs)
 - What can and cannot be delegated
 - Benefits and risks of delegation
 - SCDDSN Proviso
 - DDSN Departmental Directive 603-13-DD: Medication Technician Certification
- Ethical Aspects of Medication Administration
 - Consumer Rights
- Organization's Medication Administration Policy

Unit 2: Basics of Medication Administration

Part 1: Administering Medications the Right Way

- Proper training and standardization of procedures
- Knowing the people you support
- Respecting the person's rights
 - Right to receive the correct medications
 - Right to refuse medications
- Skills needed to safely administer medications

Part 2: Medications – What they are and what you need to know

- Terminology
- Abbreviations
- Categories of medications
 - Prescription
 - non-prescription (over-the-counter)
 - brand name
 - generic
 - controlled medications
- Effects of Medication
 - Desired/therapeutic effect
 - No apparent effects
 - Unwanted effects (side effects, allergic reactions, anaphylactic reactions, paradoxical effects, toxicity)
 - Contraindications
 - Medications interactions

Unit 3: Techniques related to medication administration

Part 1: How to observe and report information

- Responsibilities for observing and reporting
- When to report information
- Reporting procedures – how and to whom

Part 2: Preventing and controlling infection

- Infection control
- Standard precautions
- Hand hygiene
- Wearing gloves
- Personal protective equipment (PPE)
- Methicillin Resistant Staphylococcus Aureus (MRSA)

Part 3: Human Body Systems and Common Diseases

- Cardiovascular system
- Endocrine system
- Gastrointestinal system
- Integumentary system
- Immune system
- Musculoskeletal system
- Nervous system
- Reproductive system
- Respiratory system
- Sensory system
- Urinary system
- Effects of aging

Part 4: Vital Signs

- Temperature
- Pulse
- Respirations
- Blood pressure
- Screening for pain

Unit 4: How to administer medications

Part 1: Getting started - Checks and balances

- The drug order and information from the Primary Care Provider
- Pharmacy label
- Eight rights of medication administration
- Special instructions and precautions
- Cross checking to ensure safe administration
- PRN medications
- Medication expiration dates
- Medication refills
- Medication refusals
- Medications UAPs cannot give in South Carolina: vaginal, rectal, sliding scale insulin

- Part 2: Routes of medication administration
- Oral (including liquid oral medications)
 - Topical
 - Sublingual
 - Buccal
 - Inhalants
 - Transdermal
 - Ophthalmic (eye)
 - Otic (ear)
 - Nasal

- Part 3: Medications requiring special training
- Regularly scheduled insulin
 - Prescribed anaphylactic treatments

- Part 4: Psychotropic medications
- Common Mental Health Conditions
 - Common side effects of psychotropic medications
 - Categories of psychotropic medications

Unit 5: Management of medication administration

- Part 1: Obtaining medications
- Written orders
 - Verbal orders
 - Electronic scripts and FAX orders

- Part 2: Documentation, recording, and storage
- The Medication Administration Record (MAR)
 - Documentation rules and examples
 - Managing controlled substances
 - Safe storage and disposal of medications
 - Medication errors –DDSN Directive 100-29-DD