N C S B N
Leading in Nursing Regulation

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and Disposal:** □ Medication prescription/order □ Medication documentation system □ Medication storage □ Disposal of outdated, contaminated or unused medication	**Preparation and Actual Medication Administration:** □ Wash hands before □ Review medications that require checking of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

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

Ethical and Legal Issues

Role of MA-C		

☐ Task is a delegated nursing function under nursing supervision.
☐ The following acts *shall not* be delegated to MA-Cs:
  ☐ 1. Conversion or calculation of medication dosage;
  ☐ 2. Assessment of client need for or response to me dication;
  ☐ 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.
		☐ *Shall not* 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

Responsibility of MA-C When Accepting Delegated Tasks:	Rights of Individuals:
☐ 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.	☐ 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

Safety and Rights of Medication Administration:	Specific Legal and Ethical Issues:
☐ Three safety checks ☐ Six rights of medication administration	☐ Abuse and/or neglect ☐ Exposure to legal claims/lawsuits ☐ Fraud ☐ Theft ☐ Diversion

Practicum

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