Robeson Community College

# NAS 107 Medication Aide Syllabus

Course:NAS 107 MD1

Semester:Spring 2017

Course Meeting Times:Monday & Wednesday 2:00pm -2:50pm

Course Location**:** Building 17, Room 1735A

Course Credit:1

## Instructor Information

**Instructor: TBD**

**Office Location: Building 17**

**Office Hours:** Tuesday & Thursday 8:30am – 11:00am

**Telephone number**: **(**910) 272-3397

**Email**:Instructor email

## Course Description (CCL)

This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to quality as a Medication Aide with the North Carolina Medication Aide Registry.

## Course Student Learning Outcomes

### Unit I: Scope of Duties

At the completion of this unit of study, the student should:

1. Identify the general role of a Medication Aide.
2. Explain the expectations and limitations of the role of Medication Aide.
3. Discuss the consequences of exceeding or not fulfilling the expectations of the Medication Aide.
4. Discuss the responsibilities of the employing health care setting in providing supervision and on-going training for the Medication Aide.
5. Explain basic roles of physicians, pharmacists, RNs, LPNs, personal care supervisors, and Medication Aides in the health care system.

### Unit II: Legal/Ethical Responsibilities

At the completion of this unit of study, the student should:

1. Recognize legal implications of negligence, fraud, and diversion.
2. Recognize issues around medication administration errors.
3. Explain the client’s rights to privacy, confidentiality, independence, and refusal.

### Unit III: Overview of Medication Administration

At the completion of this unit of study, the student should:

1. Demonstrate proficiency and safety in preparation of medications.
2. Recognize commonly used abbreviations and terminology related to medication administration.
3. Demonstrate proficiency in reading a medication label.
4. Use the **SIX RIGHTS** to administer oral, topical, eye, ear, inhalant, vaginal, and rectal medications:
5. Identify the Right CLIENT.
6. Select the Right MEDICATION.
7. Select the Right DOSE.
8. Administer the medication correctly via the Right ROUTE.
9. Identify the Right TIME.
10. Complete the Right DOCUMENTATION.
11. Demonstrate the use of Medication Administration Records (**MAR**s).
12. Identify proper action to take when special circumstances occur in relation to medication administration.
13. Recognize the role of parent/guardian in providing consent for medication administration to children or non-competent adults.

### **Unit IV:** **Infection Control**

At the completion of this unit of study, the student should practice the principles of infection control while preparing and administering medications.

### **Unit V:** **Medication Administration Supplies**

At the completion of this unit of study, the student should:

1. Demonstrate the skills of general medication administration.
2. Administer oral, eye, ear, nasal, inhalant, transdermal, topical, buccal, sublingual, vaginal and rectal medications by using **the SIX RIGHTS.**

## Prerequisite

None

## Co-requisite

None

## Required Textbook

## Other Required Materials/Software

None

## Course Grading Requirements

Final Grade will be determined as follows:

| Graded Requirements | Percentage |
| --- | --- |
| Assignments/Quizzes | 10% |
| Skills Competency Exam | 40% |
| Written Exam | 50% |
| **TOTAL** | **100%** |

Late assignments will not be accepted without prior permission by the instructor. Late assignments that are allowed to be submitted will have a 10 point deduction for every day past the due date they are late.

## Grading Policy/Criteria

### Nurse Aide Grade Scale:

| **Grade Range** | **Letter Grade** |
| --- | --- |
| 100-90 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 59 | F |

## Tentative Reading and Exam Schedule:

See attached outline

## Withdrawal

The last day to Withdraw from this class with a grade of “W” is February 13, 2017

## Class Attendance

The RCC Attendance Policy and Procedure is outlined in the *RCC Catalog & Student Handbook.* Students must attend 75% of the required contact hours for a class in order to receive credit for the class. NAS 107 is a 32 contact hour course.

25% = 8 hours

### Tardy

Students must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets. The College defines a tardy as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early regardless of the reason. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then the student shall be counted tardy. Moreover, if a student is in class less than 80% of the scheduled class time, he/she will be marked absent. These absences will count toward overall attendance for the class as outlined above. Furthermore, three tardies constitutes a recorded absence.

Application of the tardy policy for NAS 107 is outlined below:

For a class with a scheduled meeting time of 100 minutes, a student who arrives late, leaves for a length of time during class or leaves class early, totaling between 1- 10 minutes, is marked tardy for that class meeting. If the student arrives late, leaves for a length of time during class, or leaves class early, or any combination of these totaling 11 minutes or more, the student is marked absent for that class meeting. Additionally, three (3) tardies constitutes one absence for the scheduled class meeting.

## Academic Resources

Smarthinking

Students have access to the online tutorial service Smarthinking through the College’s portal.

The Learning Center

Students may seek tutorial assistance throughout the semester. For information, contact The Learning Center in Building 14 (1427B). Staff of TLC may also be contacted at (910) 272-3663.

Library

The RCC Library is located in Building 4 and offers a variety of services to students including access to the Open Computer Lab.

Helpdesk

Students may contact the IT Helpdesk for technical support for the portal, WebAdvisor or MoodleRooms at (910) 272-3566.

## Academic Integrity Statement

### Rule 2. Academic Dishonesty

Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to ensure that all work completed measures up to standard of honesty. The faculty member directly concerned may deal with this offense through disciplinary actions (such as failure on the assignment), file charges against campus standards, or may refer the charges to the division chair.

* + - Additional information concerning Academic Expectation in the RCC Student Handbook.
		- Information concerning the Grade Appeals Process is located in the RCC Student Handbook.

## Students with Disabilities

Students with disabilities affecting academic performance and who seek accommodations should contact Disability Services. The Disability Services office is located in Building 13, Fred G. Williams Student Center.

It is important to provide the Disability Services Specialist adequate time to consider the student’s request and recommend reasonable accommodations. Instructors will provide necessary accommodations based upon the recommendations of the Disability Services specialties. Details of how to access Disability Services are in the RCC Student Handbook.

## Non-Discriminatory Statement

Robeson Community College’s Board of Trustees and staff recognize the importance of equal opportunity in all phases of the College’s operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the College’s operations. The Vice President for Personnel Services coordinates the College’s compliance effort. Contact can be made by writing Robeson Community College, Post Office Box 1420, Lumberton, NC 28358 or by calling (910) 272-3500.

## Student Attendance Policy

It is the policy of Robeson Community College that faculty keep accurate records of class attendance and tardiness and that these records become part of the official records of the institution. The College is committed to the principles that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy.

## Class Disruptions/Discipline Procedures

Students are not allowed to have beepers in the classroom. Cell phones are to be placed on vibrate or silent setting.

Class disruption/discipline will be addressed in the following manner:

1. It will be brought to the attention of the class that disruption is occurring.

2. If disruption continues, the individual(s) causing the disruption will be asked to leave class and counseled.

3. If disruption continues, individual(s) causing disruption will be sent to the Vice President of curriculum.

4. If disruption still continues, individual may be dismissed from the class permanently.

## Student Grievance

The Student Grievance procedure is summarized in the 2016-2017 Robeson Community College Student Handbook.

General grievances about issues or concerns about the class should be handled in the following manner:

* 1. The student should make an appointment with the **instructor** about his/her concern.
	2. If the concern is not resolved, the student should make an appointment to speak to the **chairperson/program director** of the department.
	3. If the situation remains unresolved, the student should make an appointment to speak to the **Vice President** **of Curriculum.**

## Additional Information from the Instructor/Miscellaneous

### Phones/Pagers/Beepers

Cell phones, beepers, and walkie-talkies cause unnecessary disruption to the teaching/learning process. Out of courtesy to others, all systems of communication should be in the quiet mode during class.

## Important College Policies

Several important policies are outlined in the 2016-2017 Robeson Community College Student Handbookto assist students with meeting their academic goals.

**Please refer to the** Student Handbook **for the policies on the following:**

* 1. Attendance
	2. Student Expectations of Faculty
	3. Faculty Expectations of Students
	4. Administrative Withdrawal
	5. Campus Standards
	6. Eating, Drinking and Smoking
	7. Internet and Computer Network Acceptable Use Policy
	8. Inclement Weather
	9. Emergency Procedures

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# Course Syllabus

## Acknowledgement Form

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Please print)

I have received the course syllabus for NAS 107. My instructor has covered all aspects of the syllabus with me to my satisfaction. I have carefully read and completely understand all aspects as outlined. I understand that this syllabus is subject to change by my instructor.

Furthermore, I have read and understand the College’s Honor Code Policy.

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**