**Certified Medication Technician**

**MoHealthWINs Open Course Library**

**Module/Unit Objectives Template**

**Session 1**

Introduction, Syllabus & Schedule Review

Lesson 1: Becoming a Medication Technician (Pages 1-4)

 Objectives:

* List the goals and objectives of the course.
* List the qualifications of students in the medication technician course.
* List the methods used to evaluate student performance.

**Session 2**

Lesson 2: Long Term Health Care Team (Pages 7-22)

Objectives:

* Trace lines of authority in a sample organization chart of a long-term care facility.
* Identify the responsibilities of the long-term health care team which includes the following: Administrator, physician, pharmacist, registered nurse, licensed practical nurse, and medication technician.
* List six (6) tasks a medication technician may NOT perform.
* Identify how the legal and ethical issues affect health care personnel.
* Identify guidelines to follow to avoid medical/legal problems.
* Identify situations that would constitute a breach in confidentiality of a resident’s protected health information (HIPAA).

Lesson 4: Medication Terminology & Abbreviations (Pages 44-54)

 Objectives:

* Match terms to their definitions related to the administration of medications.
* Record abbreviations related to the administration of medications.

**Session 3**

Lesson 5: Dosage Measurements, and Drug Forms (Pages 57-66)

 Objectives:

 *Information:*

* List the measuring systems.
* Demonstrate an understanding of equivalents used in different measurement systems.
* Identify ten (10) drug forms from a drug display.
* *Demonstration:*
* Measure liquid medication accurately. (NOTE: This procedure is addressed under classroom activities and the written evaluation.)

Lesson 6: Transcribing Physicians Orders (Pages 69-80)

 Objectives:

* Identify the two types of physician’s orders.
* Match the terms which determine what kind of a verbal or written order the physician has given with their definitions.
* Identify the general principles used when transcribing orders.
* List the items to be transcribed on the medication Administration Record (MAR).
* List the items to be transcribed on the medication card.
* List the items found on the prescription label.
* Record essential information on records.

Lesson 7: Packaging, Storage, Infection Control and Accountability (Pages 87-102)

 Objectives:

* Identify and compare the three basic types of medication packaging.
* Identify types of storage and security systems.
* Identify how different types of drugs should be stored.
* Select appropriate techniques in maintaining infection control utilized in medication administration.
* Examine accountability procedures for individual, stock, controlled substances, and emergency drugs.

**Session 4**

Lesson 8: Body Systems, Drugs, and Observations (Pages 104-133)

 Objectives:

* Identify the four main parts of the basic body structure.
* Compare normal versus abnormal changes of aging.
* Identify special healthcare risks for ill older adults.
* Identify the eleven body systems.
* Identify the organs and functions of each body system.
* List commonly seen diseases and conditions and the medications used to treat them.

**Session 5**

Lesson 8: (Continued) Body Systems, Drugs, and Observations

Lesson 9: Introduction to Pharmacology (Pages 140-180)

 Objectives:

* List the steps in the drug cycle.
* Identify the main organ of drug metabolism.
* Identify the main organs of drug excretion.
* Differentiate between local and systemic effects of medications.
* Identify basic drug classifications and their corresponding body system.
* List observations that must be reported to the licensed nurse.

**Session 6**

Lesson 9: (Continued) Introduction to Pharmacology

**Session 7**

Lesson 11: Basic Guidelines (Pages 208-230)

 Objectives:

* Identify general principles in medication administration.
* Identify responsibilities in preparing medications.
* Identify responsibilities in administering medications.
* Identify what should be reporting to the charge nurse.
* Identify information to be recorded on medication chart.
* List the five “Rights” of medication administration.
* Identify different medication errors.

Lesson 12: Special Categories of Drug Administration (Pages 233-243)

 Objectives:

* Identify responsibilities of a medication technician in administering state medications.
* Identify responsibilities of a medication technician in administering PRN medication.
* Identify responsibilities of a medication technician in administering emergency drugs.
* Identify responsibilities of a medication technician in administering controlled drugs.
* Identify responsibilities of a medication technician in administering stock drugs.
* Describe parental drugs and why they are given.

**Session 8**

Lesson 10: Observing & Reporting (Pages 184-206)

 Objectives:

* *Information:*
* List three major problems encountered in drug use at home.
* Identify major problems of drug use in long-term care facility.
* Identify approaches to special problems in medication administration.
* Name five (5) techniques used in observation.
* Recognize physical and psychosocial changes in residents, which must be reported to the charge nurse.
* *Demonstration:*
* Count apical pulse.

Lesson 3: State and Federal Controls (Pages 25-41)

 Objectives:

* Match terms related to the medication technician from state regulations to their definitions.
* Identify the state regulations related to drug administration.
* Identify key points in the state regulations related to drug administration.
* Identify what must be included on medication records.
* Identify the two federal regulations related to drug administration.

**Session 9**

Lesson 13: Prepare & Administer Oral Medications

 Objectives:

* *Demonstration:*
* Prepare, administer, report, and record individual oral medications according to proper procedures.

Lesson 13: Prepare & Administer Ophthalmic Medications

 Objectives:

* *Demonstration:*
* Prepare, administer, report, and record ophthalmic (eye) medications according to proper procedures.

Lesson 13: Prepare & Administer Otic Medications

 Objectives:

* *Demonstration:*
* Prepare, administer, report, and record otic (ear) medication according to proper procedures.

Lesson 13: Prepare & Administer Topical Medications

 Objectives:

* *Demonstration:*
* Prepare, administer, report, and record topical medications according to proper procedures.

Lesson 13: Prepare & Administer Transdermal Patches

 Objectives:

* *Demonstration:*
* Prepare, administer, report, and record transdermal patches according to proper procedures.

Lesson 13: Prepare & Administer Oral Metered Dose Inhalers

 Objectives:

* *Demonstration:*
* Prepare, administer, report, and record oral metered dose inhaler medications according to proper procedures.

**Session 10**

Lesson 13: Prepare & Administer Nasal Medications

Objectives:

* *Demonstration:*
* Prepare, administer, report, and record nasal medications according to proper procedures.

Lesson 13: Prepare & Administer Vaginal Medications

Objectives:

* *Demonstration:*
* Prepare, administer, report, and record vaginal medications according to proper procedures.

Lesson 13: Prepare & Administer Rectal Medications

Objectives:

* *Demonstration:*
* Prepare, administer, report, and record rectal medications according to proper procedures.

Lesson 13: Prepare & Administer Oxygen by Nasal Cannula

Objectives:

* *Demonstration:*
* Administer oxygen by nasal cannula according to proper procedures.

**Session 11**

Insulin Course

Lesson 1: Diabetes Mellitus (Pages 1-28)

 Objectives:

* Define diabetes mellitus.
* Identify the cause of diabetes.
* Differentiate between type 1 and type 2 diabetes.
* Discuss facts about the incidence of diabetes.
* Identify the symptoms of diabetes.
* Discuss the treatment for diabetes.
* Define insulin reaction (hypoglycemia).
* List six symptoms of hypoglycemia.
* List the appropriate treatment for hypoglycemia.
* Define acidosis (hyperglycemia).
* List six symptoms of hyperglycemia.
* List the appropriate treatment for hyperglycemia.
* Describe methods of monitoring diabetes.

Lesson 2: Diabetic Medications (Pages 29-46)

 Objectives:

* List the types of insulin.
* Identify the onset of action, the peak of activity, and the duration of activity of the different types of insulins.
* Identify what factors determine the insulin dosage.
* Identify how insulin is measured.
* Identify and compare the sources of insulin.
* Describe the infection control technique used in giving insulin.
* Discuss considerations in the preparation for injection of insulin.
* Identify how insulin is injected.
* Discuss the important points in insulin injection.
* List the types of oral hypoglycemic.
* Discuss how and why insulin can be administered with oral hypoglycemic medication.
* Discuss how oral hypoglycemic work.

Lesson 3: Giving Insulin (Pages 47-49)

 Objectives:

* Administer insulin by needle and syringe according to steps of procedure. (NOTE: To administer insulin with the insulin pen or insulin pump, follow manufacturer’s instructions.)

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