

MAC105

# Medication Aide Online + Lab Course

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2020  
Professional Development

## Clarkson College Mission Statement

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Preparing students to professionally provide high quality, ethical and compassionate health care services.

### Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

The following position coordinates compliance with regulations in the implementation of Title IX, Section 504 and the Age Act.

Clarkson College  
101 South 42 St. Omaha, NE 68131-2739 PH 402 552 3100 TF 800 647 5500 [ClarksonCollege.edu](http://ClarksonCollege.edu)

## Department Contact Information

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**OFFICE LOCATION** Clarkson College lower level, Professional Development Offices

**OFFICE HOURS** Monday through Friday, 8:00 am – 4:30 pm

**MAILING ADDRESS** 101 S. 42<sup>ND</sup> St., Omaha NE 68131

Professional Development Office entrance is located facing the intersection of 42<sup>nd</sup> Street and Douglas Street. Customer entrance can be found under the blue “Clarkson College” canopy.

### **VISITOR PARKING**

Visitor parking is available Monday through Friday, 9:00 am – 3:30 pm along the east-side of the Family Place Day Care playground fence. At other times, please call for best available parking (402 552 6148)

## Course Description

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The Clarkson College Medication Aide Online + Lab course offers training to provide medications in nursing homes, assisted living centers, intermediate care facilities for the mentally handicapped, schools, child care settings or patient homes. A Medication Aide is trained to work under the direct supervision of a competent caretaker or licensed health care professional. Medication Aides provide routine medication by oral, inhalation, topical and instillation routes when appropriate direction and monitoring are provided. This is a rigorous, and challenging short-term course. It will provide online theory instruction, and practice of clinical skills in the lab setting. Students will learn about being a contributing member of the health care team, communication and interpersonal skills, infection control techniques, and medication administration.

Administration of medication is a regulated activity. Medication aides may only provide medications under circumstances when a competent individual, a caretaker, or licensed health care professional provides direction and monitoring. The medication aide is responsible to get the right drug to the right recipient in the right dosage by the right route at the right time (five rights). The individual providing direction and monitoring is responsible to observe and take appropriate action regarding the desired effects, side effects, interactions and contraindications associated with the medication.

This is a non-credit Professional Development course. College credit is not provided.

The Clarkson College Medication Aide Course meets all of the requirements set forth by Nebraska Department of Health and Human Services for Medication Aide 40+ hour training.

## Prerequisites

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- Minimum age of eighteen (18) years by the completion of course.
- Able to speak, read, write and understand English.
- Competent in basic mathematics skills.
- Earned high school diploma or successfully passed the general educational development (GED) test.
- Persons with a criminal record, substance abuse problems, and or health problems that would interfere with safe practices may be ineligible for placement on the state registry and/or for employment.

## Required Text

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Mosby (2009). *Textbook for Medication Assistants* (1st ed) ISBN: 978-032-304-6879

Textbook is not included in course tuition.

Textbook is available from a variety of sources both on-line, in stores and from some public libraries. Students are required to have their own textbook prior to start of the on-line course.

## Required Equipment

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In order to complete the online class, an individual must have access to:

- Reliable internet access with an updated browser. Chrome and FireFox are preferred, cannot use Internet Explorer)
- The most current version of Java software
- Operating Systems: Windows 7 and newer operating system (users on Windows 10 need to download the Windows10 Anniversary Update (an external link); MAC OSX 10.6 and newer; Linux - Chrome OS
- Computer Speed and Processor: 1 GB of RAM and a 2GHz processor
- A computer with speakers or the ability to use headphones to hear audio

Students are responsible for providing the following for lab sessions:

- Basic supplies such as paper, pen and pencils.
- Watch with a second hand (not digital).
- Appropriate casual clothes may be worn to lab sessions.

## Requirements for Successful Completion

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- Students must actively participate in a minimum of 40 hours online in the Medication Aide Course. This includes reading, reviewing lectures, discussion posts, quizzes and tests.
- A grade of 80% or better is required to pass the online theory portion of the course.
- Students must attend three (3) mandatory lab sessions and pass skills check off sessions.
- A grade of 70% or better on the competency assessment written test is considered passing.

## Learner Outcomes/Key Points

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Upon completion of this course, the student will be able to:

1. Meet the minimum competency standards set forth by the NE Dept. of Health and Human Services regarding individuals who provide medication administration.
2. Demonstrate the basic routes and skills in the provision of medication administration.

NE Medication Aide Competency Standards include recognition of:

1. Recipient's right to privacy and confidentiality;
2. Recipient's right to refuse;
3. Hygiene and infection control standards;
4. Appropriate policies/procedures for medication storage and handling;
5. General unsafe conditions;
6. Accurate documentation standards;
7. The five rights of medication administration;
8. Specialty needs of recipients;

9. Adverse reactions;
10. Safe medication provision for the oral, topical, inhalation and instillation routes;
11. The legal limits of the medication aide role;
12. Reporting responsibility for suspected adult abuse;
13. Reporting responsibility for suspected child neglect or abuse; and
14. The recipient's property rights and physical boundaries.

## Teaching Strategies

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It is the faculty's responsibility to provide a structure and framework for learning and to give guidance and direction to all learning experiences. Each student is responsible for his/her own learning. Using a variety of strategies in the online environment and during the lab experience, the faculty aims to facilitate the student's learning activities that are directed to meet the course outcomes. However, learning is ultimately the responsibility of the student and active participation is expected.

Sessions will involve lecture, lecture-discussion, videos, demonstrations, handouts, online discussion and activities, skill practice with equipment, mannequins and with other students, quizzes and tests.

## Student Responsibilities for Learning

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1. Complete assignments, testing, and skills demonstrations in a timely manner as directed by instructor.
2. When deadlines are posted, they must be adhered to. Extensions are not provided.
3. Involvement in online course exercises and participation in online discussions is required.
4. Students are responsible for contacting the course instructor if there is any difficulty in understanding the course materials or completing the course assignments.
5. Clarkson College students are to maintain academic integrity as specified in the Student Code of Conduct. That is, students must complete their own assignments. Cheating and/or plagiarism are not tolerated. If suspected, the student will be administratively withdrawn from the course and no refund is provided.
6. Clarkson College students may be required, with or without notice, to submit to drug testing.
7. An anonymous course evaluation will be completed at the end of course. Student feedback may be shared with course evaluators.
8. Clarkson College students may be asked at any time to leave the lab area and/or campus at the discretion of the instructor, administration and/or security.

## Assessment of Outcomes

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- Grades will be based on class participation, assignments, and final online examination. A grade average of 80% must be maintained in order to pass the class.
- The student must participate in the discussion forum. The discussion forum will be left open the entire class.
- All Unit assignments must be submitted by the date specified by the instructor. Failure to complete question posts and weekly examinations by the due date will result in a lowered course grade.
- Ten points will be deducted for examinations submitted after the due date.
- There is not the ability to re-take a Unit Test or the Final Examination.

- When deadlines are posted, they must be adhered to. Students may work ahead and complete assignments and tests before the due date.
- Students must complete their own assignments.
- The online course closes at the time the Final Examination is submitted.
- If the online course average grade is below 80% the student is not able to complete the Competency Assessment, and as has not passed the Medication Aide Course.

## PROFESSIONAL BEHAVIORS EVALUATIONS

Medication Aide students are expected to act in a professional manner at all times. Lab behavior and demeanor during lab sessions is evaluated. This includes appropriate dress, being on time, and communication with instructors, staff and fellow students. A student may be administratively withdrawn from a course for not adhering to professional behavior expectations.

## STATE OF NEBRASKA COMPETENCY EXAMINATIONS

Written/oral competency assessment as required by the State of Nebraska and is included in the Medication Aide Online + Lab course.

The State of Nebraska Written Medication Aide Examination is NOT provided as part of this course. Upon successful completion of the Medication Aide course, the student must register with the NE Department of Health & Human Services seeking placement on the NE Medication Aide Registry AND register with an outside vendor to take the written state Medication Aide Examination.

Nebraska Department of Health and Human Services Rules and Regulations/Statutes can be found at [http://dhhs.ne.gov/publichealth/Pages/crl\\_nursing\\_ma\\_ma.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_nursing_ma_ma.aspx) or by contacting:

Nebraska Department of Health and Human Services  
Regulation and Licensure, Credentialing Division  
P.O. Box 94986, Lincoln NE 68509-4986  
402.471.0537

## Becoming A Medication Aide in Nebraska

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Completion of the Clarkson College Medication Aide Online + Lab Course is the first step in obtaining placement on the Nebraska Department of Health and Human Services Medication Aide (40 hour designation) Registry.

Upon successful completion of the course students must also register with Nebraska DHHS and with a third party vendor to complete the Nebraska State Medication Aide written examination. Details are provided at the lab sessions.

## Course Policies

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### DISCIPLINARY ACTION POLICY & PROCEDURES

In keeping with the philosophy of Clarkson College, a student is expected to exhibit professional behavior when performing activities or representing their program in any capacity. The student is expected to follow the "Code of Conduct" identified in the Clarkson College academic catalog. Failure to demonstrate professional behavior in the classroom, or while on campus will result in immediate dismissal from the course. The academic catalog is available on the Clarkson College website.

### **ATTENDANCE/PARTICIPATION POLICY**

Participation in the online course is mandatory. Individuals who do not participate are administratively withdrawn from the course and no refund is provided.

Attendance at every lab session for the entire time in this intensive course is required. All the material covered is necessary to function as a Medication Aide, to meet the state requirements and enable you to pass the competency examinations. Absences for any reason may result in failure of this course.

The State of Nebraska requires that an individual attend a specific number of course hours to pass and complete the Medication Aide Course and receive a certificate of completion. In order to complete this course within the regulation, a total of 40 hours participating in the online course is required.

Tardiness is not acceptable in the health care industry or in this course. Students are expected to report to lab sessions 15 minutes prior to the stated time. Being able to find the classroom/lab is a requirement of the student prior to the first session.

**Any absence (as determined by the course faculty or administration) will jeopardize successful completion and may result in the student being administratively withdrawn (failing).**

If under emergency circumstances course time is missed, makeup time may be allowed, but is not guaranteed. Failure to notify the instructor negates the ability to make up the time and the student will be withdrawn **from the course.**

The Professional Development staff must be notified of the desire to withdraw from the course prior to completion. If a student does not notify the Professional Development Staff or the instructor regarding an absence, they will be administratively withdrawn from the course.

Students who are withdrawn from a medication aide course will be unable to successfully complete the course they are registered in. They may re-register for another session, and pay the course fee in full at a future time. At that time all course completion requirements will have to be met. Course fees and/or course hours do not transfer. Re-registration is at the discretion of the Director.

### **DAYCARE AND TRANSPORTATION POLICY**

It is the responsibility of the student to make daycare and transportation arrangements well before the start of the medication aide lab sessions. If taking the bus to lab, student is required to be at lab prior to start time, and to stay for the entire session. Students are not excused early to meet an earlier bus arrival. Daycare and/or transportation difficulties are not sufficient reason to miss lab sessions. Clarkson College does not make daycare and/or transportation arrangements.

### **ELECTRONIC DEVICES POLICY**

The medication aide classroom and lab area are learning environments. The use of personal electronic devices such as cell phones, tablets, pagers, etc. **are strictly prohibited.** Students are provided opportunities at break and or lunch to respond to messages, texts, etc. The instructor has the ability to confiscate electronic devices



and lock them in the instructors' office if a student does not comply. Devices will be returned at the end of the session.

### **NO SMOKING POLICY**

All of the Clarkson College, Nebraska Medicine and the University of Nebraska Medical Center is a non-smoking campus. Tobacco products of any type are not allowed to be used, anywhere on campus. This includes all parking lots, sidewalks, and open space areas. This policy is in effect 24 hours a day, seven days a week.

### **TRANSFER POLICY**

With permission of the Director and the Instructor, a student may be allowed to transfer their registration to another course up to five (5) business days **before the start of the original course**. Only one transfer is allowed. Transfer requests 4 business days or less in advance of the original course cannot be accepted. No refund is provided.

If during a course a student desires to transfer to another course, they must request a transfer form, complete the form and submit to the Director for approval. The Transfer Form provides detailed information about all transfer policies. A transfer to another course is not guaranteed.

### **DROP/CANCELLATION POLICY**

**Cancellation-** If you cannot participate in the Medication Aide course you registered for, you must fill out a Professional Development Official Drop/Cancellation Form. Form must be completed, signed and returned to the Office of Professional Development before you can be officially dropped from the course. A telephone call or email request is not sufficient to cancel your registration. [Download a Drop/Cancellation Form](#) on the website listed or call and one can be emailed or postal mailed to you.

#### **Drop/Cancellation Policy**

- If the Drop/Cancellation Form is received by 4:00pm five (5) business days before course start date a refund minus 10% withdrawal fee will be provided.
- If the Drop/Cancellation Form is received after that, no refund is provided.
- If the Drop/Cancellation Form is not received, no refund will be given. A phone call or email request alone does not drop/cancel a registration.
- If course fee was paid with a credit or debit card, the refund is issued to the same card.
- For other types of payment, the refund will be sent to the payee address on file within 60 days.
- A refund is not provided nor is a transfer allowed for failure to attend, or not meeting course completion requirements.

### **INCLEMENT WEATHER POLICY**

It is the student's responsibility to monitor the television/radio announcements regarding school closures due to bad weather. Canceled lab sessions will be made up at a later date. Students will be provided with makeup date information at their next scheduled course or clinical session.

The following television and radio stations are also notified if the College should close due to inclement weather:

Television	Radio
KMTV (Channel 3)	KFAB (1110 AM)

<b>WOWT (Channel 6)</b>	<b>KEFM (96.1 FM)</b>
<b>KETV (Channel 7)</b>	<b>KQKQ (98.5 FM)</b>
<b>KPTM (Channel 42)</b>	<b>KXKT (103.7 FM)</b>

## Campus Parking

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Both student and employee parking on the Clarkson College campus are overseen by UNMC Parking & Security Services. Student and employees are assigned specific lots. Visitor parking is very limited but is available. Please contact the Professional Development Office at 402.552.6148 for directions on where best to park if stopping by for short time frames.

**Daytime** medication aide students attending lab sessions must park in designated commuter/student lot 54. Parking pass will be provided prior to first lab session. The parking pass is dated for a specific session. Parking in a non-student lot will result in the car being ticketed and/or towed. If parking tag is lost, stolen or destroyed a fee of \$10.00 will be charged to replace it. A parking map is provided at time of registration.

If daytime student is an employee of Nebraska Medicine or UNMC, student must park in their designated lot indicated on their employee parking tag.

**No one may park in the Family Place Daycare, Short Term Parking or Nebraska Medicine Visitor Parking Garage.** Failure to follow parking instructions may result in the car being ticketed and/or towed. Tickets may range to \$100.00 each occurrence. Clarkson College cannot negate tickets.

## Course Calendar

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A course calendar specific to the session a student is registered for will be provided within the online course.

## Clarkson College Policies

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### ACADEMIC INTEGRITY

Clarkson College views academic integrity as a reflection of a student's personal integrity. Therefore, all students are required and expected to maintain the highest standards of academic integrity in the preparation of all work and examinations. Students found in violation of the Academic Integrity policy (SW-25) are subject to disciplinary action. Students can obtain more information about the Academic Integrity policy in the Clarkson College [Academic Catalog and Handbook, and website](#).

Academic dishonesty includes any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and demean the educational environment for all students.

Additional information regarding Academic Integrity definitions and policies may be found at:

<https://catalog.clarksoncollege.edu/academic-information-policies/academic-integrity>

## **ACCOMMODATIONS**

Clarkson College is committed to equal access to educational opportunities to otherwise qualified students with disabilities. Eligibility must be established before services can be provided and accommodations are not retroactive. Students are encouraged to register with the Accommodations office as early as possible. Students can obtain more information about disability services and requirements by referring to the [Accommodations webpage](#), by sending an inquiry [accommodations@clarksoncollege.edu](mailto:accommodations@clarksoncollege.edu) or by calling 402.552.2693 or 800.647.5500, ext. 22693.

# Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

# Values

## LEARNING

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The lifelong process of education through both structured and unstructured experiences.

## CARING

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An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact and serve.

## COMMITMENT

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Dedication to the shared mission of Clarkson College.

## INTEGRITY

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Adherence to moral and ethical standards in personal, professional and organizational actions.

## EXCELLENCE

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A level of performance in which all individuals strive for extraordinary quality.

