Hazard Community and Technical College

Course Syllabus
Course Number: 4589 SECTION: 5002
Course Name: Kentucky Medication Aide (KMA 100)
Summer Semester 2019/Monday, Tuesday, Wednesday, & Thursday/ 5:00 P.M.—9:00 P.M. In-Person/ Web-Enhanced/Live Classroom/Online
Room Number: Prater Education Center Room 120

Instructor Contact Information
Instructor Name/Title: Debra Wooton, RN; Ludrenia Hagans-Shepherd, RN
Office Hours: M-W-R 8:30 a.m.—3:30 p.m. T-R 8:30 a.m. 3:30pm
Office Location: NEB 0G3
Email Address: Dwooton0012@kctcs.edu Ludrenia.hagans@kctcs.edu

Course Information
Course Description
Prepares a Kentucky Medicaid Nurse Aide to administer specific medications in a long term care facility as delegated and supervised by a licensed nurse.

Integrated Components: Lecture: 5 credits Lecture: 3 credits (45 contact hours). Lab/clinical: 2 credit (60 contact hours)

Prerequisites
Prerequisite: [(MNA 100 or NAA 100 or NAA 125) and six months of work experience as a Kentucky Medicaid Nurse Aide] or Consent. Lecture/Lab: 5 credits (105 contact hours).

Start Date: 6/03/2019 Midterm: 06/24/2019 End Date: 07/14/2019

Textbook Information and Supplies


Supplies needed for clinical: White dress uniform or white top with navy bottoms, white or black shoes (leather, non canvas), Pen and note pad. A watch with a second hand; Liability Insurance (payment will be made at business office along with tuition so bring copy), Two-Step TB Skin Test/ or Chest X-ray within the last year. Hept. B is recommended.

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Define the role of the medication aide as it relates to the health care team.
2. Identify legal and ethical responsibilities and demonstrate an awareness of the legal implications of drug administration.
3. Define the responsibilities of the delegating/supervising nurse when delegating medication administration to the medication aide.
4. Demonstrate the ability to correctly interpret symbols, common abbreviations, and terminology used in administration of medications.
5. State the different forms in which medication can be manufactured.
6. Identify common methods of medication administration.
7. Identify factors that may affect how the body uses medications.
8. Describe basic pharmacological action of drugs on the body and their associated effects.
9. Identify common changes in the aging process and the resultant pharmacokinetic effects.
10. Recognize that the same medication may have different names.
11. Detail the elements of a complete medication order for safe administration and questioning an incomplete medication order.
12. Acquire and apply basic knowledge of medications, their actions, uses, and desired and adverse effects.
13. Demonstrate knowledge of proper methods for drug storage, and procedures of ordering, receiving, disposing, and crediting drugs.
14. Identify correct procedures and responsibilities relative to drug expiration date and automatic stop orders.
15. Identify correct procedures for recording medications administered, refused, or withheld.
16. Demonstrate knowledge to safely administer medications to specific residents.
17. Describe basic steps of medication preparation prior to administration.
18. Demonstrate accurate and appropriate documentation for medication administration.
19. Identify common causes of medication errors.
20. State what steps should be taken when medication errors occur.
21. Demonstrate appropriate communication with resident, family, and the health care team.
22. State when the nurse must be notified of a change in the resident’s normal condition.
23. Discuss when the nurse should be notified about vital sign changes, chest pain, or other alterations of conditions.
24. Identify the classifications of medications; state common effects of medication on the body.

HCTC NON-GENERAL EDUCATION COURSE ASSESSMENT FORM

1. FACULTY NAME: Debra Wooton, RN; Ludrenia Hagans-Shepherd, RN

DATE & TERM: 06/03/19, Summer 2019

3. DIVISION: Division of Allied Health Science Technologies

<table>
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<tr>
<th>COURSE ASSESSED</th>
<th>PROGRAM OR COURSE SPECIFIC COMPETENCIES</th>
<th>STUDENT LEARNING OUTCOME (SLO)</th>
<th>ASSIGNMENT/ASSESSMENT CRITERIA</th>
<th>Results</th>
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<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>KMA 100</td>
<td>Identify legal and ethical responsibilities and demonstrate an awareness of legal implications of drug administration. Students will complete all workbook assignments and an exam on content concerning basic skills and techniques in performance of uncomplicated nursing procedures. 85% of the students will achieve at least 70% on an exam and satisfactory on lab performance over legal drug administration.</td>
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<tr>
<td>KMA 100</td>
<td>Demonstrate the ability to correctly interpret symbols, common abbreviations, and terminology used in administration of medications. Students will complete all assignments and exam on content concerning symbols, common abbreviations, and terminology used in administration of medications. 85% of students will achieve at least 70% on an exam and satisfactory on lab performance over symbols, abbreviations, and terminology used in medication administration.</td>
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<tr>
<td>KMA 100</td>
<td>Demonstrate knowledge of resident’s rights in assisting with their medications. Students will complete all workbook assignments and exam on content concerning rights, and apply these principles while assisting residents in the clinical setting. 85% of students will achieve at least 70% on an exam over resident’s rights and satisfactory on clinical evaluation tool.</td>
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Course Structure, Evaluation, and Grading Methods

All chapter assignments include reading and worksheet assignments. Worksheets may be taken up and a grade assigned at the discretion of the instructor. Keeping up with reading and worksheet assignments is very important to successful completion of course objectives. There will be at least 6 exams, possibly more depending on the students understanding of material. All chapter assignments Quizzes and/or assignments may also be given throughout the course. Lab Performance exams will be used to evaluate proper skills technique and will be graded as satisfactory or unsatisfactory. There will be a comprehensive final exam. Learners must complete 105 clock hours and satisfactorily pass clinical to complete the course.

<table>
<thead>
<tr>
<th>Method</th>
<th>%</th>
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<tbody>
<tr>
<td>Exams</td>
<td>70</td>
</tr>
<tr>
<td>Quizzes/Assignments</td>
<td>10</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
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<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
<tr>
<td>Lab/Clinical</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Attendance</td>
<td>105 Clock Hours</td>
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Grading Policy/Scale
(Students must obtain an overall “C” Average to pass the course and a 70% or higher on exams be eligible to take nurse aid state registry exam). Students must have earned an average of 70% or higher on exams (excluding quizzes/assignments) to be eligible to enter/complete clinical learning experiences.

90-100% A
80-89% B
70-79% C
60-69 % D
<60% E

The actual score for all learning experiences will not be rounded up. The Final Grade Average will be rounded. (e.g. a 69.5 would result in a final grade of 70% whereas a 69.4 would be 69%).

Class Processes/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, all courses scheduled BEFORE 9:30 a.m., will be cancelled. Learners will be asked to report at 9:30 for their 9:30 courses. All classes and clinical scheduled after 9:30 will begin at regular time unless announced otherwise. If the college is closed then we will not have lecture, lab or clinical.

Time missed due to inclement weather will be scheduled to be made up before the end of this course. This class meets from 6pm to 9 pm.

Attendance Class Policy/Procedure
The learner’s attendance record directly affects employment opportunities as well as successful mastery of skills and knowledge necessary for completion of the program requirements and eligibility to sit for the Kentucky Medicaid State Registry Exam. Therefore attendance and punctuality are required.

Tardy
Tardy is arriving late or leaving early up to 15 minutes. After being tardy 3 times the learner will be counted one hour absent and will need to make up the one hour of time.
Learners must be in attendance for the entire 105 hours- all hours missed must be made up to the instructors satisfaction!!! Learners will be asked to withdraw if they miss more than 15 hours for any reason!!! Learners must notify the instructor prior to the absence!!!! All hours missed must be made up within 1 week of the absence. All classroom and lab hours missed must be made up prior to starting clinical practicum. If class or clinical hours are missed it may not be possible to arrange make up and the learner will have to withdraw!! Failure to complete the 105 required hours for any reason will result in the learner not being able to complete the course and cannot sit for the state registry exam.

General Class Make-up/Late Assignment Class Policy/Procedure (not related to weather)
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All classroom and lab assignments must be made up within 1 week of due date. A learner who misses a quiz or exam will have to make up that quiz or exam within one (1) week of the date the exam/quiz was given. An excused absence is required to make-up exams and proof of the excused absence must be presented to the instructor prior to taking the missed exam. The Learner must contact the instructor and make arrangements to make up lab and class time missed due to absence by the next class meeting following the absence.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of mid-term with a “W” grade assigned to the student’s record.

During the drop/add period, students can drop a class without a grade appearing on the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a “W” which may be given at the discretion of the instructor according to the following criteria:
A student may withdraw at any time after midterm and prior to final exam week and receive a grade of “W”, if the student has made a legitimate effort to complete the required assignments. This policy will not apply to any student guilty of any form of academic dishonesty.

No-Show Class Policy
All students must complete one or more class activities designated by the instructor within the designated drop/add period of the semester or session. If students do not complete the activity, students will be reported as “no-show” and may be subsequently removed or withdrawn from the course. Students reported as no-show and removed from a course will not be allowed back in the course. This will affect student financial aid.

Additionally, instructors are required to verify attendance throughout the semester and report attendance at 60% of the term and the last date of attendance. Students are accountable for the financial aid received and the successful completion of coursework. Consequences for failing to comply with U.S. Department of Education regulations include paying back financial aid received.

Accommodations Procedure
Learners needing specific accommodations should contact the local disabilities service representative to complete an Accommodations Plan which will ensure that the Learner receive full benefits and that the instructor is aware and can make the proper adjustments in his/her courses. The HCTC Disabilities Services Representative is Julia Caudill, phone (606)-487-3405, email jcaudill0129@kctcs.edu.

Academic Honesty Policy (including Cheating and Plagiarism)
From the KCTCS Code of Student Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).
Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Division Chair (see below for contact information). For information about academic rights, academic offenses and the Learner’s formal right to appeal, Learners should review the KCTCS Code of Student Conduct found on-line at http://tinyurl.com/mb4I7kf*
*You will need Adobe Reader to open the link and you may need to copy and paste the link to your web browser.

Informal Complaint/Appeal Procedure
1. Instructors: Debra Wooton
2. KNAT Coordinator: Ludrenia Hagans-Shepherd
3. Learning Services Dean: Dr. Paul Currie

Academic Resource Center (hours of operation):
http://hazard.kctcs.edu/Student_Life/Academic_Resources_for_Students.aspx

Children in the Classroom: Due to the nature of course content and safety concerns, children are not permitted in classroom or lab.

Cell Phone Use: Cell phones are not allowed in the classroom, laboratory or clinical unit.

Lab:
- You are expected to practice during allotted lab time. You may practice on your own time whenever the lab is open.
- Each student is responsible for cleaning his/her unit or station after each lab session.
- No food or drink permitted in lab.
- No sitting or lying on lab beds except when part of the lab activities.
- You will be given a list of items that should be present in each lab station. Make sure these items are there, the unit is clean, and bed and curtains straightened.
- Manikins shall not be abused in any fashion. They should be dressed and in proper body alignment. Treat with respect.
- Proper care and storage of all lab equipment is mandatory.
- All sharps and waste material shall be disposed of properly.
- Do not remove lab equipment or supplies without permission and being

Clinical:
- You are expected to be on time, equipped to work and in proper uniform.
- If you are going to be absent notify your instructor at least 12-24 hours ahead of time.
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- In the event of an emergency, notify your instructor as soon as possible. Do not leave messages with personnel at the clinical sites.
- Professional conduct is expected at all times.
- Do not leave clinical unit or premises without notifying the instructor. This is a patient safety issue.
- All assignments or duties are to be completed. Notify the instructor of any work not completed. In addition you must report off to a designated unit staff member at the clinical site.
- Confidentiality is a must. Think before you speak. Be aware of how this can be breached. (Written assignments or notebooks, general conversation, giving information to unauthorized persons, etc).
- Any copying of a patient’s chart or part of the chart is strictly prohibited.
- You are here to learn, however PATIENT SAFETY AND CARE IS TOP PRIORITY.
- Malpractice Insurance and a Two-Step TB skin test (chest x-ray if unable to take Two-Step TB skin test) are required before you can attend clinical.

Criminal Records Checks Law (HB628) in part:
“Nursing facilities are prohibited from employing a person who has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect, or exploitation of an adult; or a sexual crime. You may employ a person convicted or pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation


Other College/KCTCS Processes and Procedures

Student Evaluation of Instruction
Each fall semester, students will be given the opportunity to complete evaluations of instruction on classes in which they are enrolled. The evaluations of instruction are completed online and only aggregate summaries are shared with the instructor after grades have been submitted. Each spring semester, selected courses are evaluated so you may not complete an evaluation. The student evaluation of instruction is an important process for HCTC to make continuous improvement each year to course offerings. HCTC thanks you in advance for your participation.

How to Drop Your Course:
This class is an in-person/web enhanced course, a drop/add form needs to be completed (with the instructor’s permission after midterm) and submitted to the records office (college registrar).

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KMA 100 Kentucky Medicaide Aide

I, ____________________________,
Learner Name (please print)

have read and fully understand the contents of the KMA 100 course syllabus. I will comply with guidelines in the syllabus, while I am a learner of HCTC. It is my responsibility to ask for clarification from my instructor, prior to signing this form, if I have questions about guidelines.

**Attendance Policy**

Learners must be in attendance for the entire 105 hours- all hours missed must be **made up to the instructors satisfaction!!! Learners will be asked to withdraw if** they miss more than 15 hours for any reason!!! Learners must notify the instructor prior to the absence!!!! **All hours missed must be made up within 1 week of the absence. All classroom and lab hours missed must be made up prior to starting clinical practicum. If class or clinical hours are missed it may not be possible to arrange make up and the learner will have to withdraw!! Failure to complete the 75 required hours for any reason will result in the learner not being able to complete the course and cannot sit for the state registry exam.**

**Confidentiality Contract KMA 100**

My responsibility related to maintaining confidentiality as a learner of HCTC Kentucky Medicaide Program has been explained to me. I understand that it is my responsibility to maintain confidentiality.

I understand that disciplinary action will be taken if a breach of confidentiality occurs which will result in dismissal from the HCTC Kentucky Medicaide Aide Program.

**Criminal Records Checks Law (HB628) in part:**

“Nursing facilities are prohibited from employing a person who has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect, or exploitation of an adult; or a sexual crime. You may employ a person convicted or pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation of an adult.”

________________________________________
Learner Signature

________________________________________
Date