

TABLE OF CONTENTS

	Page
PREFACE.....	vi
ACKNOWLEDGEMENT/DEDICATION	vii
COMMITTEES.....	viii
GLOSSARY	xii
UNIT 1 – INTRODUCTION.....	1
Lesson 1 – Becoming a Medication Technician	1
Evaluation Items	5
Lesson 2 – Long-Term Health Care Team	7
HO 1: Organizational Structure of Long-Term Health Care Facility	14
HO 2: Abuse and Neglect Reporting	15
HO 3: Resident’s Rights – State of Missouri.....	17
Evaluation Items	23
Lesson 3 – State and Federal Controls	25
13 CSR 15-14: Intermediate Care and Skilled Nursing Facility.....	29
HO 4: Construction Standards and Physical Plant Requirements	37
HO 5: Excerpts from Missouri’s Pharmacy Law.....	38
HO 6: Excerpts from Missouri Nurses Practice Act.....	39
HO 7: Schedules of Controlled Substances	40
Evaluation Items	42
UNIT II – GENERAL PRINCIPLES	44
Lesson 4 – Medication Terminology and Abbreviations	44
HO 8: Error Prone Abbreviations, Symbols, and Dose Designations	52
Evaluation Items	55
Lesson 5 – Dosage, Measurements, and Drug Forms	57
HO 9: Roman Numerals.....	65
HO 10: Calibrated Liquid Dose Measuring Devices	66
Evaluation Items	67

Lesson 6 – Transcribing Physician’s Orders	69
HO 11: Sample Completed Physician’s Order Sheet PRN Medication Form.....	77
HO 12: Sample Completed Physician’s Telephone Order Sheet.....	78
HO 13: PRN Medication Form.....	79
HO 14: Sample Completed Medication Administration Record.....	80
Evaluation Items	81
Lesson 7 – Packaging, Storage, Infection Control, and Accountability	87
HO 15: Infection Control.....	97
HO 16: Sample Completed Controlled Substance Record	100
HO 17: Sample Controlled Substance Shift Change Count Check Sheet	101
HO 18: Medication Disposition Form	102
Evaluation Items	103
UNIT III – BODY SYSTEMS, DRUGS, AND TREATMENTS	104
Lesson 8 – Body Systems, Disease Process, and Treatments	104
HO 19: Stages of Pressure Ulcers.....	131
Evaluation Items	134
NOTE: Body system handouts have been incorporated in the outline.	
Lesson 9 – Introduction to Pharmacology	140
HO 20: Common Drug Categories	173
HO 21: Common Drug Side Effects	175
HO 22: Pain Control – Use of Analgesics	177
HO 23: Worksheet of OTC Analgesic	179
HO 24: Worksheet – Drug Information Cards.....	180
Evaluation Items	181
Lesson 10 – Observing and Reporting	184
Procedures for Counting Apical Pulse.....	192
Evaluation Item: Counting Apical Pulse.....	193
HO 25: Look-alike and Sound-alike Drugs	195
HO 26: Types of Hearing Aids	204
HO 27: Operation of Hearing Aid	205
HO 28: Communicating with the Aphasic Resident.....	206
Evaluation Items	208
UNIT IV – PREPARATION AND ADMINISTRATION	209
Lesson 11 – Basic Guidelines	209
HO 29: Do Not Crush List.....	219
HO 30: Incident Report Form	229

HO 31: Guidelines for “Leave of Absence” (LOA) Medications for Long-Term Care Facilities	230
Evaluation Items	232
Lesson 12 – Special Categories of Drug Administration	234
Evaluation Items	245
Lesson 13 – Prepare and Administer Medications	246
Procedures.....	249
Procedure: Prepare, administer, report, and record individual oral medications....	249
Procedure: Prepare, administer, report and record ophthalmic (eye) medications	251
Procedure: Prepare, administer, report, and record otic (ear) medications.....	254
Procedure: Prepare, administer, report, and record topical medications	256
Procedure: Prepare, administer, report, and record transdermal patches.....	258
Procedure: Prepare, administer, report, and record oral metered dose inhaler medications	260
Procedure: Prepare, administer, report, and record nasal medications	262
Procedure: Prepare, administer, report, and record vaginal medications	264
Procedure: Prepare, administer, report, and record rectal medications	266
Procedure: Administer oxygen by nasal cannula.....	268
Evaluation Items	270
Oral Medications.....	270
Ophthalmic Medications.....	272
Otic Medications.....	274
Topical Medications.....	276
Transdermal Patches	278
Oral Metered Dose Inhaler Medications.....	280
Nasal Medications.....	282
Vaginal Medications	284
Rectal Medications.....	286
Oxygen by Nasal Cannula	288
HO 32: Medication Administration Errors	290
HO 33: Administering Sublingual and Buccal Medications.....	297
HO 34: Use of Aerosol Holding Chamber.....	298
HO 35: Administering Medications Using a Nebulizer.....	299
REFERENCES	300
APPENDICES	303
Appendix A: Division 30 – Division of Health Standards and Licensure Chapter 84; Training Program for Nursing Assistants	303
Appendix B: Excerpts from Federal Regulations (OBRA) for Skilled Nursing Facilities (SNFs) and Nursing Facilities (NFs).....	320