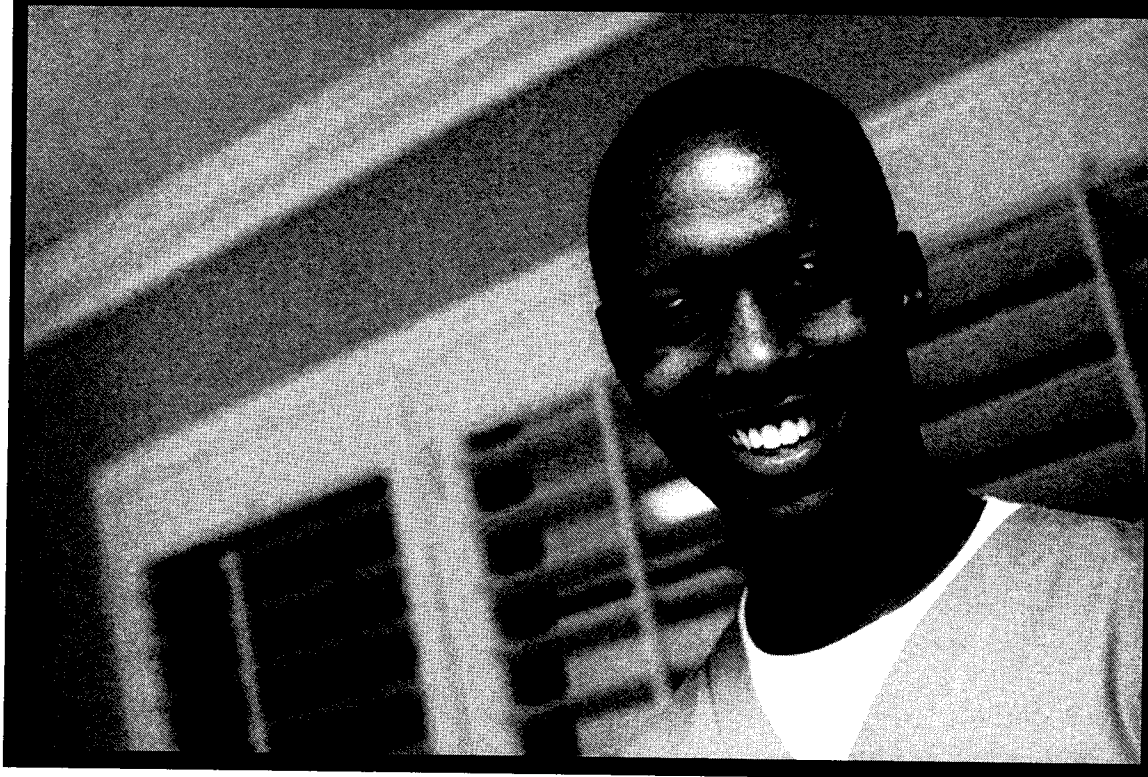


Module 1: Introduction

*Introduction to Med Aide Training
Med Aide Roles and Responsibilities
Allowable Duties*

Assisted Living Medication Training



INTRODUCTION TO MED AIDE TRAINING

Welcome and congratulations! Your supervisor has identified specific qualities in your performance and personality that suggests you would be suitable for assisting residents with medications. Your willingness to take on this respected position and your successful completion of the training will result not only in additional responsibilities, but greater job satisfaction for yourself.

The purpose of this course is to teach appropriate standards of practice regarding medication assistance in an assisted living or residential care community. There are several initial training steps required, as well as continuing education requirements. This manual and accompanying videos are designed to support your training process. Most importantly, you will receive live training and assistance by a qualified staff person or supervisor, working together with you in your community to assist you to gain the necessary skills and competency verification.

Training Requirements

1. Your supervisor will assign a qualified trainer to work with you.
2. Read and discuss with your trainer this entire learner workbook and complete the accompanying exercises.
3. Watch the required video(s) for each section of the learner workbook. While watching the video, be sure to write down any questions you may have and discuss those with your trainer.
4. Complete any state-required on-the-job training.
5. Review your community-specific documentation package.
6. Complete the competency verifications.
7. Complete the written final exam with a passing score of 80% or better.
8. Review any missed items on the exam with your trainer.



Terminology

Various terms related to resident care are used throughout this training kit. While most of these terms are commonly accepted in the industry, there is some variation from state to state, and within different organizations. To clarify these terms and to improve your understanding of their meaning, a brief explanation is provided below:

Community The care setting is referred to as an assisted living or residential care community. Although the term "facility" is often used in state regulations and by some in the industry, we feel it is important to distinguish an assisted living or residential care residence as a home, rather than strictly a clinical facility.

When the word "community" is used in this manual it is referring to the care setting, not the community at large. Clarification will be provided if necessary. In some cases, such as when quoting from regulations, the term facility will be used.

Caregiver This is the person providing care. Although there are exceptions, typically this person is not a licensed medical professional.

Trainer This is the person providing and/or overseeing training. This may be a supervisor, or a professional trainer hired to conduct training.

Learner This is the individual being trained.

Med Aide There are many titles given to a person who assists with medications. Medication Technician, Medication Supervisor, Med Aide or simply Caregiver are commonly used. For clarity, this program will use the title Med Aide, when referencing a staff person who assists with medication.

Resident The resident is the individual receiving care. In other healthcare settings the term "patient" or "client" are more common, but to foster a homelike atmosphere the term resident is used in the assisted living and residential care industries.



MED AIDE ROLES AND RESPONSIBILITIES

Managing resident medications represents an area of great responsibility. Medications prescribed to manage chronic and/or acute medical conditions, if not properly handled and monitored, may actually place a resident at greater risk for negative outcomes. You play a very important role in the well being of your residents. Through your assistance, your residents will have a better quality of life. As a Med Aide, you will be responsible for many tasks, which may include:

1. Coordinating quality care by communicating with the resident's health care providers, your supervisor, family members/significant others, and the resident regarding health conditions and both prescription and non-prescription medication needs.
2. Managing medications and assisting the resident to self-administer medications.
3. Assuring that the available medications coincide with what the authorized prescriber (e.g., physician) has prescribed.
4. Storing medications safely.
5. Ordering and refilling medications; never allowing a resident to run out of a medication.
6. Logging all medications on your community-approved medication log when received.
7. Destroying medications as needed and in accordance with state and community procedures.
8. Documenting all communication with prescribers, family/significant others, and the resident according to your community policy.
9. Continual observation of each resident for potential adverse reactions to medications and/or signs/symptoms indicating the need for a change to the medication regimen.

Lead Caregiver

Often a Med Aide is also the "lead caregiver" or caregiver supervisor when on duty. Listed below are some of the duties you may also be asked to perform.

- Infection control.
- Staffing assistant.
- Liaison for the community on behalf of the resident, families, providers, and visitors.
- Supervisor, assuring timely and dignified completion of resident care.
- Transcriptionist and documentation expert.



- Safety monitor; assuring the environment is safe for each resident. This also includes responding to and managing emergency situations such as falls, acute conditions like stroke or heart attack, and which may also include fire.
- Community ambassador; maintaining a professional appearance, courteous demeanor, and timely management of questions and/or issues brought to your attention by visitors, family, and/or residents.
- Resident care coordinator.



**Learning Exercise:*****Understanding Your Community Specific Responsibilities***

Sit down with your supervisor. List your essential duties, and any specific areas you need to clarify.

My essential duties as a Med Aide include:

Who is my immediate supervisor? _____

In the event of an emergency, how do I reach my supervisor when my supervisor is not in the building?

Who do I contact if I am unable to reach my supervisor?



ALLOWABLE DUTIES

One of the challenges for a Med Aide is understanding what you are allowed to do, and what you are not allowed to do when performing your daily tasks. There are some medication procedures that may be performed by Med Aides, but others must be done only by a licensed medical professional (LMP), such as a RN, LPN/LVN, or physician.

Assist vs. Administer

Med Aides are often limited to "assisting with self-administration" and are not allowed to fully "administer" medications to a resident. Following is a brief explanation of the differences between assistance and administration:

Assist	Assistance with self-administration means that Med Aide does not actually place the medication in or on the resident's body. Rather, the Med Aide pours/transfers the medication from its original packaging into an appropriate container (e.g., a pill cup) and brings it to the resident. The resident then "self-administers" the medication by placing into, or onto, the body.
Administer	When administering a medication the resident does not necessarily participate. During full medication administration the Med Aide, or other professional as required, places the medication directly into, or onto, the body. The individual(s) who may administer a medication is limited by state regulations and community policies.

Nurses in Assisted Living

Many assisted living and residential care communities employ nurses directly, or contract with them through an agency. The role of nurses in communities varies and is beyond the scope of this workbook, but Med Aides should be aware of the role nurses have in the community where they work. In some cases the Med Aide's supervisor is a nurse, and he/she is responsible for overseeing the Med Aide's work. In other communities nurses may only come in via home health agencies when residents require special care, such as wounds or injections.



Common duties of assisted living nurses often include:

- Supervising care staff
- Performing nurse delegation (in states where allowed)
- Resident assessments
- Filling syringes
- Administering injections
- Administering suppositories
- Monitoring resident care
- Wound care and dressing changes

NURSE DELEGATION

Some states—such as Oregon, Washington, and others—allow/require nurse delegation for certain tasks. Nurse delegation involves direct training of caregivers or Med Aides by a nurse (usually a registered nurse) before a particular task can be performed. For example, in some states nurses are able to delegate insulin injections to Med Aides.

The following is the American Nurses Association (ANA) definition of delegation:

"The transfer of responsibility for the performance of a task from one individual to another while retaining accountability for the outcome. Example: the RN, in delegating a task to an assistive individual, transfers the responsibility for the performance of the task but retains professional accountability for the overall care."

IMPORTANT:

**BE FAMILIAR WITH YOUR STATE REGULATIONS REGARDING ASSISTANCE,
ADMINISTRATION, AND NURSE DELEGATION.**

ASK YOUR SUPERVISOR FOR CLARIFICATION!

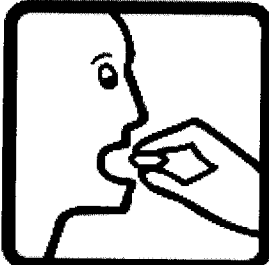
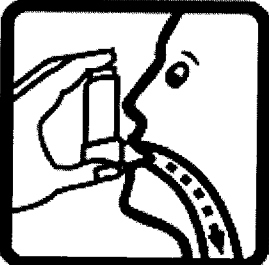
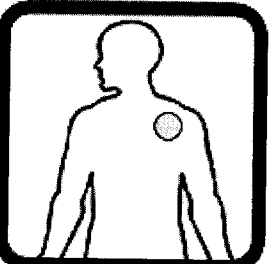





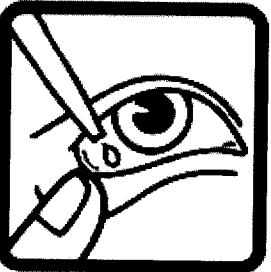
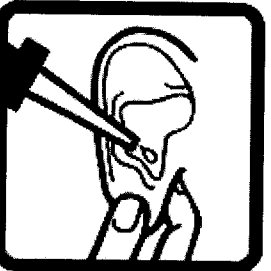
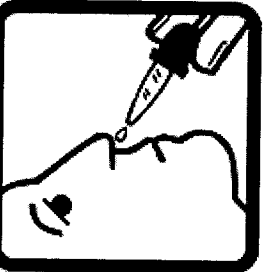
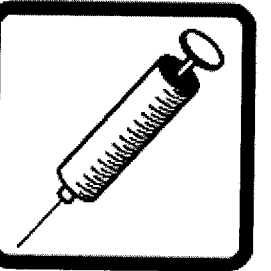
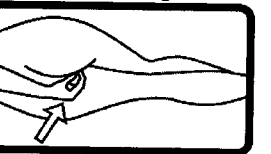
Learning Exercise: *Allowable Med Aide Duties*

Discuss the following common medication-related duties and procedures with your trainer. Clarify who may perform each duty, and place a check mark in the appropriate column next to each. Ensure your answers conform to both your community policy and your state regulations.


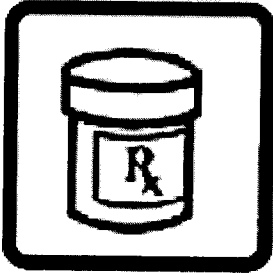
LMP = Licensed Medical Professional

Duty/Procedure		Who May Perform?
Oral medications		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Inhalers		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Transdermal patches		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____



Topical medications (e.g., ointments, creams, etc.)		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Eye drops		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Ear drops		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Nose drops		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Injections		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Suppositories		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform



		<input type="checkbox"/> Other: _____
Enemas		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____
Titrate (decide how much of a medication to give) based on vital signs		<input type="checkbox"/> Med Aide may ASSIST <input type="checkbox"/> Med Aide may ADMINISTER <input type="checkbox"/> Only a LMP may perform <input type="checkbox"/> Other: _____

