



Course Syllabus

Certified Medication Aide

Course Number: CRN 30375 **Course Dates:** 06/02-07/15

Credit Hours: 5

Instructor: [Click here to enter text.](#)

Office Phone: 316-677-1859

E-Mail: [Click here to enter text.](#)

Office Hours/Hours of Availability

I am available by e-mail or call my office to schedule an appointment


Course Description

Students will be taught basic medication administration techniques and safety. After successful completion of this course, students are eligible to take the Kansas certification examination for Certified Medication Aide.

Course Standard

GRA101 Certified Nurse Aide

Course Description

Prepares students to be caregivers in nursing homes while working under the supervision of licensed nurses. Includes classroom instruction, laboratory and clinical experience. Program meets Kansas State Department of Health and Environment guidelines. Graduates may take the state examination to become a certified nurse aide. 

Hours

Lecture	50
Lab	20
Clinical	25
Credit	5

Prerequisite: Students must be CNA certified.

Course Guide

Outcomes: The student will be able to	
Competencies	
Communication	Communicate effectively with the residents and family regarding their medication
Infection control	Demonstrate effective infection control while administering medication
Safety and Drug Administration	Pharmacodynamics
	Forms in medications
	Common medical abbreviations
	Mathematics weights and measures
	Drug standards and names
	Drug resources information
Drugs and Body systems	Cardiovascular, Urinary, Respiratory, Digestive, Nervous systems, eye, ear, musculoskeletal, endocrine, reproductive, integumentary systems, Anti-infective agents, vitamins, Minerals and Herbs
Administration of medications	Preparation, recording and administration of medications

Textbook & Instructional Materials

Gauwitz, D. F. (2012). *Administering medications: Pharmacology for healthcare professionals*. (7th. Ed. ed.). New York, N. Y.: McGraw-Hill.

Kansas Department for Aging and Disability Services. (2013) *Kansas Certified Medication Aide Curriculum*.

Tutoring and Remediation

Tutoring and Remediation are available through the Academic Success Center. Please see myWATC for current hours. Tutoring in some technical programs is available. Please contact your instructor for details.

College Policies and Procedures

Refer to course material in Online Learning (ANGEL) for College Policies and Procedures.

Academic Honesty

Students who compromise the academic integrity of the classroom, laboratory, internship or clinical areas are subject to disciplinary action, which may result in suspension and/or expulsion from WATC. Violations of academic honesty include, but are not limited to, cheating, plagiarism, falsification, forgery or alteration of records.

Grading

Course Grade - List all graded assignments with their point value and/or percentage of total grade. Letter Grade Scale – indicated the overall points to letter grade scale for example 1270 - 1137 = A

<u>Course Grade</u>	<u>Letter Grade Scale</u>
Exams 1-5 60%	90-100% = A
Unit Quizzes and assignments 10%	80-89% = B
Discussions 10%	70-79% = C
Final Exam 20%	60-69% = D
Skills lab/clinical rotation Pass/fail	0-59% = F
Based on work ethic grade	Review student handbook for work ethic grade.

Homework

There will be three discussion topics posted in ANGEL/BlackBoard worth 10% of the total grade. Students are to post their answers and thoughts to the discussion topic and respond to at least 2 other student's posts. This is a total of at least 3 posts: your initial post and 2 responses. Discussion will be graded this way:

3 posts is 50 points or 100%

2 posts is 40 points or 80%

1 post is 30 points or 60%

0 posts is 0 points or 0 %

*(A post of 'I agree' does **not** count! If you agree – great, but you have to explain WHY.)*

Quizzes

There will Quizzes posted weekly that will be worth 10% of your total grade.

Exams

There will be five (5) weekly exams covering the chapters assigned for the week. They will be worth 50 points each. The weekly exams will be open from Friday mornings at 8:00 am until Monday mornings at 8:00 am

Projects Required

No projects will be required for this class.

Final Exam

The final exam is 100 questions over the course content. Final exam will be scheduled to be taken in the testing center at WATC. Once you begin the test you must complete it. It will be timed at 90 minutes.

Extra Credit

No extra credit will be given.

Late Work

There will be a 30% deduction on assignments one day late and 20% deduction days 2-5. After 5 days the assignment will be worth 0 points.

Make Up Work/Tests

Tests must be taken during the hours they are open. There will be no makeup tests.

Last Day to Withdraw with a "W"

Last day to withdraw is 07/03/14

It is the student's responsibility to visit with their academic advisor prior to withdrawing from a class and to complete the appropriate withdrawal form and submit it to the Registrar's office.

Communication

All communication between WATC faculty, administration, staff and advisors will be directed to the student email account. Example: jsmith@watc.edu. Common names may have a number after the last name and before the @ sign. Your specific email address is printed on the back of your schedule. Your instructor also has your email address on their class roster. **It is the student's responsibility to check their WATC email account frequently.**

Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow***

students extra time to submit assignments, tests, or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble

If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log onto myWATC and locate the online learning section on the Student Tab. This section will be at the upper left hand corner of the page. In the online learning section click Student Helpdesk for contact information and hours of operation.

Attendance

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and minimum course objectives cannot be met due to absences, the student may, after consultation with and approval of the appropriate Dean/Director, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a “WT” (withdrawn by teacher) **may** be recorded on the student’s permanent record.

Hybrid Attendance:

You will be required to log into the class weekly and complete work both online and in the classroom. Pay close attention to deadlines, and allow yourself plenty of time to complete assignments, discussion questions, quizzes, and exams.

Weekly attendance for the online class runs from time and day, until time and day. You MUST log in at least once during that week and complete at least one activity, or you will be counted absent.

Note: If you have an additional requirement for attendance, such as posting to the Discussion Board during the week, state that condition here.

Instructor Class Policies

EXPECTATIONS

1. Be respectful of the instructor and classmates.
2. Be attentive to the instructor, peers and residents
3. If a student behaves in a manner that is distracting or not conducive to learning, the student will be asked to refrain from that behavior or asked to leave the classroom.
4. You are learning a professional job and you are expected to conduct yourself in a professional manner, unprofessional behavior includes:
 - a. Cheating, lying falsification of records
 - b. Use of profanity
 - c. Alcohol or substance abuse is grounds for immediate dismissal from the program.

- d. Leaving class or clinical with notifying the proper personnel.
- 5. Do not discuss a resident by name outside of the clinical site or in front of another resident.
- 6. No cell phones allowed in class or in the clinical setting.
- 7. If weather conditions prevent class from being held, watch the local television stations to find out if WATC is closed. The class will need to be made up and the makeup date will be announced at our next scheduled class session.
- 8. **CLASSROOM ATTIRE:**
- 9. **Mandatory-----** Students are expected to dress in an appropriate professional manner. Inappropriately attired students may be dismissed from class/clinical. (Rules regarding absences will still apply). Classroom attire will not include bare abdomens, backs, midriff, low cut neckline and sleeve opening, or the upper one/half of the thigh. No see through attire.
- 10. **CLINICAL ATTIRE:**
- 11. 1. Scrubs with pockets should be royal blue in color, clean and in good repair.
- 12. 2. White shoes will be worn and must be clean and in good repair.
- 13. 3. White socks or hosiery is required.
- 14. 4. Gait belt and student ID tag are a required part of the uniform.
- 15. 5. Hair is to be clean and off the collar. Beards and mustaches must be neat and trimmed otherwise must be clean shaven. No ball caps, bandannas, headgear, or hair ornaments are allowed.
- 16. 6. Jewelry is limited to one wedding and one engagement ring only.
- 17. 7. Small post earrings, only, are permitted.
- 18. 8. Nose, eyebrow, tongue, and lip rings are not allowed. No necklaces or bracelets.
- 19. 9. Fingernails will not extend beyond the fingertip, and must be clean.
- 20. 10. Nail polish and ATTACHED FINGERNAILS ARE NOT ALLOWED PER INFECTION CONTROL REGULATIONS
- 21. 11. An accurate watch with a second hand that can be used to measure seconds is required.
- 22. 12. Students are expected to have a black ink pen and a small memo pad for notes during clinical experiences.
- 23. 13. TATOO'S ARE TO BE COVERED WITH CLOTHING OR BANDAIDS WHILE IN CLINICALS
- 24. 14. **Cell phones are NOT allowed on the student during clinical rotation.**

PROGRAM EXPECTATIONS RELATED TO PHYSICAL PERFORMANCE

Nursing home facilities routinely **require their nurse aides to be able to lift 50 lbs. unassisted and 100 lbs. with assistance.**

Critical skills involving lifting that students are expected to perform both in the skills lab and in the clinical setting during the Certified Nursing Assistant Program include:

1. Transfer of a resident (patient) who can provide some assistance:

Commonly performed using a gait belt and requires the ability to lift 50 lbs.

2. Transfer of a resident (patient) who can provide no assistance: Commonly performed by two persons working together and requires the ability to lift 100 lbs. with assistance.

3. Repositioning the patient in the bed: Commonly performed by two persons using a turn sheet to accomplish the task.

During the clinical experience students will be on their feet the majority of the time. Clinical includes a 30-minute lunch break and bathroom break.

The needs of students who are unable to meet these expectations will be reviewed on an individual basis. Whenever possible, reasonable accommodations will be provided to assist the student in completing the program.

Tuition Refund Policy

To receive a tuition refund, or an adjustment, students must drop course(s) by the deadlines shown below. When courses are dropped by the deadlines shown below, any refunds or adjustments will be automatically computed by the College.

For 8-week to 16-week Courses

- Drops received from the 1st day of class through the 9th calendar day: 100% refund for tuition, lab fees, online fees, and refundable fees.
- After the 9th calendar day: There are no refunds.
- Students who did not drop and who failed to attend class during the first 9 calendar days are administratively dropped on or after the 10th calendar day. There are no refunds in such cases.

For 3-week to less than 8-week Courses

- Drops received from the 1st day of class through the 5th calendar day: 100% refund for tuition, lab fees, online fees, and refundable fees.
- After the 5th calendar day: There are no refunds.
- Students who did not drop and who failed to attend class during the first 5 calendar days are administratively dropped on or after the 6th calendar day. There are no refunds in such cases.

For Courses less than 3 weeks and for Non-Credit courses:

- Drops received on or before the 1st day of class: 100% refund for tuition, lab fees, online fees, and refundable fees.
- After the 1st day of class: There are no refunds.
- Students who did not drop and who failed to attend the first day of class are administratively dropped on or after the 2nd calendar day. There are no refunds in such cases.

Book Store purchases, tool purchases, and non-refundable fees are not refunded

Disability Services Program

WATC, in recognition of state and federal laws, will accommodate a student with a documented disability. If you have a disability which may impact your work in this class and for which you require accommodations, please contact:

Director, Career & Disability Advising
Phone number - NCAT: 316.677.1912

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location. High school students are not permitted to use tobacco on college property.

Use of Alcoholic Beverages on College Property Policy

Possession, consumption or sale of alcoholic beverages is prohibited in college-owned, leased or operated facilities and on campus grounds unless otherwise specifically authorized by college administration for an event. If the instructor suspects that you are under the influence, you will be requested to leave the classroom or clinical facility.

Illegal Drug Activity Policy

Possession, manufacture, distribution, use or sale of drugs or drug paraphernalia and narcotics classified as illegal, except those taken under a doctor's prescription, are prohibited on college-owned or controlled property or at any college-sponsored or supervised function. If the instructor suspects that you are under the influence, you will be requested to leave the classroom or clinical facility.

Global Professional Standards (Work Ethics): PROGRAM ONLY

You will receive a work ethics grade for this course. The GPS grade is a numerical grade determined by evaluating ten Global Professional Standards (work ethic) traits including attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect. Your instructor will provide instruction, monitor your skill, and document those situations in which you exceed- or fail to meet expectations in each of the ten areas. At mid – term/semester (half – way point for short term programs) you will receive a rating which reflects these documented situations. If you are deficient in one or more areas, you will have the opportunity to bring your performance up to industry standards before final grades are issued. The Global Professional Standards (work ethic) grade will be placed on your permanent record.

General Education Outcomes/Competencies: General Education Courses Only

The learning outcomes and competencies detailed in this syllabus meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Use this area to tell the students what is scheduled for the duration of the class. Please note the disclaimer above and include that with your schedule!

COURSE SCHEDULE	
<i>Dates</i>	<i>Activities, Assignments, Due Dates</i>
Week 1	All assignments are in angel under assignments. There is a list of chapters and units to study. Your discussion box topic, quiz and exam for the weeks
Week 2	All assignments are in angel under assignments. There is a list of chapters and units to study. Your discussion box topic, quiz and exam for the weeks
Week 3	All assignments are in angel under assignments. There is a list of chapters and units to study. Your discussion box topic, quiz and exam for the weeks
Week 4	All assignments are in angel under assignments. There is a list of chapters and units to study. Your discussion box topic, quiz and exam for the weeks
Week 5	Final exam, clinical skills lab (see calendar for times) go to clinical site and tour and meet staff
Week6 Week 7 Week 8	CLINICALS
<i>Finish filling out for the rest of the semester</i>	

