



Meets OSDH
Nurse Aide
Registry
Certification
Requirements

**CERTIFIED MEDICATION AIDE
SKILLS STANDARDS
OD58606**

COMPETENCY-BASED EDUCATION: OKLAHOMA'S RECIPE FOR SUCCESS

BY THE INDUSTRY FOR THE INDUSTRY

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

TOOLS FOR SUCCESS

CareerTech relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

Curriculum materials contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

MEASURING SUCCESS

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

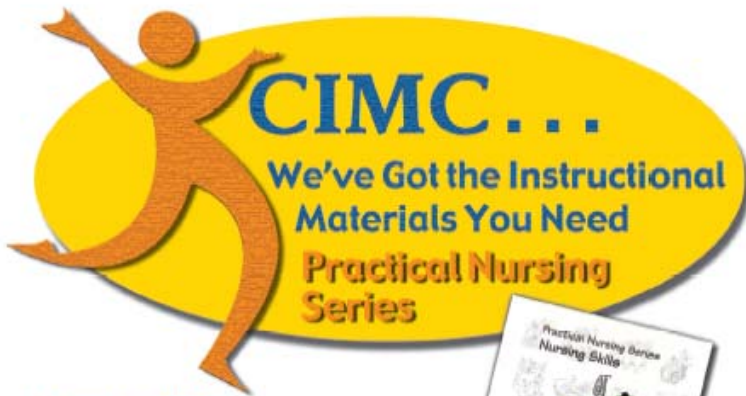
TRUE TO OUR PURPOSE

"Helping Oklahomans succeed in the workplace" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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Nursing Concepts

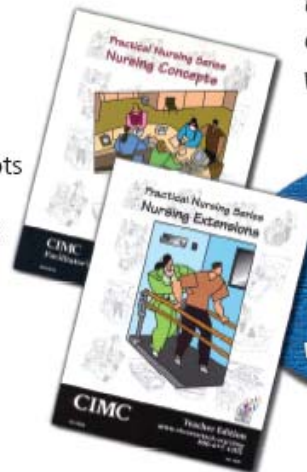
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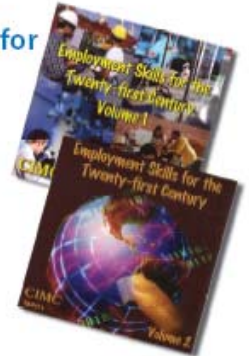
Leadership Skills • Skills for Success • Practice Settings



Employment Skills for the 21st Century, Volume I and II

The volume covers:

- Career Exploration
- Skills Practices
- Internet Activities
- 16 Career Clusters



201 activities on each CD to:

- Develop and apply skills for tomorrow's workplace
- Develop thinking and problem-solving skills on a higher cognitive level
- Develop teamwork and cooperation skills
- Develop oral communications and listening skills
- Develop research and organizational skills
- Develop self-esteem and leadership skills
- Develop reading, writing and computational skills

Online Competency Assessment

The following competency test may be given online with immediate results:

Health Science Technology Core

For more information on this test, call 405-743-5412 or visit our website at www.okcareertech.org/testing

For more information and pricing on these products, call 405-654-4502 or visit our website at www.okcimc.com



**MEDICATION AIDE
SKILLS STANDARDS
Frequency and Criticality Ratings**

Duty A: Administer Medication

Duty B: Observe, Report, and Document Client Status

Duty C: Comply with Legal and Ethical Guidelines

Duty D: Apply Principles of Safety

Duty E: Apply Knowledge of Measurement Systems

Duty F: Apply Knowledge of Body Systems and Common Diseases

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
- 2 = moderate
- 3 = extreme

DUTY A: Administer Medication

CODE	TASK	F/C
A.01	Document medication schedules and administration <ul style="list-style-type: none"> • Charting medication administration records 	3/3
A.02	Apply proper medication storage procedures <ul style="list-style-type: none"> • Scheduled controlled substances • Internal and external medications 	3/3
A.03	Identify five purposes of medications	2/2
A.04	Prepare and administer medications <ul style="list-style-type: none"> • Oral • Topical • Eye, ear, and nose • Vaginal • Rectal • Transdermal 	3/3
A.05	Recognize appropriate situations requiring assistance of supervisor <ul style="list-style-type: none"> • Medication dosage and labeling • Resident status 	3/3
A.06	Use medical terminology, symbols, and abbreviations	3/2
A.07	Utilize the seven Rights of Medication Administration	3/3
A.08	Apply knowledge of controlled drug procedures	3/2
A.09	Distinguish errors in drug medication administration	3/3
A.10	Utilize drug reference sources	3/2
A.11	Relate vital sign measurement with drug administration	3/3

A.12	Recognize appropriate medication labeling	2/2
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DUTY B: Observe, Report, and Document Client Status

CODE	TASK	F/C
B.01	Demonstrate correct blood pressure measurement and documentation <ul style="list-style-type: none"> Medication administration record 	2/3
B.02	Apply knowledge of drug administration in relation to client status <ul style="list-style-type: none"> Adverse drug reactions and symptoms 	2/3
B.03	Apply basic concepts of drug/drug interactions, drug/food interactions, and medication timed to coincide with meals <ul style="list-style-type: none"> Stomach irritation Drug effects Hypnotic drugs Tranquilizers Antihistamine 	3/2

DUTY C: Comply with Legal and Ethical Guidelines

CODE	TASK	F/C
C.01	Apply procedures to report abuse, neglect, and misappropriation of resident's property/funds <ul style="list-style-type: none"> Legal obligation Facility policy 	1 / 2
C.02	Apply practices for confidentiality and privacy <ul style="list-style-type: none"> Records Client/resident status 	3/3
C.03	Utilize institution/agency policies	2/2
C.04	Apply policies and procedures in relation to job performance and role in institutional setting <ul style="list-style-type: none"> Controlled substances Reporting resident condition Drug administration Job duties 	2/3
C.05	Follow client Bill of Rights	2/2

DUTY D: Apply Principles of Safety

CODE	TASK	F/C
D.01	Use infection control techniques <ul style="list-style-type: none"> Standard Precautions 	3/3
D.02	Relate principles of positioning to medication administration <ul style="list-style-type: none"> Positioning client 	2/2

DUTY E: Apply Knowledge of Measurement Systems

CODE	TASK	F/C
E.01	Distinguish weight and volume measurements <ul style="list-style-type: none"> Metric weights and volumes Conversions and equivalents 	2/2

E.02	Apply decimal and fractional concepts in medication administration	2/2
E.03	Select and utilize appropriate measurement equipment <ul style="list-style-type: none"> • Metric • Standard 	2/1

DUTY F: Apply Knowledge of Body Systems and Common Diseases

CODE	TASK	F/C
F.01	Apply knowledge of body systems, common diseases, and applicable medications to medication administration <ul style="list-style-type: none"> • Digestive • Respiratory • Cardiovascular • Endocrine • Elimination • Skin • Musculoskeletal • Nervous 	2/2
F.02	Apply knowledge of basic drug metabolism <ul style="list-style-type: none"> • Absorption • Medication action 	2/2