MEDICATION ADMINISTRATION TECHNICIAN
Course Syllabus

Course Number: MAT-0359
OCAS Code: 9328
Course Length: 16 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Services
Career Major(s): Health Science Tech

Pre-requisite(s):

Course Description: This course emphasizes basic knowledge of legal and ethical issues for the Medication Administration Technician, performance of vital signs skills check and medication administration skills.


Course Objectives:

A. Vital Signs
1. Identify vital signs. 1
2. Match the abbreviations for temperature, pulse, respirations and blood pressure for documenting vital signs with their meanings. 1
3. Locate the pulse points. 1
4. Describe a pulse. 1
5. Describe respirations. 1
6. Describe blood pressure. 1
7. Identify the normal ranges of vital signs. 1
8. Describe the factors affecting vital signs. 1
9. Demonstrate taking an oral, rectal, axillary temperature. 1
10. Demonstrate taking vital signs. 1
11. Explain how to use pain scales. 1
12. Report findings from all vital signs taken. 1

B. Legal and Ethical Issues
1. Identify the basic responsibilities of the Medical Administration Technician (MAT) who provides care for residents. 1
2. Identify standards of care guiding the actions of the MAT. 1
3. Identify types of information requiring confidentiality about the resident. 1
4. Select from a list the guidelines for maintaining the confidentiality of privileged information and for meeting legal/ethical responsibilities of the MAT. 1
5. Match types of wrongful actions for which the MAT may be held liable. 1
6. Identify legal requirements for reporting abuse or neglect of a resident. 1
7. Identify the legal significance of a controlled substance. 1
8. Answer questions about the purpose and importance of documentations. 1
9. Identify information to be documented. 1
10. Select from a list general rules for documenting. 1
11. Identify recertification requirements for the Medical Administration Technician. 1
12. Identify requirements for reporting medication errors. 1
13. Identify appropriate methods of disposal of contaminated medications.
14. Follow HIPAA requirements.

C. Medication Administration
1. Identify measurement systems used when administering medications.
2. Identify the seven rights of medication administration.
3. Match the purposes of medication with the medication type.
4. Identify the checkpoints for verifying a medication during preparation.
5. Identify routes of administration.
6. Identify the factors affecting drug metabolism.
7. Match common classifications of drugs to their actions.
8. Interpret common abbreviations and symbols used in medication administration.
9. Answer questions about the self-administration of medication.
10. Select from a list requirements for properly storing and handling medications.
11. Identify the guidelines for preventing the spread of pathogens.
12. Identify information about seizures.
13. Properly wash hands.
15. Administer oral medications in pill form.
17. Administer eye medication.
18. Administer ear medication.
19. Administer nasal medication.
20. Administer inhalant medication.
22. Administer vaginal suppository/cream medication.
23. Identify limitations of medication administration by the MAT.
24. Identify resources available for reference regarding medication administration.

1 ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and lab practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
4. Career Major grades established during coursework are a major criteria in successfully obtaining certification.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.
Available Certifications/College Credit

The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility:

The student must maintain a grade point average of 2.0 or better.