Hartman's Complete Guide for the Medication Aide

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Notice to Readers

Though the guidelines and procedures contained in this text are based on consultations with healthcare professionals, they should not be considered absolute recommendations. The instructor and readers should follow employer, local, state, and federal guidelines concerning healthcare practices. These guidelines change, and it is each reader's responsibility to be aware of these changes and of the policies and procedures of their healthcare facility.

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Gender Usage

This textbook uses gender pronouns interchangeably to denote healthcare team members and residents. The words *male* and *female* as used throughout relate to a person's sex assigned at birth. This may be different from their experienced gender.

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Using a Hartman Textbook

Understanding how this book is organized and what its special features are will help you make the most of this resource!

1. List examples of legal and ethical behavior

Everything in this book, the student workbook, and the instructor's teaching material is organized around **learning objectives.** A learning objective (LO) is a very specific piece of knowledge or a very specific skill. After reading the text, you will know you have mastered the material if you can do what the learning objective says.

pharmacology

Bold key terms are located throughout the text, followed by their definitions. They are also listed in the glossary at the back of this book.

Administering oral medications

All **care procedures** are highlighted by the same black bar for easy recognition.

Guidelines: Stroke/CVA

Guidelines help students understand what medication aides need to know about procedures and conditions.

Safety First

There are many points at which medication nam… …used before a drug is …'s handwritt…

Accurate medication administration is an important part of promoting safety. Throughout this textbook, you'll see these **gray boxes** that describe how to promote safety with medications.

Beginning and ending steps in care procedures

For most care procedures, these steps should be performed. Understanding why they are important will help you remember to perform each step every time care is provided.

Beginning Steps	
Identify yourself by name. Identify the resident according to facility policy.	Upon entering the resident's room, identify yourself and state your title. Residents have the right to know who is providing their care. Identify and greet the resident. This shows courtesy and respect. It also establishes correct identification. This prevents care from being performed on the wrong person.
Wash your hands.	Handwashing provides for infection prevention. Nothing fights infection like performing consistent, proper hand hygiene. Handwashing may need to be done more than once during a procedure. Practice Standard Precautions with every resident.
Explain the procedure to the resident. Speak clearly, slowly, and directly. Maintain face-to-face contact whenever possible.	Residents have a legal right to know exactly what care you will provide. It promotes understanding, cooperation, and independence. Residents are able to do more for themselves if they know what needs to happen.
Provide for the resident's privacy with a curtain, screen, or door.	Doing this maintains residents' right to privacy and dignity. Providing for privacy is not simply a courtesy; it is a legal right.

Ending Steps

Make the resident comfortable. Remove privacy measures.	Make sure sheets are wrinkle-free and lie flat under the resident's body. This helps prevent pressure injuries. Replace bedding and pillows. Check that the resident's body is in proper alignment. This promotes comfort and health after you leave the room. Remove extra privacy measures added during the procedure. This includes anything you may have draped over and around the resident, as well as privacy screens.
Wash your hands.	Handwashing is the most important thing you can do to prevent the spread of infection.
Place the call light within the resident's reach.	A call light allows the resident to communicate with staff as necessary. It must always be left within the resident's reach.
Report any changes in the resident to the nurse.	Every time you provide care, observe the resident's physical and mental capabilities, as well as the condition of the resident's body.
Document administration of the medication(s) on the resident's MAR using facility guidelines.	After you have finished administering medication, document on the resident's medication administration record (MAR) using facility guidelines. Do not record any medication before it is given. If you do not document the medication you administered, legally it did not happen.