

Staff Member: _____
 Start Date of Competency: _____

Job Title: _____
 Unit: _____

This competency has been assigned to the staff member indicated above and must be completed as part of their assigned role. This competency may need to be renewed at a designated future date to ensure the staff member maintains their skill.

The Staff Member will discuss with their Preceptor on their previous experiences and skills in establishing a plan and goals for successfully demonstrating their ability to meet the performance elements of the competency.

The Preceptor will discuss with the Staff Member the best approach to ensure their success in meeting the performance requirements for this competency. The Preceptor will date and initial each performance element when they validate that the Staff Member has met the requirement of the element and can deliver this aspect of care without direct supervision. The Preceptor should indicate in the Notes column any areas that the Staff Members should focus on to gain greater proficiency as they continue to develop. If the Preceptor has any concerns regarding the Staff Member's ability to meet the performance elements and successfully complete this policy, they should document their concerns on the Notes column and contact their Supervisor for direction.

Applicable References & Policies: • Organization Policy and Procedure

Performance Elements	Validation Method (Circle) D = Demonstrated S = Simulated T = Test V = Verbalized	Date Performance Element Met	Preceptor Initials	Notes
Knowledge				
<ul style="list-style-type: none"> Organizational policies and procedures on <ul style="list-style-type: none"> Medication administration Reporting medication errors Pharmaceutical waste disposal Infection control practices with medication handling 	D S T V			
Medication Orders				
Is able to verbalize what constitutes a proper medication order and the process to be followed when orders are ambiguous or unclear. All orders must contain: <ul style="list-style-type: none"> Name of Medication Dosage and Dosage form 	D S T V			

Competency Test For Medication Administration

Kathy Malloch, Tim Porter-O'Grady



Competency Test For Medication Administration:

Guidelines for Medication Administration ,2001

Risk Management Handbook for Health Care Organizations

American Society for Healthcare Risk Management (ASHRM),2009-03-27 Risk Management Handbook for Health Care Organizations Student Edition This comprehensive textbook provides a complete introduction to risk management in health care Risk Management Handbook Student Edition covers general risk management techniques standards of health care risk management administration federal state and local laws and methods for integrating patient safety and enterprise risk management into a comprehensive risk management program The Student Edition is applicable to all health care settings including acute care hospital to hospice and long term care Written for students and those new to the topic each chapter highlights key points and learning objectives lists key terms and offers questions for discussion An instructor s supplement with cases and other material is also available American Society for Healthcare Risk Management ASHRM is a personal membership group of the American Hospital Association with more than 5 000 members representing health care insurance law and other related professions ASHRM promotes effective and innovative risk management strategies and professional leadership through education recognition advocacy publications networking and interactions with leading health care organizations and government agencies ASHRM initiatives focus on developing and implementing safe and effective patient care practices preserving financial resources and maintaining safe working environments *Medication Error Rates* Felicia Dunbar,AI,2025-02-21 Medication Error Rates investigates the pressing issue of medication errors within hospitals highlighting their frequency causes and impact on patient safety and healthcare outcomes These errors which can occur during prescribing dispensing or administration not only endanger patients but also impose a substantial financial burden on healthcare systems The book emphasizes the necessity of understanding the factors that contribute to these errors from workload and communication breakdowns to inadequate training and technology related issues to implement effective prevention strategies The book uniquely integrates diverse data sources providing a comprehensive view of medication error trends in clinical settings It connects concepts from pharmacology healthcare administration and human factors engineering to address systemic inadequacies and design safer systems By analyzing specific error types such as wrong dose administrations and drug drug interaction oversights the book pinpoints high risk medications and patient groups For instance errors related to high alert medications like insulin and anticoagulants can have particularly severe consequences Structured to systematically address medication safety the book begins with fundamental concepts and error classification It progresses through the root causes and specific error types culminating in evidence based prevention and mitigation strategies These strategies include technological solutions policy enhancements and staff training programs all aimed at improving medication management and reducing preventable medication errors **Study Guide and Procedure Checklist**

Manual for Kinn's The Clinical Medical Assistant - E-Book Brigitte Niedzwiecki,Julie Pepper,2022-06-23 Designed to

support the trusted content in Kinn's The Clinical Medical Assistant 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure your mastery of clinical medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common clinical skills including new certification preparation questions that offer additional practice for certification exams a new chapter review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years Kinn's Clinical Study Guide and Procedure Checklist Manual also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Hundreds of practice questions test your knowledge and comprehension with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance of key toward mastery of key skills and job readiness Work products allows you to provide documentation or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allows you to easily test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid medical foundation NEW Streamlined presentation of the material combines chapters in an easier to read format NEW Certification Preparation questions help you focus on becoming certification ready from Day 1

Kinn's Medical Assisting Fundamentals Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2018-08-31 Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals Administrative and Clinical Competencies with Anatomy RMA and CMAS from American Medical Technologist CCMA and CMAA from the National Healthcareer Association NCMA from the National Center for Competency Testing and CMAC from the American Medical Certification Association Emphasis on anatomy and physiology along with pathology signs symptoms diagnostic procedures and treatments enables you to meet key competencies Strong focus on medical terminology includes feature boxes that highlight chapter related medical terminology to help you learn word parts pronunciation and definitions Math exercises embedded throughout the text challenge you to sharpen your math skills Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step offer rationales for each step and can be conveniently performed in the classroom Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented Chapter learning tools include vocabulary with definitions critical thinking applications and content that ties directly to the order of learning objectives Pharmacology glossary of the top 100 150 most common over the counter and prescription medications gives you quick access to pronunciation guides generic and trade names and drug classification

Fundamental Concepts and Skills for

the Patient Care Technician - E-Book Kimberly Townsend Little, 2022-06-19 Master the skills you need to succeed as a patient care technician Fundamental Concepts and Skills for the Patient Care Technician 2nd Edition provides a solid foundation in healthcare principles and in the procedures performed by PCTs and other health professionals Coverage of skills includes patient hygiene infection control taking vital signs moving and positioning of patients blood and specimen collecting and testing ECG placement and monitoring care of the surgical patient care of older adults and more Clear step by step instructions help you learn each procedure and may also be used as skills checklists Written by nursing educator Kimberly Townsend Little this text prepares students for success on Patient Care Technician or Nursing Assistant Certification exams More than 100 step by step skills and procedures cover the information found on the Nursing Assistant and Patient Care Technician certification exams Practice Scenarios present realistic case studies with questions to help you practice critical thinking and apply concepts to the practice setting Delegation and Documentation boxes cover the information needed from the nurse before a procedure and what information should be recorded after the procedure Illness and Injury Prevention boxes highlight important safety issues Chapter review questions test your understanding of important content Chapter summaries emphasize key points to remember Chapter objectives and key terms outline the important concepts and essential terminology in each chapter NEW A chapter on medication administration is added to this edition NEW New content is included on NG and gastric tubes oral suctioning incentive spirometry use of a bladder scanner and inserting peripheral IVs NEW Updated guidelines include CPR and dietary guidelines

Straight A's in Nursing Pharmacology, 2007-10-08 This easy to read outline review follows the unique two column Straight A s format that lets students choose how they study for NCLEX and course exams The interior column outlines key facts for in depth review the exterior column lists only the most crucial points for quickest review Other features include pretest questions at the beginning of each chapter end of chapter NCLEX style questions lists of top items to study before a test Time Out for Teaching patient teaching points Go with the Flow algorithms and alerts highlighted in a second color A bound in CD ROM contains hundreds of NCLEX style questions including alternate format questions with answers and rationales

Risk Management Handbook for Health Care Organizations, 3 Volume Set, 2011-01-06 Continuing its superiority in the health care risk management field this sixth edition of The Risk Management Handbook for Health Care Organizations is written by the key practitioners and consultant in the field It contains more practical chapters and health care examples and additional material on methods and techniques of risk reduction and management It also revises the structure of the previous edition and focuses on operational and organizational structure rather than risk areas and functions The three volumes are written using a practical and user friendly approach

Study Guide and Procedure Checklist Manual for Kinn's The Administrative Medical Assistant - E-Book Brigitte Niedzwiecki, Julie Pepper, 2022-09-02 Designed to support the trusted content in Kinn's The Administrative Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce

key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Approximately 70 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 medical assisting educational competencies NEW and UPDATED Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance coding privacy and security telehealth logistics and more **Study**

Guide for Kinn's The Administrative Medical Assistant - E-Book Brigitte Niedzwiecki, Julie Pepper, P. Ann

Weaver, 2022-06-24 Designed to support the trusted content in Kinn's The Administrative Medical Assistant 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure you master and apply administrative medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years as a key part of the student journey from classroom to career it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Comprehensive coverage of all administrative procedures gives you an overview of everything you need to know to work in a medical office job Hundreds of practice questions test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance toward mastery of key skills and job readiness Work products allow you to provide documentation to instructors or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allow you to test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid foundation for practice NEW Expanded content on medical office accounts collections banking and practice management

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Cancer Therapies Margaret Barton-Burke, Gail M. Wilkes, 2006 Contains sample standardized Nursing Care Plans in appendix

Clinical Calculations Joyce LeFever Kee, Sally M. Marshall, 2016-01-25 Accurate drug calculations start here Clinical Calculations With Applications to General and Specialty Areas 8th Edition covers all four major drug calculation methods ratio proportion formula fractional equation and dimensional analysis It also includes practice problems not only for general care but also for specialty areas such as pediatrics and critical care A new chapter covers insulin administration and concise illustrated information includes the latest medications drug administration techniques and devices Written by a team of experts led by Joyce Kee Clinical Calculations makes it easy to understand drug calculation and emphasizes patient safety above all else Coverage of all four major drug calculation methods ratio proportion formula fractional equation and dimensional analysis allows you to apply the method that works best for you Updated information on drug administration techniques and devices helps you master the latest techniques of drug administration including oral intravenous intramuscular subcutaneous and other routes Updated drug information ensures you are familiar with the most commonly used drugs in clinical practice Caution boxes alert you to problems or issues related to various drugs and their administration Information on infusion pumps enteral single multi channel PCA and insulin helps you understand their use in drug administration Calculations for Specialty Areas section addresses the drug calculations needed to practice in pediatric critical care labor and delivery and community settings Detailed full color photos and illustrations show the most current equipment for IV therapy the latest types of pumps and the newest syringes A comprehensive post test allows you to test your knowledge of key concepts from the text NEW Insulin Administration chapter provides a guide to administering injectable drugs NEW practice problems drugs drug labels and photos keep you up to date with today's clinical practice NEW Updated QSEN guidelines and The Joint Commission standards help in reducing medication errors and in providing safe patient care

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Mosby's Prep Guide for the Canadian PN Exam E-Book Marianne Langille,Karen Katsademas,2021-07-02 Prepare for success on the REx PNTM and CPNRE exams Mosby s Prep Guide for the Canadian PN Exam Practice Questions for Exam Success is the only concise examination study tool to focus specifically on Canada s Practical Nurse licensure examination Between the book and its accompanying website this resource includes 1 000 practice questions along with a detailed rationale for each answer it also provides valuable test taking tips and strategies From Canadian nursing experts Marianne Langille and Karen Katsademas this self study guide has everything you need to be completely ready for your PN exam Strategic overview of the REx PNTM and CPNRE exams helps you prepare effectively for the Practical Nurse licensure

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Handbook of Home Health Care Administration Marilyn D. Harris, 1997 Table of Contents Foreword Introduction Ch 1 Home health administration an overview 3 Ch 2 The home health agency 16 Ch 3 Medicare conditions of participation 27 Ch 4 The joint commission s home care accreditation program 63 Ch 5 CHAP accreditation standards of excellence for home care and community health organizations 71 Ch 6 Accreditation for home care aide and private duty services 81 Ch 7 ACHC accreditation for home care and alternate site health care services 86 Ch 8 Certificate of need and licensure 92 Ch 9 Credentialing organizational and personnel options for home care 101 Ch 10 The relationship of the home health agency to the state trade association 111 Ch 11 The national association for home care and hospice 115 Ch 12 The visiting nurse association of America 124 Ch 13 Self care systems in home health care nursing 131 Ch 14 Home health care documentation and record keeping 135 App 14 A COP standards pertaining to HHA clinical record policy 147 App 14 B Abington Memorial Hospital home care clinical records 150 Ch 15 Computerized clinical documentation 161 Ch 16 Home telehealth improving care and decreasing costs 176 Ch 17 Implementing a competency system in home care 185 Ch 18 Meeting the need for culturally and linguistically appropriate services 211 Ch 19 Classification an underutilized tool for prospective payment 224 Ch 20 Analysis and management of home health nursing caseloads and workloads 236 Ch 21 Home health care classification HHCC system an overview 247 Ch 22 Nursing diagnoses in home health nursing 261 Ch 23 Perinatal high risk home care 274 Ch 24 High technology home care services 279 Ch 25 Discharge of a ventilator assisted child from the hospital to home 291 Ch 26 Performance improvement 301 Ch 27 Evidence based practice basic strategies for success 310 Ch 28 Quality planning for quality patient care 315 Ch 29 Program Evaluation 320 App 29 A Formats for presenting program evaluation tools Ch 30 Effectiveness of a clinical feedback approach to improving patient outcomes 341 Ch 31 Implementing outcome based quality improvement into the home health agency 352 Ch 32 Benchmarking and home health care 383 Ch 33 Administrative policy and procedure manual 395 Ch 34 Discharge planning 399 Ch 35 Strategies to retain and attract quality staff 421 Ch 36 Evaluating productivity 436 Ch 37 Labor management relations 448 Ch 38 Human

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Resources in Education ,1996-07 Introduction to Evidence-Based Practice in Nursing and Health Care Kathy Malloch,Tim Porter-O'Grady,2010-03-09 The Second Edition of this best selling text has been completely revised and updated with new insights evidence and references throughout every chapter There are two new chapters Evidence Based Regulation and Evidence Based Leadership that expand on concepts and examine the framework of evidence based management **A Guide to JCAHO's Medication Management Standards** ,2004 **Mosby's Textbook for Medication Assistants - E-Book** Karen Anderson,2021-11-11 Gain the knowledge and skills you need to safely administer medications Mosby's Textbook for Medication Assistants 2nd Edition covers the principles and techniques of drug administration for common drugs and over the counter medications It addresses topics such as basic pharmacology the effect of drugs on body systems delegation and lifespan considerations ethics and laws and math skills for accurate dosage calculation Written by Karen Anderson this text is a complete guide to the medication assistant s role function and scope of practice Step by step procedures are divided into manageable segments with instructions for each skill Clear easy to read writing style makes it

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first use the ideal gas law and recall that density is g/L $101.3 \times 10^3 \text{ Pa}$ therefore $n = 0.045$ moles density is g/L so convert moles to grams by multiplying by the molar mass of SO_2

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