

Medication Administration Technician

Adult & Career Development



Kiamichi Technology Centers

301 Kiamichi Drive
McAlester, OK 74501

MISSION

To align people, knowledge, skills, and opportunity to build self-worth and ensure economic prosperity in Oklahoma and Beyond.

CORE VALUES

We Value:

- Community Involvement and Support
- Quality Standards and Services
- Instructional excellence
- Quality Student Services (fair and supportive)
- Commitment to Customers
- Personal/Professional Respect

GOALS

We provide state of the art training utilizing up-to-date equipment and proficient instruction.

We provide quality programs that exceed the expectations of our customers.

We create an awareness of KTC's dynamic programs and services.

We equip job ready students with skills to secure and maintain quality employment.

Kiamichi Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspect of its operations.

301 Kiamichi Drive
McAlester, OK 74501
(918) 426-0940
(888) 567-6630 (Toll Free)

Course Description

Properly administering medication is a critical skill for every MAT. Medications serve many purposes. Some medications prevent illnesses, while others can help diagnose an illness. Still other medications are used for treatment, for relieving the pain or symptoms of a condition, for curing infection, or for replacing what the body cannot make for itself. As a MAT, you are responsible for administering medications safely and properly.

Professional, ethical and legal issues will affect the way you perform your job as a MAT. As a MAT you should be able to confront both ethical and legal issues with professionalism. Ethics concerns your judgement and values. The legal responsibilities of the MAT have been defined broadly by the Oklahoma Statutes and sometimes in more detail by the State Department of Health and/or other agencies. Knowing your legal and ethical responsibilities will benefit you, your employer or agency, and the residents of your facility.

Obtaining the vital signs will help to detect any changes in the normal body functions of a resident. When the body is not functioning normally, measurable changes occur in the vital signs. This change can signal an illness or disease process. It will also help to show the success of a medical treatment. Vital signs can indicate a minor change or a life-threatening situation. As a Mat, you may have to obtain and document the vital signs of residents.

Course Objectives

You will be able to safely and properly handle and administer various medications.

- Identify the seven rights of medication administration
- Match the purposes of medication
- Identify the checkpoints for verifying a medication during preparation
- Identify routes of administration
- Identify the factors affecting drug metabolism
- Match common classifications of drugs to their actions
- Interpret common abbreviations and symbols used in medication administration
- Properly storing and handling medications
- Prevent the spread of blood-borne pathogens

You will be able to recognize ethical and legal responsibilities. You will also be able to document care accurately.

- Identify the basic responsibilities of the MAT who provides care for residents
- Standards of care guiding the actions of the MAT
- Types of information requiring confidentiality about the resident
- Wrongful actions for which the MAT may be held liable
- Legal requirements for reporting abuse or neglect of a resident
- Legal significance of a controlled substance
- Purpose and importance of documentation; basic information to be documented; and general rules for documenting

Learn about vital signs, but not necessarily proficient

- Identify the vital signs and locate pulse points
- Normal ranges of vital sign readings
- Factors affecting vital sign readings
- Take temperature; radial pulse rate and respiratory rate; and blood pressure

Medication Administration Technician

16 Hours

Tuition	\$60
Book	\$15

September 1 & 2, 2010
Wednesday & Thursday
8:00 am - 5:00 pm

Medication Administration Technician Update

Required yearly update for those who have completed the 16-hour MAT course. The course emphasizes infection control, safety and legal issues, and medication administration. It also covers medical emergencies, resident care and documentation.

8 Hours

Tuition \$35

September 2, 2010
Thursday
8:00 am - 5:00 pm

Enroll Early!

Class may be postponed if you wait too late to enroll.

Class requires a minimum enrollment to maintain costs.

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