



CONTINUING NURSING STUDIES

Post Basic Medication Administration Course
for
Licensed Practical Nurses

Registration Information

Introduction

The Post Basic Medication Administration course for licensed practical nurses is an individualized program of instruction designed to meet the needs of licensed practical nurses who graduated prior to 1998. The course will provide an understanding of the basic principles of drug action and interaction, the distribution and elimination of drugs, the correct administration of drugs and the client's response. The program is divided into two components: a theoretical component and a clinical component.

Management

The Post Basic Medication Administration course for licensed practical nurses is a distance learning program offered by the Centre for Nursing Studies. This program was developed and implemented in 1999. Revisions continue on an ongoing basis.

The Centre for Nursing Studies delivers the Post Basic Medication Administration course for the province. The Associate Director of Continuing Nursing Studies, a Course Facilitator, and a secretary administer and coordinate the daily operations of the course.

Entry and Exit Policy

Entry to this course is based on the pre-requisite of active licensed practical nurse status. This course is intended for licensed practical nurses that graduated prior to 1998. Learners from all over the province are encouraged to apply. The learner may register for courses starting in February or August. **Deadlines for submitting applications are: preceding September 30th for the February offering; and preceding May 30th for the August offering.**

In order to be eligible for admission, all information on the registration form must be completed and submitted to the Centre by the Regional Health Authority. Independent students must submit applications directly to the Centre.

The cost of the program, which includes all materials (module, book, and readings) is \$650.00 which must be paid within ten working days of notification of acceptance into the course. If payment is not received by this time, the seat will be offered to the next available student.

Once entry to the program has been granted, a four-month period is allowed for completion of the course.

Purpose

The purpose of this medication administration program is to provide the practical nurse with the necessary knowledge to safely prepare and administer medications to stabilized clients. This includes oral, intradermal, subcutaneous and intramuscular medications, as well as medications for the eyes, ears, nasal passages, vagina and rectum. The program is divided into two

components: a self-directed learning module, which contains 20 units, and a practical component, which includes 5 learning labs and a two-day clinical experience. A preceptorship period will follow the two-day clinical experience. Following successful completion of this module, the LPN will have to successfully complete the second component of the program. Information on the clinical component is included after Unit 20.

Theory Component

As indicated above, this learning module is divided into 20 units:

- ◆ Unit 1 - Concepts related to Pharmacology in Nursing
- ◆ Unit 2 - Proficiency in the Calculation of Drug and Solution Dosages
- ◆ Unit 3 - Canadian Drug Legislation and Standards
- ◆ Unit 4 - Basic Principles of Pharmacodynamics
- ◆ Unit 5 - Drug Toxicology
- ◆ Unit 6 - Process of Medication Administration
- ◆ Unit 7 - Process of Medication Identification
- ◆ Unit 8 - Fluid and Electrolytes and Intravenous Therapy
- ◆ Unit 9 - Main Actions and Adverse Effects of Drugs Affecting the Integumentary System
- ◆ Unit 10 - Main Actions and Adverse Effects of Drugs Affecting the Musculoskeletal System
- ◆ Unit 11 - Main Actions and Adverse Effects of Drugs Affecting the Brain and Nervous System
- ◆ Unit 12 - Main Actions and Adverse Effects of Drugs Affecting the Eyes, Ears and Nose
- ◆ Unit 13 - Main Actions and Adverse Effects of Drugs Affecting the Endocrine System
- ◆ Unit 14 - Main Actions and Adverse Effects of Drugs Affecting the Respiratory System

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- ◆ Unit 15 - Main Actions and Adverse Effects of Drugs Affecting the Cardiovascular System
 - ◆ Unit 16 - Main Actions and Adverse Effects of Drugs Affecting the Urinary System
 - ◆ Unit 17 - Main Actions and Adverse Effects of Drugs Affecting the Gastrointestinal System
 - ◆ Unit 18 - Main Actions and Adverse Effects of Drugs Affecting the Immune System
 - ◆ Unit 19 - Principles of Medication Administration
 - ◆ Unit 20 - Factors Influencing Medication Administration in Children and in the Elderly

Practical Component

Learning Labs

Following successful completion of the theory modules, learners are required to complete six learning laboratories.

These medication laboratories are:

- ◆ Lab #1 – Introduction to Medications
- ◆ Lab #2 – Administration of Oral Medications
- ◆ Lab #3 – Administration of Medications – Other Routes
- ◆ Lab #4 – Administration of Medications by Intradermal and Subcutaneous Injection
- ◆ Lab #5 – Administration of Intramuscular Injections
- ◆ Lab #6 – Administration of Intravenous Therapy/Blood and Blood Products

Clinical Experience

Upon successful completion of the theory component and the five learning labs, a two-day clinical experience in an acute care or long-term care setting under the direction of a nursing instructor will be provided. Through a client assignment, learners will have the opportunity to apply the theory and demonstrate the skills related to safe administration of medications to stable clients. A satisfactory rating on the clinical evaluation must be achieved for the learner to receive a passing grade in the Post Basic Medication Administration course.

When in a clinical setting, the learner works with a qualified nursing instructor on a one-to-one basis. The nursing instructor is a registered nurse who plans and supervises the learner's experience and keeps records of the learner's progress. The instructor monitors the learner's clinical experience and writes an evaluation report at the end of the experience. Written

evaluations are always discussed both with the learner and with the course facilitator before becoming part of the learner's permanent record. It is in this setting that mastery learning is tested and the learner must be satisfactorily competent for successful completion of the program. Once the instructor-supervised clinical experience has been successfully completed, learners will then complete a preceptorship period in order to become proficient in administering medications to stable clients.

Out-of-Town Invigilators

Learners who live outside the St. John's area complete the program with the assistance of a designated invigilator, whose role is to supervise the examinations. Invigilators are selected by the course facilitator based on previous experience in this role and usually are professionals in the community with a health care or education background. Invigilators administer the examinations and forward them to the course facilitator for correcting. The invigilator may contact the course facilitator by telephone at any time to address problems/concerns.

Learning Environment

Learners complete most of this program either at home or in a study environment of their own choosing. Exams are written at the Centre for Nursing Studies if learners live in the St. John's area. If learners live outside the city, the invigilator makes arrangements for a suitable testing area, usually a school or hospital office. Any learner who wishes extra guidance can contact the facilitator and arrangements can be made for assistance to be provided.

Learning Materials and Resources

Extensive study materials have been especially prepared by the Centre for Nursing Studies. These materials include:

- ◆ study units
- ◆ 2 textbooks for learner reference
- ◆ access to various texts for directed reading
- ◆ access to other learning materials e.g. articles, pamphlets, and audiovisual materials.

The self-instructional units all attempt to provide the following guidance:

- ◆ specific learning objectives
- ◆ directed reading in accompanying textbooks
- ◆ extra information not provided in textbooks
- ◆ comprehension checks
- ◆ post-tests

Evaluation of the Program

Evaluation is ongoing throughout the program. Both learners and instructors are encouraged to write or verbalize their thoughts on how the program is being managed. An evaluation form is used to evaluate units after completion and at the end of the program. Learners are encouraged to provide written feedback stating both positive and negative comments about the program. Changes or request for changes must be forwarded to the Centre for Nursing Studies. These forms are then reviewed by the co-ordinator and changes and improvements are made where possible.

Advantages

- ◆ This program allows learners to proceed at their own pace.
- ◆ The program is available to learners throughout Newfoundland and Labrador so they can study at home without having to leave the community. However, depending on the availability of suitable health care facilities, learners may have to travel outside the home community to complete the clinical experience.
- ◆ Materials and current information are readily available through the Centre for Nursing Studies.
- ◆ Invigilators fax completed exams back to the Centre. The instructor provides feedback on learner performance.
- ◆ Nursing instructors are highly qualified professionals who work exclusively with learners to master medication administration.

**CENTRE FOR NURSING STUDIES
CONTINUING NURSING STUDIES**

LPN MEDICATION ADMINISTRATION COURSE

REGISTRATION FORM

SECTION I

CLPNNL LICENSE No. _____

First Name Middle Name Last Name Maiden Name

Street Address City/Town Province Postal Code

Phone (Home) Phone (Business) Phone (Cell) Fax Number

E-Mail Address (Compulsory) Emergency Contact Person Telephone

CPR certification date CPR expiry date

Desired Date to Commence Program/Course Number of years since last practicing as an LPN

SECTION II: PAYMENT

ii A. Cheque [] Cash [] Credit Card [] Debit []
* Sponsor []

Amount Paid: _____

Cheque or money order should be made payable to the Centre for Nursing Studies.

Master Card / VISA Cardholder's Name: _____

Master Card/Visa # _____ Expiry Date: _____

ii b. * Sponsored students must complete the following information .

Sponsoring Agency:	Contact Person:
Address:	
Phone No.	Fax No.
E-Mail:	

The CNS acknowledges and respects privacy of individuals. The personal information included on this form is collected under the authority of Sections 32 and 33 of the Access to Information and Protection of Privacy Act and will be used for processing your application and for the administration of student records. Direct any questions about this collection to: Privacy Officer, Eastern Health, Quality and Risk Management, 12th Floor, Southcott Hall, 777-8025.

SECTION III: POST SECONDARY EDUCATION (University, Technical, Vocational, Nursing, Workshops, In-Services, First Aid, CPR, Etc.)

Institution	Location	Program Of Study	Certificate / Diploma	Year/s Attended

SECTION IV: REFERENCES: Please print the name, full address, and telephone number of the individual providing your reference.

Name: _____ Phone Number: _____
 Address: _____

SECTION V: EMPLOYMENT HISTORY (beginning with most recent):

Current Employing Health Board: _____ Current Work Site: _____

Immediate Supervisor/Manager: _____ Phone Number: _____

Other Employment in Nursing: _____

LEARNER CANNOT COMMENCE COURSE UNTIL COPY OF ACTIVE CLPNNL LICENSE IS SUBMITTED.

I hereby verify that the information given on this Registration Form is correct. I agree to be governed by the policies, rules, and regulations as set forth by the Centre for Nursing Studies.

Permission is granted to The Centre for Nursing Studies to: i) contact previous employers and/or educational institutions to obtain personal references, to verify educational background, and/or to provide the clinical preceptor with this information
 ii) provide verification of successful course completion to the licensing body and/or sponsoring agency.

 Date

 Signature of Learner