

**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
<b>Knowledge</b>				
<ul style="list-style-type: none"> <li>Organizational policies and procedures on               <ul style="list-style-type: none"> <li>Medication administration</li> <li>Reporting medication errors</li> <li>Pharmaceutical waste disposal</li> <li>Infection control practices with medication handling</li> </ul> </li> </ul>	D S T V			
<b>Medication Orders</b>				
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"> <li>Name of Medication</li> <li>Dosage and Dosage form</li> </ul>	D S T V			

# Medication Administration Competency Test

**Marilyn D. Harris**



## **Medication Administration Competency Test:**

**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 resource management 459 Ch 39 Staff development in a home health agency 474 Ch 40 Transitioning nurses to home care 484 Ch 41 Case management 495 Ch 42 Managed care 499 Ch 43 Community based long term care preparing for a new role 507 Ch 44 Understanding the exposures of home health care an insurance primer 519 Ch 45 Budgeting for home health agencies 527 Ch 46 Reimbursement 535 Ch 47 How to read interpret and understand financial statements 549 Ch 48 Management information systems 558 Ch 49 Legal issues of concern to home care providers 571 Ch 50 Understanding the basics of home health compliance 590 Ch 51 The HIPAA standards for privacy of individually identifiable health information 616 Ch 52 Ethical practice in the daily service to home care client their families and the community 666 Ch 53 Participating in the political process 675 Ch 54 Strategic planning 693 Ch 55 Marketing an overview 708 Ch 56 The internet in home health and hospice

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*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

**Guidelines for Medication Administration** ,2001 Nurse Residency Program Builder Jim Hansen, 2011-04-26 In this comprehensive resource nursing staff development expert Jim Hansen MSN RN BC provides instruction and tools to plan justify and structure a nurse residency program that develops and retains new nurses through their first year *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

**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

**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 Medical Assistant - E-Book* Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2022-06-18 Designed to support the trusted content in Kinn's The Medical Assistant 14th Edition this study guide is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure that you learn to master and apply key medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative and clinical 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 and clinical procedures is built from Medical Assisting accreditation standards and competencies Hundreds of practice questions multiple choice true false fill in the blank help students with essential content review and practice Skills practice workplace applications and online activities promote critical thinking before students enter practice Procedure checklists help students track their performance of every procedure included in the textbook Work products allows students to provide documentation of skills mastery for classroom or job searching requirements Chapter by chapter correlation with the textbook allows students to easily follow core textbook competencies Perforated pages for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to reinforce key foundational knowledge NEW Expanded content on medical office accounts collections banking and practice management prepares students to step into the role of a Medical Assistant NEW Certification Preparation questions help students focus on certification from the beginning of their studies NEW Streamlined presentation combines

chapters and focuses on need to know content      Competence Assessment Tools for Health-System Pharmacists Lee B. Murdaugh, 2015-01-01 Since its original publication Competence Assessment Tools for Health System Pharmacies has continued to meet the changing needs of pharmacy directors and their staff Designed as a complete human resource competence assessment program this benchmark resource ensures pharmacy compliance with the competence assessment standards of The Joint Commission other accrediting organizations and the CMS Conditions of Participation Newly updated and expanded Competence Assessment Tools for Health System Pharmacies provides practical tools to assess and document an employee's ability to perform assigned duties and meet the human resource requirements of CMS The Joint Commission and other accrediting organizations Save time and increase efficiency with this essential tool that supplements and reinforces staff knowledge in key competency areas New to the Fifth Edition Enhanced companion website that allows you to easily adapt many of the forms included in the book for your own practice including the job descriptions and orientation record Updated resources for customizing job descriptions including job description competence assessment summary and performance evaluation templates for a Pharmacy Purchasing Technician Inclusion of a study guide for the emergency management chapter New competencies on Medication Dosing in Patients with Hepatic Dysfunction Pharmacokinetics Aminoglycosides Parenteral Anticoagulant Therapy Oral Anticoagulant Therapy and Compounding Non Sterile Preparations A new set of four competencies specifically devoted to pharmacy technicians Also included for the first time is a crosswalk of all competencies which indicates which competencies are for use only with pharmacists only with pharmacy technicians or appropriate for both A new chapter on Educating the Pharmacy Staff New test questions in many chapters including use of a patient case report format for tests in the clinically oriented chapters      The Compliance Guide to the JCAHO's Medication Management Standards Michael R. Hoying, 2005      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

**Patient Falls Assessment and Prevention** Carol A. Payson, 2005 A collection of training tools proven to reduce falls and protect your bottom line Mitigating factors e g medications environment age diagnosis make assessing patients fall risks difficult but the successful Northwestern Memorial Hospital Model is so thorough that you ll be able to apply it to your healthcare setting regardless of its mission and size Patient Falls Assessment and Prevention and its companion CD ROM are loaded with charts and forms that you can adapt and customize for use in your own falls prevention program HCPro s expert authors have made it easier than ever to comply with the JCAHO s requirements When you read this groundbreaking book and use its forms you ll be learning from the best in the business Authors Carol Payson and Corinne Haviley were instrumental in creating and implementing a falls reduction and prevention plan that was so successful that it garnered attention from the Wall Street Journal and significantly reduced fall rates Publisher s description

**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

**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

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review and practice you need to succeed in the classroom and begin preparing for a successful and rewarding career as a Medical Assistant Review and practice supports educational competencies and certification test plan coverage Focus on foundational areas includes a solid review of medical terminology anatomy and physiology and basic math calculations Vocabulary review multiple choice fill in the blank and true false questions test student knowledge and understanding of key concepts Skills Concepts Word Puzzles Case Studies Workplace Applications and Internet Activities enhance study with application and critical thinking exercises Chapter review quizzes assess student comprehension and serve as an excellent review for classroom and certification exams Procedure Checklists help students confirm mastery of key administrative and clinical skills Work Products provide documentation of key tasks and help in building a skills portfolio NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more

*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

**Mosby's Advanced Pharmacy Technician Exam Review-E-Book** James J. Mizner, 2023-12-21 From bestselling test preparation author James J Mizner comes Mosby s Advanced Pharmacy Technician Exam Review Available to Pharmacy Technicians with at least three years of work experience the Advanced Certified Pharmacy Technician CPhT Adv credential provides a pathway for obtaining higher level skills and advancing your career This new resource gives you the review and practice you need to prepare for the exam with an easy to use format sample certification exams content review chapters and more Make sure you re ready for exam and career success with this essential review Custom test generator on the Evolve companion website features practice and exam modes and timer functionality to strengthen topic expertise and simulate nearly unlimited unique exams for practice Sample certification exams in the book offer valuable test taking experience Dedicated chapter covering sterile compounding addresses an alternative pathway to certification as a Compounded Sterile Preparation Technician CSPT Content review chapters cover many advanced level certification topics Chapter review questions help reinforce knowledge and assess comprehension Many practice questions are available both in the print book and online for convenient access Bulleted listing format makes it easy to focus on reviewing the essentials

**Resources in Education**, 1996-07 [Psychological Evaluations for the Courts, Third Edition](#) Gary B. Melton, John Petrila, Norman G. Poythress, Christopher Slobogin, 2007-09-18 This is the definitive

reference and text for both mental health and legal professionals The authors offer a uniquely comprehensive discussion of the legal and clinical contexts of forensic assessment along with best practice guidelines for participating effectively and ethically in a wide range of criminal and civil proceedings Presented are findings instruments and procedures related to criminal and civil competencies civil commitment sentencing personal injury claims antidiscrimination laws child custody juvenile justice and more

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