



Division of Developmental Disabilities
Bureau of Clinical Services

Section 6

Appendix A - SKILL STANDARD A

TEACHING MATERIALS

**Weights, Measures and Conversions
Games**

Medication Worksheet & Agency Policies

Medication Table of Contents

Medication Tables

**RN PRESENTER'S GUIDE
for**

**Training Program
for
Authorized Non-licensed Direct Care Staff**

Approximate Equivalents of Metric and Household Measurement Systems

VOLUME

<u>Metric</u>	<u>Household</u>	<u>Metric</u>	<u>Household</u>
5 ml	1 teaspoon	120 ml	4 fluid ounces/1 teacup
10 ml	2 teaspoons	240 ml	8 fluid ounces/1 tumbler
15 ml	1 tablespoon	500 ml	1 pint
30 ml	1 fluid ounce	1000 ml	1 quart
60 ml	2 fluid ounces	4000 ml	1 gallon

WEIGHT

<u>Metric</u>	<u>Household</u>	<u>Metric</u>	<u>Household</u>
30 grams	1 ounce	1000 grams/1 kilogram	2.2 pounds

GAME INSTRUCTIONS

MEASURE UP

- MATERIALS:** Cards and playing pieces; instructor or student will need to cut pieces apart
- RULES:** Each player is given three cards and one set of playing pieces. The object of the game is to choose the correct system for each unit of measure and whether each unit belongs in the weight or volume category. The winner is the player who is able to correctly complete the task first.
- PLAYERS:** any number.
- OBJECTIVE:** Association of units of measure with the correct systems.
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METRIC AND HOUSEHOLD MEASUREMENT SYSTEMS

- MATERIALS:** Cards and playing pieces; instructor or student will need to cut pieces apart
- RULES:** Similar to Bingo. Each player may use one to four cards. Before play begins, the cards must be randomly completed with the full measurement abbreviation. The leader will call out a unit of measure. The player covers the square with the correct abbreviation. The player who fills in five (5) squares in a row is the winner. Use of the agency's acceptable abbreviations is best.
- PLAYERS:** any number.
- OBJECTIVE:** Association of abbreviations with their meanings.
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SHORT SHOT

- MATERIALS:** Two sets of cards; instructor or student will need to cut pieces apart
- RULES:** Similar to Concentration. Cards are mixed and placed face down on the table. The player turns over one card and tries to find its match by turning over one other card. If they do not match, both cards are again placed face down and the other player takes his/her turn. Play continues until all matches are made. Winner is the person with the most matches.
- PLAYERS:** two to four
- OBJECTIVE:** Association of abbreviations with their meanings.
-

MEASURE UP

HOUSEHOLD/SPECIAL		
Weight	Volume	Special

METRIC	
Weight	Volume

MEASURE UP

units	Milliequivalent	Kilogram	Gram
liter	Milliliter	Milligram	Microgram
cubic centimeter	Fluid ounce	Tablespoon	
pint	Quart	Teaspoon	
pound	cup	ounce	

MEASURE UP

u	Meq	Kg	gm/G
ℓ	Mℓ	Mg	mcg / μg
cc	Fl. oz.	Tbs/ T	
pt	qt	tsp/t	
lb	c	Oz	

METRIC AND HOUSEHOLD SYSTEMS

		FREE		

SHORT SHOT

BY MOUTH	RIGHT EYE	HOUR	WITHOUT	FOUR TIMES A DAY	EVERY DAY
UNDER THE TONGUE	ONE HALF	IMMEDIATELY	BOTH EYES	NO KNOWN ALLERGIES	CAPSULE
TWICE A DAY	EVERY FOUR HOURS	WITH	THREE TIMES A DAY	EVERY HOUR	OPHTHALMIC (EYE)
BEFORE MEALS	TABLET	EVERY DAY	BLOOD PRESSURE	LEFT EYE	EVERY SIX HOURS
EVERY OTHER DAY	AS NEED OR DESIRED	SUBCUTANEOUS	DISCONTINUED	ONE HALF	AFTER MEALS
BEDTIME	BEFORE MEALS	BOWEL MOVEMENT	NOTHING BY MOUTH	SUBLINGUAL	CHANGE

SHORT SHOT

PO	OD	HR	\bar{s}	QID	QD
SL	\bar{ss}	STAT	OU	NKA	CAP
BID	q4h	\bar{c}, c	TID	QH or qh	OPTH
AC	TAB	Qd or QD	BP or B/P	OS	Q6h
QOD or qod	PRN or prn	SQ or sq	DC, dc or D/C	\bar{ss}	pc
HS or hs	ac	BM	NPO	SL	Δ

INSTRUCTIONS TO THE INSTRUCTOR:

1. Using YOUR Medication Administration Record (MAR), create a mock/sham MAR with medications commonly used by your agency.
2. It is suggested that no more than five and ten medications be placed on the mock MAR with the appropriate information. According to Administrative Rule 116.70 that information includes: the individual's name (use a name such as "Jane Doe"), name of the prescribing person, medication name (generic and trade), dose, schedule, route, most recent order date, allergies to medication and special considerations. If you have any other medication information regularly on you MAR, include these in your mock MAR. (Adverse/side effects are a highly desirable part of an MAR.)
3. To help in the student's learning to read and interpret an MAR and follow the "Seven Rights", it is suggested that the usual individual served information be included on the MAR. This is, the individual's name, physician's name allergies, etc. These, of course, will be made up.
4. Using the medication information source typically used in your company/provider, have the student/staff member complete a "Medication Worksheet". (This is on the next page. Use a copy of the page.)
5. Learning Objectives: The student/staff member will be able to:
 - a. Use medication information provided at your company/provider to gather pertinent information about medications.
 - b. Read and interpret information from the MAR.
 - c. Note the importance of knowing generic names to medications instead of just trade names.
 - d. Find special instructions in the medication information provided at your company/provider to properly administer medications.

Classification(s)	Medication Names		Indications/Use	Adverse/Side Effects	Special considerations
	Trade	Generic			
Non-narcotic analgesic , antipyretic	Tylenol, Anacin 3, Arthritis Pain Formula, Aspirin Free Panadol	Acetaminophen	Pain (including arthritis pain) and fever	Rare: anemia, jaundice, rash	Caffeine containing food may increase analgesic effect, discourage use with alcohol

Insert your agency's Policies and Procedures related to Medication Administration that have not yet been inserted such as medication disposal, controlled substances, obtaining medications from the pharmacists, etc.