



# Certified Medication Aide Course Syllabus

**Institution:**

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**Course: Certified Medication Aide Fundamentals**

**Term** (Spring 2026)

**Cumulative Course Hours: Approx 12hrs.**

- **Lecture Hours:** 4 hours.
- **Lab Hours:** 4 hours.
- **On- site Clinical Rotation:** up to 2 hours
- **State Proctored Exam:** up to 2 hours

**Instructor** – Daphne Adams, RN

**Office hours** – By appointment.

Please email the instructor at [ceo@nursemomandfamily.com](mailto:ceo@nursemomandfamily.com)

**Course Required Texts –**

Required Text(s)\*: NMF Medication Aide Student Handbook and Study Guide

**Licensure and/or Certification**

- GA LLC Registered
- Sandy Springs Business License and Certificate of Occupancy.
  - As it stands, the State of Georgia requires CNAs to have certification to work in the state of Georgia.
  - National Certification: This course will not serve as a prerequisite for national exams for medication aide certification.
  - Once completed, students will be eligible to complete the medication skills checklist with an instructor at an assisted living, skilled nursing home, or penal institution in the state of Georgia.
  - Students who successfully obtain CMA certification can apply for work in an assisted living, skilled nursing home, or penal institution in the State of Georgia.



A CMA is unable to administer medications in any other clinical setting. Although hourly wages are not a guarantee, entry-level pay for a CMA in the Metro Atlanta area is between \$14- \$20 per hour.

## Course Materials

### Materials Provided:

- Student handbook and Medication Study Guide
- Access to Medication equipment for hands-on practice.

### Grades will be assessed based on these components:

This grading system plan aims to provide a comprehensive evaluation of students' knowledge and skills in the medication aide course, incorporating both theoretical understanding and practical proficiency.

1. **Clinical Assessment (50%)**
  - Patient Preparation & Setup: 20%.
  - Medication Administration Objective Interpretation: 20%
  - Professionalism & Communication: 10%.
2. **Quizzes & Assessments (50%)**
  - Quizzes: 5 %
  - Final Written Exam: 20%
  - Final Practical Exam: 20% (Checklist)
  - State Exam

**Students must display a Satisfactory understanding of all the topics and obtain an overall grade of 80% or higher on the final to pass this course.**

## Grading and Evaluation Policy:

The course will be taught through classroom instruction and hands-on clinical sessions. Students will attend these courses in person and receive feedback for competency through written and practical quizzes and exams, as well as evaluations.

### For Written Quizzes and Exams

Grade Range	Performance Level	Description of Achievement	Evaluation Criteria (Written Assessments)
A (90–100%)	Outstanding	Demonstrates <i>exceptional mastery</i> of medication theory and clinical application. Shows advanced understanding of anatomy, infection	• Accurately identifies and exhibits medication administration protocol



		control, safety, and medication administration principles.	<ul style="list-style-type: none"> <li>• Demonstrates thorough knowledge of infection control, patient identification, and medication administration</li> <li>• Written and Oral responses are detailed, logical, and well-organized.</li> <li>• Exhibits excellent spelling, grammar, and use of medical/medication terminology. (Ie: routes, medication, preparation, documentation)</li> <li>• Consistently applies critical thinking to problem-solving scenarios.</li> </ul>
<b>B (80–89%)</b>	<b>Above Average</b>	Shows <i>strong comprehension</i> of medication administration concepts with minor errors or gaps. Demonstrates confident application of classroom knowledge.	<ul style="list-style-type: none"> <li>• Correctly lists most medication administration procedures and safety steps.</li> <li>• Demonstrates solid understanding of medication routes, medication preparation, administration, and documentation requirements.</li> <li>• Written answers are mostly accurate and clearly explained.</li> <li>• Minor errors that do not affect overall understanding, patient safety, or accuracy.</li> </ul>
<b>C (70–79%)</b>	<b>Satisfactory</b>	Meets <i>minimum competency standards</i> for safe and effective practice. Demonstrates basic understanding of essential medication administration and responsibilities.	<ul style="list-style-type: none"> <li>• Understands basic medication administration and concepts.</li> <li>• Able to describe steps of medication administration with occasional errors.</li> <li>• Responses show limited detail or explanation but indicate comprehension.</li> <li>• Some spelling or terminology errors present.</li> <li>• Performance meets minimum expectations for competency.</li> </ul>
<b>D (60–69%)</b>	<b>Below Average</b>	Demonstrates <i>limited understanding</i> of medication administration fundamentals. Requires additional study and instructor guidance.	<ul style="list-style-type: none"> <li>• Confuses medication procedures or infection control practices.</li> <li>• Written responses are incomplete, unclear, or disorganized.</li> <li>• Frequent factual inaccuracies and lack of understanding.</li> </ul>



			<ul style="list-style-type: none"><li>• Inconsistent use of proper terminology.</li></ul>
<b>Below 60%</b>	<b>Unsatisfactory</b>	Fails to meet <i>competency standards</i> . Demonstrates <i>insufficient understanding</i> of key principles and requires remediation before progressing.	<ul style="list-style-type: none"><li>• Major errors in theoretical concepts or safety standards.</li><li>• Inaccurate or missing answers on exam content.</li><li>• Little evidence of comprehension or retention of course material.</li><li>• Must undergo remediation or repeat content before advancement.</li></ul>

## Course Description & Objectives

The Medication Aide Technician course is a comprehensive training program designed to prepare students for safe and effective medication administration in healthcare settings. The improved Medication Aide course consists of four integrated components:

- a structured **course manual content session** that covers foundational healthcare knowledge, medication administration principles, and proper documentation practices
- a **lab simulation session** focused on hands-on skill development, guided review, tutoring support, and a pre-clinical readiness examination;
- a **supervised clinical rotation session** that allows students to apply learned skills in a partnering facility using a standardized medication skills checklist;
- and a **state certification exam session** in which students complete the required online proctored examination. Upon successful completion of all components and achieving a passing score on the state exam, students will receive certification.

See the Course Schedule at the end for further details on each session of the course.

## Course Prerequisites

**Students are required to hold an active Georgia CNA certification and must complete the mandatory orientation call with the instructor prior to participating in the course.**



## Clinical Rotation Prerequisites

- **Clinical Requirements:** Keep in mind, students will have to provide the following recent documentation before they can attend an externship or clinical rotation for their course.
  - A. A 10-panel drug screen (if necessary)
  - B. A criminal background check
  - C. A current tuberculosis (TB) screening
  - D. Malpractice Insurance coverage

## Attendance Policy:

Attendance is mandatory for all scheduled class sessions and any other designated activities related to the course. The information taught on each course date is unique to that date, so if a student misses, they must make up the class to obtain the appropriate corresponding knowledge. In the event of missed class dates, students will need to contact the instructor to schedule make-up dates.

Students are expected to arrive on time and remain present for the entire duration of the class. Late arrivals and early departures may be considered partial absences and will be recorded accordingly.

Excused absences will be granted in cases of illness, personal emergencies, religious observances, or unexpected natural events. It is the responsibility of the student to notify the instructor in advance, whenever possible, and provide appropriate documentation to support the absence.

**ALL ABSENCES, EXCUSED OR UNEXCUSED, MUST BE MADE UP TO PASS THE COURSE.**

## Class Cancellation Policy

Class cancellations will only be in the event of unforeseen circumstances or emergencies. Students will be notified via email for cancellations, so they are expected to provide an operational and active email for contact. Additional methods, such as call and text, may also be used to ensure cancellation is received. In the event of a cancellation, rescheduled course dates will be sent out promptly, and students should be aware of updated dates as they come out. In the event of a cancellation, scheduling accommodations will be allowed at the convenience of the instructor and the students affected. In the event that accommodations cannot be made, refunds can be requested in the appropriate manner as stated in the refund policy.

## Communication Methods



Email is the preferred method of contacting the instructor. You should not assume I have received an email unless you have received a response from me. However, please allow at least 24 hours for a response. If you have not received a response and 24 hours have passed, you should resend your email.

## **Late Work & Make Ups**

When you miss class, you miss critical information necessary to complete the course. If you are absent, you are responsible for contacting the instructor to obtain the necessary materials to catch up in class. If you are absent when an assignment is due, you must have submitted the assignment before the due date to receive credit. All missed assignments must be made up. Please consult the Attendance policy regarding scheduling make-up work. Make-up days may potentially result in an additional day of the course. Please keep in mind that you must schedule make-up days with the instructor promptly.

## **Award of Certification Requirements**

Students must receive a test grade of 80% or higher to obtain certification and pass this course.

## **Application of grades and credits**

These credit hours are not transferable to any other institution. Students should refer to their transcripts for accurate training log hours for lectures and clinical labs.

## **Obtaining Documentation and Certificates.**

**Documentation Request Form - <https://forms.gle/G4nBjNBoap2ia1ts8>**

To request a copy of your course Certificate, please fill out the Certificate Request form on our website or in our office. Once complete, please allow up to 72 hours for an email response.

## **Tuition and Fees**

**Medication Aide Course - \$500 Course Tuition**

## **Refund Policy**

**Refund/Withdraw Request Form - <https://forms.gle/qXPYXFPWsG1ZFJHx6>**

**Refunds can be requested up to the start of the course. To properly request a refund, a student must:**

1. Submit a written request for withdrawal/refund (Form in Office or Email) to Daphne Adams, Nurse Mom and Family CEO, email [ceo@nursemomandfamily.com](mailto:ceo@nursemomandfamily.com).



2. Return any institution-owned equipment/materials (if applicable)

## Readmission Policy

Once officially withdrawn, Students who are interested in readmission must initiate rejoining the course from the beginning of the process.

## Complaint Policy

If a resolution cannot be reached through informal means, the student may initiate a formal complaint process by submitting a written complaint to the course instructor. The written complaint should include the following details:

- Student's name and contact information
- Nature of the complaint
- Relevant dates, times, and individuals involved
- Any supporting documentation or evidence

Upon receipt of a formal complaint, we will initiate an investigation promptly. The investigation may involve gathering additional information from relevant parties, including instructors, staff, and witnesses. Every effort will be made to maintain confidentiality throughout the investigation process. Once the investigation is complete, we will communicate the findings to the student and take appropriate action to address the complaint. This may include corrective measures, revisions to course materials or policies, or other actions deemed necessary to resolve the issue satisfactorily.

## Career Services

With the broad scope of knowledge our management team has about navigating the healthcare overall job force, we feel confident we can provide students with the following.

- 1) **Resume Review:** Our team will work with you to create a professional resume tailored to the healthcare industry. We'll highlight your skills, training, and relevant experience to showcase your qualifications to potential employers.
- 2) **Job Search Assistance:** We offer assistance with job searching strategies, including tips on where to find current job openings, how to network effectively, and how to navigate online job boards. While we may provide relevant local job positions and employment opportunities, **WE DO NOT GUARANTEE ANY JOB PLACEMENT.**
- 3) **Career Advice:** For those unsure of their future in nursing, our team would be happy to help you explore your interests, strengths, and goals to determine the best career trajectory for you. We'll provide personalized guidance and resources to support your career aspirations.
- 4) **Networking Opportunities:** We aim to connect students with the healthcare community at large as well as trained specialists through networking events, career fairs, and online platforms. Building a strong professional network can open doors to exciting career opportunities and valuable mentorship.



- 5) **Further Education Resources:** Interested in advancing your education or pursuing additional specialized certifications? We'll provide information and resources on additional training programs, certification exams, and educational opportunities to help you achieve your long-term career goals.
- 6) **Library & Media Resources:** Our space is equipped with several literary and media devices to support your educational searches. You can utilize our on-hand textbooks, research articles, and journals, or search the web with one of our handy computers.

## **Medication Aide Course Schedule (Total: 12 Hours)**

**Duration:** 1 Week | Sessions per Week: 4  
**Schedule:** 4 Sessions | 12 Hours Cumulative

### **Day 1**

#### **Session 1**

- **Course Manual Content Session (Day 1 - Session 1- 4 hours)** – This course introduces students to the role and responsibilities of the Medication Aide Technician while outlining the structure, objectives, and expectations of the program. Students will develop foundational knowledge in basic human anatomy, medical terminology, computer fundamentals, and professional development essential for success in healthcare settings. The course emphasizes safe medication administration practices, including medication abbreviations, dosage measurements, allergy awareness, medication purposes and effects, and standard administration protocols. Additional instruction includes extended-release and PRN medications, medication refusal procedures, the Six Rights of Medication Administration, common medication forms, and accurate documentation using the Medication Administration Record (MAR). Students will also examine over-the-counter medications, medication error prevention strategies, and participate in guided review and discussion to reinforce learning outcomes.

#### **Session 2**





- **Lab Simulation Session (Day 1 - session 1 - 4 hours)** - This lab session provides a structured review of core Medication Aide Technician concepts through hands-on activities, guided practice, and instructor-led reinforcement. Students will revisit key topics, including medication abbreviations, dosage measurements, allergy considerations, medication purposes and effects, administration protocols, PRN and extended-release medications, the Six Rights of Medication Administration, and accurate documentation using the Medication Administration Record (MAR). Individualized tutoring support will be available to address learning gaps, strengthen comprehension, and prepare students for clinical application. The session also includes focused practice on identifying and preventing medication errors and reviewing over-the-counter medications. The lab concludes with a pre-clinical rotation examination to assess student readiness for participation in clinical training.

## **Day 2**

### **Session 3**

- **Clinical Rotation Session (up to 2 hours)** - This session will include an externship practicum within a partnering facility, along with a comprehensive Medication Skills Checklist review.

## **Day 3**

### **Session 4**

- **State Certification Exam Session (up to 2 hours)** - During this session, the student gets 2 hours to complete the State Administered Online Proctored Exam. Students must score an 80% or higher to pass and receive their certificate.

**The syllabus is a general plan for the course. It is subject to change when necessary and will be announced to the class by the instructor.**