

Med Tech Course



This booklet is part of the Florida 6-hour Assistance with Self-Administered Medication Training (Med Tech) Course designed for ALF staff, caregivers, and direct care personnel. This packet must be reviewed and the pre-test in the back of the packet must be completed and brought to class.

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Welcome to the Med Tech Training Course

Welcome, and congratulations on taking the next step toward becoming a Medication Technician.

This 6-hour course is designed to prepare you with the knowledge and hands-on skills necessary to safely assist residents with medications in an Assisted Living Facility or direct care setting.

This is an important role that requires professionalism, attention to detail, compassion, and a strong commitment to resident safety. Our goal is to help you feel confident, prepared, and successful throughout your training experience.

This packet provides an overview of the material that will be covered during class. Please review the packet carefully and complete the attached pre-test prior to attending class. Bring both the completed pre-test and this packet with you on the day of training.

During class, students will participate in:

- Classroom lecture and discussion
- Hands-on skills training
- Medication safety instruction
- Documentation review
- Competency demonstrations

At the completion of the course, students will take a final examination and must achieve a passing score of 85%.

Students who successfully complete the course and competency requirements will receive a Certificate of Completion.

We are committed to helping you succeed and are available to answer questions throughout your training. Please direct course-related questions to your instructor. For additional assistance, contact Emergency Medical Consultants at 772-878-3085.

Best wishes for a successful and rewarding learning experience.

Purpose of Medication Assistance Training

Assisting residents with medications is one of the most important responsibilities performed in an Assisted Living Facility (ALF). Many residents require support with activities of daily living, including medication assistance, to help maintain their health, safety, and quality of life.

As a caregiver or medication technician, you play a vital role in ensuring medications are handled safely, accurately, and according to physician instructions. Responsibilities may include:

- Receiving medications from the pharmacy
- Verifying medication information
- Assisting residents with self-administration
- Observing for side effects or adverse reactions
- Maintaining proper medication documentation

This training guide was developed to provide unlicensed assistive personnel with the foundational knowledge and practical skills necessary to safely assist residents with the self-administration of medications in the assisted living setting.

The course also provides an overview of:

- Florida laws and regulations
- Medication safety practices
- Infection control procedures
- Documentation standards
- Proper medication management techniques

The goal of this training is to promote safe medication practices, reduce medication errors, and support compassionate, professional resident care.

Introduction to Florida ALF Medication Assistance

Florida law permits trained unlicensed personnel in Assisted Living Facilities to assist residents with the self-administration of medications under specific guidelines and supervision requirements.

Individuals performing these duties must successfully complete required medication assistance training prior to assuming medication-related responsibilities.

This training program was developed to provide caregivers and unlicensed assistive personnel with the education, hands-on skills, and competency validation necessary to safely assist residents with medications in the assisted living environment.

Throughout this course, students will learn:

- Safe medication practices
- Infection control procedures
- Medication documentation standards
- Medication observation and reporting
- Proper storage and disposal techniques
- Methods to reduce medication errors

Students will also participate in hands-on skills demonstrations and competency evaluations related to medication assistance procedures.

Facilities are encouraged to provide additional training related to their own internal medication policies, procedures, documentation systems, and emergency protocols.

Upon successful completion of course requirements, competency validation, and final examination, students will receive a Certificate of Completion documenting training in Florida ALF medication assistance procedures.

Resident Rights and Privacy

Residents of Assisted Living Facilities have the right to privacy, dignity, independence, and respect. One of the goals of assisted living is to provide a safe and supportive environment while encouraging residents to maintain as much personal autonomy as possible.

Caregivers and medication technicians play an important role in balancing resident safety with respect for individual rights and personal choices.

When assisting residents with medications or daily care activities, staff members must always respect the resident's personal space and belongings. A resident's room should be treated as a private area, and staff should not search through drawers, cabinets, or personal items without permission unless directed by facility policy or supervisory staff in situations involving resident safety. Resident medical information, medications, and care should only be discussed with authorized staff members and healthcare providers in accordance with resident privacy and confidentiality standards.

While maintaining privacy, caregivers should remain observant of conditions that may place the resident at risk. Examples may include:

- Medications left unsecured
- Expired medications
- Medication bottles without labels
- Pills found on the floor
- Excessive amounts of over-the-counter medications

If concerns are identified, staff should address them respectfully with the resident and report concerns according to facility policy and chain of command.

Medication assistance should always be provided in a manner that protects confidentiality, promotes dignity, and supports the resident's right to participate in decisions regarding their care and medication management.

Assisting with Self-Administration of Medications

Many residents in Assisted Living Facilities are able to self-administer medications independently and should be encouraged to do so whenever safely possible. However, some residents may require limited assistance due to physical limitations, memory concerns, vision impairment, or other health-related conditions.

Trained unlicensed personnel may assist residents with the self-administration of medications within the limits permitted by Florida law and facility policy.

Unlicensed personnel may assist with medications, but may not independently administer medications in the same manner as a licensed healthcare professional.

Residents have the right to be informed about:

- Who will assist them with medications
- The type of assistance being provided
- Their right to participate in medication-related decisions

Facilities should ensure residents or their legal representatives understand and consent to receiving medication assistance from trained unlicensed staff.

Proper communication between caregivers, supervisors, healthcare providers, residents, and family members is essential to maintaining medication safety and quality resident care.

Providing Assistance with Medications

Medication assistance training for Assisted Living Facility staff must be provided by a qualified instructor, such as a Florida-licensed Registered Nurse or licensed pharmacist, in accordance with applicable Florida laws and regulations. Medication labels should be read and verified in the presence of the resident prior to opening the medication container and assisting with self-administration.

Individuals assisting residents with medications must be able to:

- Read and understand prescription labels
- Follow physician instructions accurately
- Recognize medication concerns or irregularities
- Perform medication-related tasks safely and professionally

Assistance with self-administration of medications may include:

- Retrieving properly labeled medications from storage
- Bringing medications to the resident at the scheduled time
- Reading and verifying medication labels
- Opening medication containers
- Assisting with prescribed dosages as permitted by law
- Measuring liquid medications
- Assisting with oral, topical, eye drops (ophthalmic), and ear drops (otic) medications
- Returning medications to proper storage
- Observing for side effects or adverse reactions
- Completing required documentation

Medication assistance should always encourage resident independence while supporting resident safety.

Depending on the resident's needs, assistance may include:

- Placing medications into the resident's hand
- Using medication cups or approved containers
- Assisting residents with lifting medication containers
- Assisting with creams, lotions, eye drops, ear drops, inhalers, and nasal sprays as permitted by law and facility policy

The goal is to support safe self-administration, not to take over the resident's independence.

Medication Rights

Caregivers assisting residents with medications should follow established medication safety principles at all times.

These include:

- Right Resident
- Right Medication
- Right Dose
- Right Route
- Right Time
- Right Documentation
- Right Reason
- Right Response and Observation

Following these medication safety principles helps reduce medication errors and supports resident safety.

Medication Safety and Infection Control

Safe medication practices are essential to protecting residents and reducing the risk of medication errors.

Caregivers assisting with medications should:

- Wash hands before and after medication assistance
- Wear gloves and appropriate PPE when necessary
- Use clean medication cups and supplies
- Keep medication areas clean and organized
- Dispose of used supplies properly
- Ensure adequate lighting
- Minimize distractions during medication assistance
- Never leave medications unattended
- Store medications securely in properly labeled containers
- Report damaged, unreadable, or missing labels immediately
- Avoid using medications that appear damaged, altered, or expired

Proper infection control practices help reduce contamination and support resident safety.

Documentation and Reporting Responsibilities

The staff member providing medication assistance is responsible for accurately documenting that assistance immediately after completion on the Medication Observation Record (MOR) or other approved documentation system.

Caregivers should always ask for clarification whenever they are:

- Uncertain about a medication order
- Uncomfortable with a situation
- Unsure how to proceed safely
- Concerned about a resident reaction or side effect

Caregivers should also pay close attention to special medication instructions such as:

- “Take with food”
- “Do not crush”
- “Remain upright after taking”
- “Take on an empty stomach”

Changes in a resident’s condition, medication refusals, side effects, or concerns should be reported promptly according to facility policy.

Approved Medication Abbreviations

Caregivers should become familiar with commonly approved medical abbreviations used in medication documentation and physician orders. Staff should never guess the meaning of an abbreviation and should seek clarification whenever instructions are unclear or unfamiliar.

Only approved facility abbreviations should be used when documenting medication assistance.

Limitations of Medication Assistance

Unlicensed personnel assisting residents with medications must understand the limits of their role and responsibilities.

Medication assistance does NOT include:

- Calculating or converting medication dosages
- Compounding medications
- Preparing syringes or administering injections
- Administering intravenous medications
- Administering medications through feeding tubes
- Performing advanced wound care procedures
- Making independent clinical judgments
- Determining PRN medication appropriateness when judgment is required
- Performing tasks requiring nursing assessment or discretion

Unlicensed staff should immediately report situations requiring clinical judgment to the supervising nurse, healthcare provider, or designated supervisor.

Understanding the boundaries of medication assistance helps protect resident safety and maintain compliance with Florida regulations.

Responding to Medication Concerns and Unclear Orders

Medication assistance should only be provided when instructions are clear, complete, and within the caregiver's training and responsibilities.

Staff should immediately report:

- Unclear medication instructions
- Missing labels
- Unreadable prescription information
- Conflicting medication orders
- Questions requiring clinical judgment
- Resident side effects or reactions
- Changes in resident condition

If assistance cannot safely be provided, the caregiver should notify the supervisor, nurse, pharmacist, or healthcare provider according to facility policy.

Medication assistance should never involve guesswork or independent clinical judgment.

Promoting Safe Medication Practices

Caregivers and facility staff should remain attentive to each resident's usual appearance, behavior, and routines.

Changes in:

- Mood
- Alertness
- Appetite
- Mobility
- Confusion
- Physical condition

may be related to medications or health status changes and should be reported promptly.

When residents begin new medications, staff should observe closely for possible side effects or adverse reactions.

Tips for Encouraging Medication Safety

Recommended safety practices include:

- Maintaining updated medication lists
- Reviewing medication changes regularly
- Encouraging residents to ask questions
- Reporting medication concerns promptly
- Conducting medication reviews when appropriate
- Educating staff on medication-related concerns
- Maintaining communication with healthcare providers

Early recognition and reporting of medication concerns can help improve resident safety and reduce medication errors.

Encouraging Resident Independence and Communication

Residents should be encouraged to remain as independent as possible while accepting assistance when needed for safety and medication management.

When appropriate and permitted by facility policy, caregivers may encourage the use of:

- Pill organizers
- Medication reminder devices
- Electronic reminder systems

These tools may help residents maintain independence longer.

Caregivers should regularly communicate with residents regarding:

- Health concerns
- Medication questions
- Side effects
- Medication changes
- Healthcare appointments

Developing positive communication and supportive relationships with residents can improve trust, medication compliance, and early recognition of medication-related concerns.

Common Medication Name Endings and Uses

Many medications have common name endings, also called suffixes, that may help caregivers recognize medication categories and general uses.

Medication Suffix	Medication Category	Common Use	Example
-olol	Beta Blockers	High blood pressure and heart conditions	Metoprolol
-pril	ACE Inhibitors	High blood pressure and heart failure	Lisinopril
-sartan	ARBs	High blood pressure	Losartan
-statin	Statins	Lowering cholesterol	Atorvastatin
-prazole	Proton Pump Inhibitors	Acid reflux and stomach acid reduction	Omeprazole, Pantoprazole
-cycline	Tetracycline Antibiotics	Bacterial infections	Doxycycline

Medication suffix recognition is intended for educational purposes only and does not replace physician, pharmacist, or nursing guidance.

Skills Competency Requirements

Students must successfully demonstrate competency in the following skills during training:

- Verbalize the difference between licensed and unlicensed staff
- Explain methods of medication self-administration
- Read and interpret prescription labels
- Identify missing or incorrect prescription information
- Recognize when clarification or judgment is required
- Demonstrate proper medication retrieval and storage
- Demonstrate proper medication disposal procedures
- Assist with oral medications
- Measure liquid medications
- Assist with topical medications
- Assist with eye drops and ear drops
- Recognize side effects and adverse drug reactions
- Complete Medication Observation Records (MOR)
- Discuss prevention of medication errors
- Demonstrate proper handwashing and infection control
- Demonstrate proper use of an EpiPen

Students must successfully complete competency validation and pass the final examination to receive a Certificate of Completion.

Name _____

Date _____

Med Tech Pretest

1. Before you can EVER assist residents with their meds, you must
 - A. Have a CNA or nursing license
 - B. Successfully complete a 6 hour Med Tech class
 - C. Have on the job training
 - D. Have completed college classes

2. It is very important to work within the Florida Statutes when assisting with medications
 - A. True
 - B. False

3. Facilities that employ Med Techs are required to notify the residents that Med Techs are not nurses nor licensed
 - A. True
 - B. False

4. All residents have a right to privacy so you
 - A. May not search residents rooms
 - B. Shouldn't ask residents permission to view medications kept in their room
 - C. As a Med Tech do NOT need to knock on the door before entering
 - D. As a Med Tech can NOT discuss residents care with other residents

5. Informed consent means
 - A. The facility must have a procedure to inform residents of Med Tech responsibilities
 - B. Residents understand and agree with the treatment
 - C. Residents are allowed to refuse care, treatment or medications
 - D. All of the above

6. When assisting with medications, the Med Tech should
 - A. In the presence of the resident, read the label of the medicine and open the container
 - B. Not help the resident get the medication into their mouth
 - C. Not assist with eye drops or ear drops
 - D. Be able to recognize the resident without asking their name and date of birth

- 7. As a Med Tech, you may not
 - A. Prepare syringes for injections
 - B. Give meds through a tube inserted in a body cavity
 - C. Give PRN meds that require judgment
 - D. All of the above

- 8. As a Med Tech, you should pay attention to
 - A. Specific instructions on the medications
 - B. Specific time medications are to be given
 - C. Symptoms that residents concerned about which may be a side effect
 - D. How a resident feels after they start on a new medication
 - E. All of the above

- 9. As a Med Tech, you should know the approved abbreviations that can be used
 - A. True
 - B. False

- 10. Please write in 50 words or less why you want to become a Med Tech and what your biggest fear is in taking this position.

Notes: