



MEDICATION AIDE **GENERAL COURSE INFORMATION**

LOCATION:

Interim HealthCare
2828 E. 51st. St
Tulsa, Ok 74105-1745

COURSE DESCRIPTION:

Interim HealthCare Medication Aide course offers education and training designed to meet the requirements of the Oklahoma State Department of Health for becoming a CMA.

PREREQUISITES:

Current OSDH CNA certification with no abuse notations, current AHA BLS CPR certification must read, write and speak English, at least 18 years, proof of high school diploma or GED, proof of 6 months work experience as CNA, physical and or mental capability to safely perform duties.

PURPOSE:

- Prepare certified nurse aides (CNA's) to pass the certified medication aide (CMA) certification exam;
- To prepare the certified nurse aide to be qualified to be listed on the Oklahoma Nurse Aide Registry as a certified medication aide and
- Prepare the certified nurse aide to perform the duties of a certified medication aide in settings approved via the Oklahoma State Department of Health.

COURSE OBJECTIVES:

At the completion of this course, the student will be able to:

- Identify the purpose and classification of a variety of commonly administered drugs along with each drug's side effects, adverse reactions, and normal dosage
- Prepare medications for administration to clients/residents
- Appropriate policies/procedures for medication storage and handling
- Safety
- Perform simple drug dose calculations
- Administer oral, topical, vaginal, rectal, eye, ear, and nose medications using the "seven rights" of medication administration
- Document administered medications
- Identify proper infection control and safety practices when administering medications
- Demonstrate vital sign assessment (blood pressure, pulse, respiration, and temperature)
- Recipient's right to privacy, confidentiality and the right to refuse
- The legal limits of the medication aide role
- Identify and report and known or suspected abuse

ENROLLMENT:

Please call (918) 749-9933 x 248 to enroll in the class. Fax (918) 746-7819

Each class enrollment is limited to twelve (12) students. We are taking enrollment at all times. If there is not a space available in a certain class, your name will be put on a waiting list.

Upon inquiry of the program and/or upon enrollment each student will be given a copy of this Medication Aide General Course Information.

Enrollment documents and payment arrangements are required by the first day.

OSBI BACKGROUND CHECK:

Each nursing care center in the state of Oklahoma is required to do a criminal background check through the Oklahoma State Bureau of Investigation on unlicensed staff who will be delivering direct patient care. If an applicant is found to have a conviction for certain specified crimes, they cannot be offered enrollment due to employment restrictions. A list of these can be obtained upon request from the Interim Training Center.

DRUG SCREENING:

Ten-panel drug screen must be completed and submitted before attending. See attached for details and cost.

IMMUNIZATIONS:

- MMR (Measles, Mumps & Rubella) – Provide a copy or may be obtained from the health department.
- HBV (Hepatitis B Vaccine) – Provide a copy or may sign a declination form provided by ITC.
- PPD (TB Skin) – Provide current copy (within one year) or CXR results (within five years)

TUITION:

Tuition must be paid with cash, money order, check or credit card and is due on or before the first day of class unless payment arrangements have been previously authorized. A fee of \$25 will be charged for any checks returned for insufficient funds. Any tuition owed the last week of class must be paid in cash or money order. **All balances must be paid in full before the student will be allowed to complete final exams. Final exams are administered one time a month, on the last day of class.**

Tuition is \$400.00 - This includes:

- \$50.00 – Processing Fee- This is a nonrefundable fee and is applied to the specific month for which the student is enrolled. If the class is completed in an additional program another processing fee of \$50. is required
- 48 hours of training which includes 30 didactic hours and 18 hours of supervised practical training
- ID Badge, insurance, and miscellaneous supplies
- Loaner textbook

CLINICAL TESTING- Final Medication Pass:

- \$ 75- to be paid before testing scheduled- If rescheduling is required the fee is to be paid again.

OPTIONAL:

- Medication Assistants Textbook- \$90.
- Scrubs- \$30.

REQUIRED EQUIPMENT/SUPPLIES:

- Basic supplies such as paper, pen and pencils
- Watch with second hand (no digitals)
- White or black leather or leather type athletic or nursing shoe (no mesh, canvas or suede)

REFUND POLICY:

A student who prepays for training may receive a full refund of tuition, minus the Processing Fee, up until the second day of class. Medication Aide Textbook must be returned for full refund. If a student begins training but does not complete the four-week course or does not take the exams to receive certification, the tuition fee, or any portion thereof, **will not** be refunded.

Exceptions are for those enrolled under provisions of Title 38. The school maintains a refund policy for veterans, and other eligible persons enrolled under Title 38, that provides a refund for the unused portion of tuition, in the event the Title 38 student fails to enter the course, withdraws, or is discontinued there from at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximate pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length. An amount not in excess of ten dollars for an established registration fee is not subject to refund or pro-ration. All refunds will be made within forty days.

CLASSROOM RULES:

- Park in the south parking lot and **be on time**.
- Required supplies are to be brought to each class.
- No visitors, children, or relatives will be allowed in class.
- No cell phones (including texting) or iPods are permitted during classes and clinical rotations
- Smoking is not allowed on the property. Interim HealthCare is a tobacco-free campus.
- Breaks will be scheduled at instructor's discretion.
- All class/lab time missed must be made up before clinicals.
- Students will be responsible for their own meals during clinical week.

STUDENT IDENTIFICATION / DRESS CODE:

A photo ID badge will be provided and must be worn during classroom setting, clinical rotation, and any time you are representing the school. The photo ID badge will indicate the student's name and title of Medication Aide Trainee. **During all clinical sessions you will need to wear scrubs(NO black, white or gray) with appropriate shoes.**

Appearance should be neat and clean at all times. Dress and personal hygiene in the health care profession are visible signs of professionalism and respect for your self, your classmates, and future patients. For these reasons the following dress code will be strictly enforced.

CLINICAL ROTATIONS:

- Maintain a conservative appearance.
- Hair must be clean and well groomed with no extreme unnatural colors. Long hair must be held back or put up.
- Fingernails must be short or medium lengths. Acrylic nails not permitted. Nail polish should be clear or light color.
- No perfumes or colognes are to be worn during clinical rotation.
- Socks or hose are to be worn. For safety purposes, shoes must be closed-toe with adequate support and have a clean professional appearance. Shoes must be impenetrable (no canvas or cloth shoes) to protect from contamination, i.e. blood or body fluids spills. Must be nursing or athletic shoes.
- Must cover all tattoos with appropriate clothing/covering.
- No jewelry may be worn except a simple wedding band. Absolutely no facial or tongue piercing allowed.
- Scrubs of appropriate color must be worn.

CLASSROOM AND CLINICAL TRAINING:

- Monday & Thursday – 9 am to 3 pm –4 weeks-Day Session – 48 hrs training
30 hrs didactic/classroom, 12 hrs skills lab and 6 hrs. clinical site
- Monday & Thursday – 4 pm to 10 pm Evening Session -48 hrs. training
30 hrs. didactic/classroom, 12 hrs. skills lab and 6 hrs. clinical site

CONDUCT POLICY:

Any student displaying disruptive or inappropriate behavior that interferes with others participating in the course will be given an official warning. On the second incident the student will be asked to leave the class and/or the program as assessed by the instructor. Any student who is asked to leave the class and/or the program will not be eligible for any tuition refund.

This training center, including classroom and clinical settings, is an alcohol and drug-free environment. Any trainee in violation or suspected of violating this policy will be subject to a drug test at the expense of the student.

The Interim Training Center classroom and clinical settings are weapon free areas. Any person carrying a weapon on any of these premises will be dismissed from the program, forfeit tuition and be prosecuted to the fullest extent of the law.

TEACHING TECHNIQUES:

It is the faculty's responsibility to provide a structure and framework for learning and to give guidance and direction to all learning experiences. Each student is responsible for his/her own learning. Using a variety of strategies in the classroom and during the clinical experience, the faculty aims to facilitate the student's learning activities that are directed to

meet the course outcomes. However, learning is ultimately the responsibility of the student and active participation is expected.

Classroom/lab sessions will involve lecture, lecture-discussion, videos, demonstrations, handouts, small group discussions and activities, skills practice with equipment, mannequins and with other students, quizzes and tests.

GRADING POLICY:

Students are graded on worksheets, tests, and the clinical rotation. Worksheets are given with each chapter covered. Tests are administered weekly and students must pass the weekly test to continue in the program. Grading is based on a 100% scale. Passing is 70% or higher. Students must maintain 70% or higher to complete the program. If a student does not maintain 70% or higher and cannot remediate, then they will not be able to continue in the program. The student will be counseled by the instructor on areas of weaknesses and strategies to improve. They will be given the opportunity to attend the next scheduled class dependent upon availability of classroom space.

The requirements to receive a Training Certificate of Completion are: the student must have completed all the required hours, maintained a grade of 70% or higher and demonstrate competency in all areas.

A= 100% - 90%

B= 89% - 80%

C= 79% - 70%

TRANSFER OF CREDIT:

The school will determine if the previous training a student has received from another state- approved nurse aide training is transferable. The training must be within the past 6 months and a transcript must be available. The school will evaluate and grant credit for previous training when appropriate. The transcript must include subjects taught, trainee performance record, attendance, and grades. The student will be notified of such credit in writing within 30 days of enrollment.

REQUIRMENTS FOR SUCCESSFUL COMPLETION OF PROGRAM:

1. Attendance at every class session, for entire scheduled time.
2. Must be on time for all class sessions.
3. Average grade of 70% on all class written tests.
4. Satisfactory on all required clinical patient care skill demonstrated in class and lab.
5. Satisfactory scoring on Competency Assessment

FINAL MEDICATION PASS:

After completion of classroom and clinical training, the trainee must pass medications to 20 consecutive individuals with 100% accuracy while under the direct supervision of the approved clinical instructor. (This medication pass is done **AFTER** all classroom and clinical training are completed). This pass is the final medication pass test to assure the trainee performs the medication pass proficiently and must be completed at 100% accuracy prior to taking the written exam.

If the trainee does not perform the drug pass at 100% proficient the first time, the pass can be performed up to three (3) times. If not performed at 100% proficiency by the third time, the trainee has failed the program and may not sit for the written exam.

COMPETENCY TESTING:

Required upon successful completion of this program. The trainee is required to pass (70%) the state approved written examination offered via Central Technology Center in Sapulpa. Upon completion of the training program trainees will be given the forms and information needed to schedule an appointment to test. **There is an additional cost for this written examination** - \$35.00. Each trainee has three (3) opportunities to pass the written exam before having to complete another training program.

Upon passing the written exam, the testing entity will notify the trainee and Oklahoma State Department of Health (OSDH) Nurse Aide Registry for listing on the registry. The OSDH Nurse Aide Registry will mail the CMA certification card to the new CMA.

RENEWAL REQUIREMENTS:

Renewal required every year before expiration date. CMA's will not be renewed without an 8-hour continuing education certificate, (except a first year renewal). A state approved program must provide the 8 hours of continuing education.

REQUIRED RECORD RETENTION:

The trainee application, training performance record, tests and assignment sheets, training verification sheet, TB tests, copy of grades and attendance will be kept on file for three (3) years regardless of completion of the course. These records are available for review by the student upon request and within two (2) business days.

COPIES OF RECORDS:

There will be a \$5.00 fee for retrieval and copying of records.



DRUG SCREEN

Each prospective student must complete a drug screening before start of class.

Drug Screening:

PicMed
11014 E 51st St
Tulsa, OK 74146
Located across from Garden Ridge

918-438-5005
Hours: 8:30 a.m. to 5 p.m., Monday – Friday
10:30 a.m. to 2 p.m., Saturdays

Student 10 panel Drug Screen-\$20

For any questions, please call Esther Miles at Interim HealthCare 918-749-9933, Ext 248