

# RICHLAND COLLEGE MEDICATION AIDE (BASIC) PROGRAM

## Information and Admission Application



### Medication Aide Defined

A person permitted by the Texas Department of Aging and Disability Services (DADS hereafter) to administer medications to residents in:

- nursing facilities,
- intermediate care and community-based facilities for people who are mentally retarded,
- correctional institutions, and
- assisted living (personal care) facilities.

Source: Texas Administrative Code Title 40, Part 1, Chapter 95, RULE §95.101, Introduction



### Program Description

The 154-hour Medication Aide Basic program at Richland College adheres to regulations and curriculum established by the DADS. The program prepares the student to sit for the state administered examination. Upon passing the exam, students are licensed Medication Aides.

The program is broken into the following training components:

- 114 hours of classroom instruction and training;
- 20 hours of returned skills demonstration laboratory; and
- 10 hours of clinical experience, including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility\*, and
- 10 more hours in a return skills demonstration laboratory.

Tuition for the program is \$475.00 and does not include the cost of textbook(s). Classes are typically scheduled Monday through Thursday and meet from 8:30 am-12:30 pm or from 6:00 pm to 10:00 pm. Students can expect to complete the program in approximately two and half months.

\* Please note that some facilities are more willing and cooperative than others in allowing a student to successfully complete their clinical experience. Richland College does NOT secure clinical sites on behalf of the student. You are expected to perform your clinical at the site in which you are employed. It is in your best interest to discuss your plans with your facility administrator and/or DON prior to enrolling in this program. This packet also includes a commitment form to be completed by someone in authority at your employment facility. This is required as part of the application process to ensure that all involved parties understand the requirements of the clinical and are able to commit to your completion of the training.

Source: Texas Administrative Code Title 40, Part 1, Chapter 95, RULE §95.119, Training Program Requirements



### Admission Requirements

The following is required to be admitted into the Medication Aide Program and to attend the training:

- be able to read, write, speak, and understand English;
- be at least 18 years old;
- be free of communicable diseases, and in suitable physical and emotional health to safely administer medications;
- be a high school graduate or have a general equivalency diploma (GED)<sup>1</sup>;

- work in a facility as a certified nurse aide or unlicensed direct care staff person on the first official day of your medication aide training program; if not a CNA, have been employed in a facility for 90 days as an unlicensed direct care staff person<sup>2</sup>
- completed departmental Richland College Medication Aide Admissions Application, and
- completed Long Term Care Facility Commitment Form.

<sup>1</sup> If your diploma/degree was obtained in a country outside the United States, you must submit your credentials to an approved Credential Evaluator to ensure equivalency. Richland College can provide you with the credential evaluation information.

<sup>2</sup> Your employment must have been completed within the 12-month period preceding the first official day of your medication aide training program. An applicant who worked as a nurse aide in a Medicare skilled nursing facility or a Medicaid nursing facility is exempt from the 90-day requirement.

Source: Texas Administrative Code Title 40, Part 1, Chapter 95, RULE §95.107, Training Requirements; Nursing Graduates; Reciprocity



### Program Objectives

The Medication Aide Program provides instruction and training in the following:

- procedures for preparation and administration of medications;
- responsibility, control, accountability, storage, and safeguarding of medications;
- use of reference material; documentation of medications in resident's clinical records, including pro re nata (PRN) medications;
- minimum licensing standards for facilities covering pharmaceutical service, nursing service, and clinical records;
- federal and state certification standards for participation under Title XVIII (Medicare) and Title XIX (Medicaid) of the Social Security Act pertaining to pharmaceutical service, nursing service, and clinical records;
- lines of authority in the facility, including facility personnel who are immediate supervisors;
- responsibilities and liabilities associated with the administration and safeguarding of medications;
- allowable and prohibited practices of permit holders in the administration of medication;
- drug reactions and side effects of medications commonly administered to facility residents; and
- rules covering the medication aide program.

Source: Texas Administrative Code Title 40, Part 1, Chapter 95, RULE §95.119, Training Program Requirements



### Learning Outcomes

Upon completion of the Medication Aide Program, the student will be able to:

- 1) observe and report to the facility's charge licensed nurse reactions and side effects to medication shown by a resident;
- 2) take and record vital signs prior to the administration of medication which could affect or change the vital signs;
- 3) administer regularly prescribed medication, which the permit holder has been trained to administer only after personally preparing (setting up) the medication to be administered. The medication aide must document the administered medication in the resident's clinical record;
- 4) administer oxygen per nasal canula or a non-sealing mask only in an emergency. Immediately after the emergency, the permit holder must verbally notify the licensed nurse on duty or on call and appropriately document the action and notification; and

5) apply specifically ordered ophthalmic, otic, nasal, vaginal, and rectal medication.

Source: Texas Administrative Code Title 40, Part 1, Chapter 95, RULE §95.105, Allowable and Prohibited Practices of a Permit Holder



### Financial Aid

Texas Public Education Grant (TPEG) funds are available to assist students, based on need, in taking Continuing Education/Workforce Development courses to enhance career or occupational skills. Award amounts are generally do not exceed \$400 - \$500 per semester. TPEG funds are available for tuition only. Applications may be obtained from the Continuing Education registration counter located in Thunderduck Hall.

Source: <http://www.rlc.dcccd.edu/finaid/index.htm>



### Liability Insurance

Prior to your on-site clinical, you may be required to purchase Health Professions Liability Insurance if you will not be covered under the insurance policy at the facility in which you are employed. Student premiums are as follows:

Fall Semester (Sept. – Dec.) -- \$18.13

Spring Semester (Jan. – May) -- \$11.00

Summer Semester (Jun. – Aug.) -- \$5.00

Insurance needs will be determined after the first day of class.



### Admissions Checklist

- Completed Medication Aide Program Admission Application (completed by you)
- Completed Long Term Care Facility Commitment Form (completed by your facility)
- Appropriate educational credentials (if copy of Diploma or GED must be notarized)
- Copy of C. N. A. license

**Applicants may submit the completed application documents and receive registration forms on Mondays at 9:00 am or 4:00 pm in Sabine Hall room 171.**

**RICHLAND COLLEGE**  
**MEDICATION AIDE (BASIC) PROGRAM**  
**Admission Application**

Completion of Richland College's Medication Aide Program Admission Application is the first step in the process of admission to the Medication Aide (Basic) Program. This application may be submitted electronically, but the following documents must be submitted in-person in order to be admitted to the program and allowed to register:

- Copy of high school diploma/GED<sup>1</sup> -OR- Official transcript from an accredited US college or university indicating degree completion or completion of high school if degree is incomplete
- Copy of C.N.A. license or letter from your employer stating you have been continuously employed for 90 days prior to the start date of the class for which you wish to enroll<sup>2</sup>.
- Completed Long Term Care Facility Commitment Form.

<sup>1</sup> If your diploma/degree was obtained in a country outside the United States, you must submit your credentials to an approved Credential Evaluator to ensure equivalency. Richland College can provide you with the credential evaluation information.

<sup>2</sup> Your employment must have been completed within the 12-month period preceding the first official day of your medication administration training program.

Source: Texas Administrative Code Title 40, Part 1, Chapter 95, RULE §95.107, Training Requirements; Nursing Graduates; Reciprocity

**Personal Data**

Name: \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_  
Street Number and Name Apt # City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class time preference? Morning (8:30am-12:30pm)  OR Evening (6:00pm-10:00pm)

**Educational History Data**

High School: \_\_\_\_\_  
Name City, State OR Country  
Graduated? Yes  No  If no, do you have a GED? Yes  No

College: \_\_\_\_\_ Degree Type? \_\_\_\_\_  
Name City, State OR Country (Ex. BA, BS, PhD)

**Employment Data**

Current Employer: \_\_\_\_\_

Employers Address: \_\_\_\_\_  
Street Number and Name City State Zip Code

Position Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Years OR Months

Are you a C.N.A.? Yes  No  If yes, what is your certificate #? \_\_\_\_\_

<b>For Office Use</b>		
Received _____	Reg. Form Distributed _____	Input _____
Initial & Date	Initial & Date	Initial & Date
Notes: _____		

## RICHLAND COLLEGE MEDICATION AIDE TRAINING PROGRAM

### Long Term Care Facility Commitment Form

**RE:** Medication Aide Training

Mr./Ms. \_\_\_\_\_, an employee at your facility, is committed to professional development and has chosen Richland College's Medication Aide (Basic) training program. Our training program is approved by the Texas Department of Aging and Disability Services (DADS) and uses the curriculum mandated by DADS.

According to DADS, Medication Aide training requires:

- 114 hours of classroom instruction (at Richland College),
- 20 hours of return skills demonstration in a lab setting (at Richland College),
- *10 hours of clinical experience including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility (where the student is already employed) and*
- another 10 hours of return skills demonstration (at Richland College).

The student will need to complete the clinical experience approximately eight (8) weeks after beginning the training program. The course your employee wants to participate in begins

\_\_\_\_\_.

The skills demonstration checklist used to assess student skills is disseminated 2-weeks prior to the scheduled clinical experience.

So that all parties are aware of the commitment your facility is making towards employee professional development, we ask that you sign this document acknowledging you understand the following:

- The student must spend 10 hours dispensing medication under the supervision of a licensed nurse and that it will be likely necessary to schedule the student for more than 10 hours to ensure that a full 10 hours are spent administering medications.

And you agree that:

- Your facility has the resources to allow the student to complete the clinical experience. This commitment becomes void if the student's employment status is discontinued prior to the scheduled clinical experience.

Name of Facility: \_\_\_\_\_

Name of Facility Official: \_\_\_\_\_

PLEASE PRINT - Facility Administrator, Program Director or DON

Signature of Facility Official: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please note completion of this form is required prior to enrollment in the Medication Aide Training course. If you should have questions or concerns, contact the program coordinator at 972-238-6376 or by e-mail at [janparrish@dcccd.edu](mailto:janparrish@dcccd.edu).