

**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) 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 return skills demonstration laboratory
- 10 hours of clinical experience, including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility*
- 10 more hours in a return skills demonstration laboratory.

Tuition for the program is \$475.00 and does not include the cost of the textbooks, exam fee (\$25), or liability insurance (listed below). Classes are typically scheduled Monday through Thursday at 8:30am – 12:30pm

. Students can expect to complete the morning program in approximately eleven weeks or the evening program in fifteen weeks. **Students must register and pay for tuition and liability insurance and obtain the current textbook prior to the start of class.**

*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 for admission to the Medication Aide Program:

- able to read, write, speak, and understand English;
- at least 18 years old;
- free of communicable diseases, and in suitable physical and emotional health to safely administer medications;
- a high school graduate or have a general equivalency diploma (GED)¹;
- 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 person²
- completed departmental Richland College Medication Aide Admissions Application
- completed Verification of Qualifications form
- completed Long Term Care Facility Commitment form

¹ 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.

² 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 \$1500 per academic year. TPEG funds are available for tuition only. Application must be made online to FAFSA. Assistance may be obtained from Financial Aid in Thunderduck Hall.

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



Liability Insurance

Students must purchase liability insurance at the time of registration. Student premiums are pro-rated across the academic year and are included in the tuition at the time of registration:

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

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

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



Admissions Checklist

- Medication Aide Program Admission Application (completed by you)
- Long Term Care Facility Commitment form (completed by your facility)
- Verification of Qualifications (completed by you and your facility)
- Appropriate educational credentials (Diploma, GED certificate, or transcript indicating graduation or letter from approved evaluator verifying credentials as equivalent to US high school. (Notarized copy of original document will be required after class starts.)
- Copy of **current** CNA license or letter from facility verifying required experience

Applicants may submit the completed application documents and receive registration forms on Mondays at 11:00 am in Wichita Hall room WH244 starting August 1st - September 19, 2011.

**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 must be submitted in person with the following documents attached:

- Copy of high school diploma/GED¹ -OR- Official transcript from an accredited US college or university indicating degree completion or completion of high school if degree is incomplete
- Copy of current CNA license or – if not a CNA – a 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 enroll².
- Completed Long Term Care Facility Commitment form.

¹ 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 application form.

² 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: _____

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 #? _____

For Office Use

Reg. Form Distributed _____
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:

- 100 hours of classroom instruction (Richland College provides 114 hours),
- 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 course your employee wants to participate in meets **September 26th through December 7th on Monday through Thursday, 8:30am – 12:30pm. The clinical experience is tentatively set for November 16-24.** The skills demonstration checklist used to assess student skills is disseminated approximately two weeks prior to the scheduled clinical experience. **The state exam is tentatively scheduled for December 13, 2011 on the Richland College Campus, from 8:30 am-11:00 am.**

So that all parties are aware of the commitment your facility is making, 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 (which means either an LVN or RN)** 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: _____

*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 972-238-6038 or by e-mail at liannewebster@dcccd.edu

Medication Aide Verification of Qualifications

- I am currently employed locally as a CNA by a nursing home, am listed as certified on DADS' nurse aide registry, and expect to stay employed for the duration of the Medication Aide course

- OR -

I am employed as a non-licensed direct care staff in a local facility other than a Medicare or Medicaid nursing facility and am primarily involved in the delivery of services to assist with residents' activities of daily living or active treatment programs. I have been in that position for at least 90 days during the past 12 months.

- I understand that employment in home care, a hospital, or private duty care does not qualify me for the program.

- I understand that I must attend every class, arrive on time, and stay to the end as scheduled for 130 of the 144 classroom hours plus complete 10 hours of clinical experience.

- I can provide an original diploma or official transcript confirming my date of graduation from an accredited US high school, college, or university

- OR -

I can provide an original GED certificate

- OR -

I can provide an original letter from a US agency verifying my foreign education is equivalent to graduation from a US high school, college, or university.

- I have confirmed with my facility administrator that I and the facility meet the requirements for me to complete the Medication Aide program and that I will be able to perform my clinical experience administering medications to long term care residents as described on the last page of this packet.

_____/_____
Applicant's name (printed) Applicant's signature date

I have reviewed the application packet and agree that this employee meets the qualifications and has my support to attend the Medication Aide program.

_____/_____
Facility administrator's name (printed) Facility administrator's signature/date

**If you have any questions, call Lianne Webster, Program Coordinator at 972.238.6038
or email liannewebster@dcccd.edu**

This applicant attended the intake session on _____/_____
DATE Initials