

# NHC-LC

# Medication Aide Training

*A 40-Hour Training Program (4.0 Credits)  
Offered Through the Nebraska Health Care Learning Center (NHC-LC)*

**Training Dates:**

March 30, 31, April 1, 2, 6, 7, 8, 9

**Training Location** (All training will be held at the following location):

Nebraska Health Care Learning Center  
4640 Bair Avenue, Suite 216  
Lincoln, NE 68504  
402-435-3551

Register by Mail, Fax, or Online at  
[www.nehca.org](http://www.nehca.org)



The Nebraska Health Care Learning Center (NHC-LC)

An Affiliate of the Nebraska Health Care Association

### **Taping - Cellular Phones - Pagers**

Material presented at this training program is the property of the Nebraska Health Care Learning Center. Therefore, taping of the program is not allowed. NHC-LC also asks that all cellular phones and pagers be turned off during training programs.

### **No Smoking Policy**

A no-smoking policy has been implemented by the Nebraska Health Care Association Board of Directors. Smoking will not be allowed in the room where an educational program is being held.

### **TAX DEDUCTION FOR EDUCATIONAL EXPENSES**

A tax deduction for educational expenses is permitted for registration fees, cost of travel, meals, and lodging undertaken to (1) maintain or improve skills required in one's employment or other trade or business or (2) meet express requirements of an employer or a law imposed as a condition to retention of employment, job status, or rate of compensation.

### **REFUND POLICIES**

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and be postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a \$150 registration fee is NOT refundable and all remaining tuition and fees will be refunded. After classes have begun, a \$150 registration fee is NOT refundable and remaining tuition and fees will be refunded as follows:

Day 1—50% refund of tuition and fees over \$150

Day 2—25% refund of tuition and fees over \$150

Day 3—no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

### **ABSENTEE/MAKE-UP POLICY**

In order to receive credit, participants must attend all days of the training. If a day is missed, it must be made up by attending that day the next time the training is offered. It is the responsibility of the participant to make registration arrangements for make-up days. There will be a \$45 charge for each make-up day.

# Medication Aide Training

## Program Content

This program is designed to prepare the participant to meet the requirements of the Medication Aide Act and to assume the role and responsibilities of a medication aide. The program is intended for the medication aide in an assisted living facility, nursing facility, or intermediate care facility for the mentally retarded. It can be used to train medication aides in other settings.

**Instructor: Kristi Smith RN**

## Program Objectives

At the completion of the program, participants will be able to:

1. Recognize the 14 basic competencies needed in order to safely provide another person with his or her medications in accordance with the Nebraska Medication Aide Act.
2. Identify specific drug families, actions, side effects, and use to treat or prevent disease.
3. Recognize the responsibilities of the medication aide in relation to PRN medications; providing medications by vaginal, rectal, tube, or inhaled routes; and providing insulin by injection.

## Requirements for Successful Completion of the Medication Aide Training Program

- Successfully complete the medication aide training program and competency assessment.
- Be at least 18 years of age.
- Be of good moral character.

## Training Schedule

**Start Date: March 30, 2010**

March 30..... 8:00 am - 4:30 pm  
March 31..... 8:00 am - 4:30 pm  
April 1 ..... 8:00 am - 4:30 pm  
April 2 ..... 8:00 am - 4:30 pm  
April 6 ..... 8:00 am - 4:30 pm  
April 7 ..... 8:00 am - 4:30 pm  
April 8 ..... 8:00 am - 4:30 pm  
April 9 ..... 8:00 am - 4:30 pm

Lunch is on your own.

A one-hour lunch break is planned for each day.  
One 15-minute morning break and one 15-minute afternoon break is planned for each day.

### COLLEGE CREDIT

Training may be taken as credit or non-credit. The Nebraska Health Care Learning Center will award 4 hours of college credit upon successful completion of 40 hours of classroom instruction. See the Nebraska Health Care Learning Center Catalog for credit requirements. View and/or print this catalog from the Nebraska Health Care Association Web site at: [www.nehca.org/nhclc](http://www.nehca.org/nhclc).



## Nebraska Health Care Learning Center Policies

The Nebraska Health Care Learning Center policies regarding admission, withdrawal, attendance, grades, transcripts, and refunds are located in the Nebraska Health Care Learning Center Catalog. View and/or print this catalog from the Nebraska Health Care Association Web site at [www.nehca.org/nhclc](http://www.nehca.org/nhclc).

## Tuition

Member Tuition:.....	\$200.00
Medication Aide Manual: .....	\$31.03
Total with Manual: .....	\$231.03
Make-up Days .....	\$45.00

\* Payment must be included with registration.

\* Refer to the Absentee/Make-up Policy.

\* Additional fees for testing and registry required by the state of Nebraska: \$18 testing fee, \$18 registry fee.



If a registrant has a disability that requires special needs, attach a written description of the needs to the registration form.

**For Text Book: Prices include sales tax; a shipping and handling charge will be added if mailed.**

The Medication Aide Training text book is required for those registering for the Medication Aide Training program. The text book is published by the Nebraska Health Care Association. **It may be purchased in advance or on the first day of the training program.**

Nebraska Health Care Association  
3900 NW 12th St. Ste 100  
Lincoln NE 68521-3037  
Phone: (402) 435-3551 Fax: (402) 475-6289  
E-mail: [jeaninev@nehca.org](mailto:jeaninev@nehca.org)

## PLEASE NOTE:

**Each participant should bring paper and pencil or pen to each day of the training program.**

**Class size is limited.  
Please bring a sweater or jacket to ensure your comfort at the training.**





# Nebraska Health Care Learning Center Registration/Enrollment Form — Medication Aide Training

**Start Date: March 30, 2010**

**Location: Lincoln, Nebraska**

*Payment for tuition must be included with this registration/enrollment form. Make a copy of this form for your records.*

**To register/enroll by mail:** Complete this registration/enrollment form, include payment (use any of the payment methods listed below), and mail to: Nebraska Health Care Learning Center, 3900 NW 12th St Ste 100, Lincoln NE 68521-3037.

**To register/enroll by fax:** You must pay by credit card in order to register/enroll by fax. Complete this registration/enrollment form, check "Credit Card" as payment method, complete credit card information, and fax the completed form to (402) 475-6289.

A student's Social Security number is required as a condition of enrollment. A student's Social Security number constitutes an "educational record" under the Federal Educational Rights and Privacy Act (FERPA). That information will be disclosed only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

**PLEASE PRINT**

Social Security Number: \_\_\_\_\_

Student Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  M  F

Race (used for statistical purposes only):

- Asian/Pacific Island
- Black/African American
- Hispanic/Latino
- Native American
- White/Non-Hispanic
- Other

Veteran Status or Dependant Using Military Benefits:  Yes  No

Resident Status:  Resident of Nebraska  Non-resident of Nebraska

**Course Number: 88**                      **Course Title: Medication Aide Training**

**Credit: 4.0 Quarter Credits**                      **Tuition:**  \$200     Manual (Pick up first day of class) (\$31.03)  
 Make-Up Day(s) — \$45/Day — Circle Day(s): 1 2 3 4 5 6 7

If paying tuition and fees through a facility membership, provide facility name and city:

Facility Name: \_\_\_\_\_ City: \_\_\_\_\_

Check One Box (For Credit or Not For Credit):

- For Credit (If requesting credit hours, must have high school transcript or equivalent on file with the Learning Center)
- Not For Credit

**Payment must be included.**

Billing Information:  Check     Cash     Credit Card     Money Order

**We are unable to bill.**

If payment is by credit card, complete the credit card information in this box:

Make checks and money orders payable to:  
Nebraska Health Care Learning Center  
3900 Northwest 12th Street, Suite 100  
Lincoln, Nebraska 68521-3037  
Phone: (402) 435-3551  
Fax: (402) 475-6289  
E-mail: jeaninev@nehca.org

Cardholder's Name (PRINT): _____
Credit Card #: _____
Expiration Date: _____
Cardholder's Billing Address, City State, Zip: _____
Signature: _____
↑ Your signature on the line above will authorize this transaction.

Submission of this form indicates that I understand the following: My registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed. Should I officially drop, withdraw, or cancel, any refund in tuition will be determined by the date I submit my request to the Learning Center. Failure to attend does not constitute an official drop/withdrawal. The personal information is correct as shown; changes in the personal information must include the appropriate documentation. Students enrolling in courses through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the Learning Center, NHCF, NHCA, and NALA. It is the policy of the Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, gender, religion, national origin, or disability. Inquiries concerning the Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Director of LTCWIN, 3900 Northwest 12<sup>th</sup> Street, Suite 100, Lincoln, Nebraska 68521, Phone: (402) 435-3551, Fax: (402) 475-6289, or E-mail: septembers@nehca.org.

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