

# Medication Aide Program Student Handbook



Friday, March 29, 2019

Welcome to the Medication Aide Program at Lord Fairfax Community College. Upon the successful completion of this program, the student will receive a Certificate of Completion from Lord Fairfax. Graduates are then eligible to apply to take the certification exam to become a Certified Medication Aide (CMA).

Use this handbook along with the Lord Fairfax Community College Student Handbook, (<https://lfcc.edu/current-students/student-life/student-resources/policies/student-handbook/>) and the Medication Aide Syllabus to assist you in being successful in this program.

### **Admission Requirements**

1. Students must complete registration for the class, at the Workforce Solutions office, including the payment to LFCC.
2. Workforce students must earn a Career Readiness Certificate prior to registration. (Please see page 4 for more details.) **OR** students may take the placement test needed for credit admissions and test out of Math 1-3 and English 111.
3. Students must have an active AHA BLS CPR certification before the start of the class. If anyone doesn't currently have this, they must obtain this on their own as an extra expense.

**Documentation Required** (Each prospective student will be responsible for obtaining documentation on their own and at their own expense.)

**At least one month prior to the start of class**, registration must be completed so that there is sufficient time to complete the following tasks:

1. Drug and Urine Screening\*
2. Criminal Background Checks\*
  - a. Any felony charges and some misdemeanors charges will exempt you from the program. For a more complete listing, please see [https://www.vdh.virginia.gov/OLC/Laws/documents/barrier\\_crimes\\_guide.pdf](https://www.vdh.virginia.gov/OLC/Laws/documents/barrier_crimes_guide.pdf)
3. Current Physical Exam with TB test and current immunizations\*

***\*\* If students have completed the nurse aide program through LFCC within the last year, they will only need to complete a urine screen.***

\*Required by the clinical facilities and must be completed prior to the start of class.

## **Books/Tuition/Fees**

The cost of the class includes tuition, book, a stethoscope/BP cuff, and WorkKeys Assessment. Additional expenses include a pair of scrubs (around \$25-35), a watch with a second hand, white/black nursing non-slip shoes, background check, physical and drug screen. The certification exam must be taken at a PSI testing center which costs \$70 and is not included in tuition.

## **Student Learning Objectives /Course Outlines**

This Medication Aide Program prepares students to safely administer, or to assist in client self-administration, medications in specific settings. This class includes lecture, skills lab, and clinical experiences. Students will be able to facilitate or assist the client with administration of insulin, prepare for safe administration of medications to clients in assisted living facilities, maintain aseptic conditions, understand basic pharmacology, follow appropriate procedures for documentation and much more!

- Students will be using Canvas as a part of this course. **Computer/Internet access is required for this course.** For more information on Canvas, please check out this website: <https://lfcc.edu/lfcc-online/canvas/>. Information on how to access Canvas will be given about a week before the start of the course.

## **Attendance Policy**

Students are expected to be present, on time, and ready to participate at all regularly scheduled classes, laboratories, or clinicals. Classroom and clinical attendance is **MANDATORY** in order for you to meet course requirements. This is a rigorous program and attendance is vital to your success.

## **Cancelled Classes**

If for any reason, the instructor needs to cancel a class, each student will receive an email and phone call as soon as the instructor has notified the college. Lord Fairfax Community College uses LFCC Alert to immediately contact you during a major crisis or emergency. All weather-related cancellations will also be relayed through LFCC Alert.

Please register all of your information at: <https://www.getrave.com/login/lfcc>.

Please be sure to pay close attention to the specific campuses that might be closing.

## **Cell Phone/Electronics Policy**

Cell phones may not be used during class or clinicals for texting, talking or Internet usage. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during the class.

## **Grade Policy**

1. Students will earn a pass/fail for this class. College credits will be not awarded for this class if it is taken through Workforce Solutions, as the credential is the award for successful class completion. Students do need to maintain an 80% average in order to participate in clinicals and successfully complete the class.
2. Students can earn a Credit for Prior Learning (CPL) towards the Patient Care Technician Career Study Certificate (CSC) upon earning the credential. This is a fantastic way to continue your education!

## **WorkKeys Assessment**

Since students are not required to take the usual college entrance exams, and this class requires a certain level of academic rigor, students must take the Work Keys assessment and earn a credential before enrolling in the class. Workforce Solutions wants to ensure that everyone is prepared and successful in this class.

**WorkKeys** is a job skills assessment system that helps employers develop a high-performance workforce and job seekers promote career success. If students are interested in enrolling in the Nurse Aide class, the Work Readiness Assessment must be taken before registration and a Career Readiness Certificate (CRC) must be earned. Students must earn a Bronze, Silver, Gold or Platinum CRC.

If you want more information or if you would like to see sample questions, please go to:

<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys.html>

This test is offered every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month and will start at 2pm at the Middletown Campus. This test typically takes 3 hours to complete. Please be aware that during the holidays, this schedule is subject to change. If you need to take this for a class in Fauquier, and you cannot attend the class in Middletown, please contact Tonya Thornhill for potential other dates/times. (540-868-0771)

## **Refunds**

**No refunds will be given if a student is dismissed from the program. Students may follow the college's grievance process if they wish to have their decision reviewed. Please see Workforce Solutions policy on refunds before the class begins.**

## **Health Insurance**

Students are **required** to have health insurance throughout the duration of the class, as mandated by the clinical sites.

## **Criminal Background Checks\***

The student is required to undergo criminal background checks. Since a clinical agency may deny any student who has a criminal history access to its clinical units, applicants who present with a criminal history will be administratively withdrawn from the program and no refunds will be given. This is why this must be completed before the start of the class. Click on the link above to see what barrier crimes are included.

## **Drug and Alcohol Screens\***

The student is required to undergo drug screens. Since a clinical agency may deny any student who has a positive drug screen access to its clinical units, applicants who present with a positive drug screen will be administratively withdrawn from the program. **LFCC and Healthcare Facility may conduct random drug screens at ANY point throughout the program.**

**\*\*\*\* NOTE: This document is subject to change based on the needs of the program. Class requirements are subject to change when following the instructors course syllabus based on the needs of the program.\*\*\*\***

### **Process to Complete Registration**

1. Sign up to take the WorkKeys Assessment
2. If you earn a Career Readiness Certificate (CRC), register for the Medication Aide class with Workforce Solutions. Please register in person at the Workforce Solutions office at the LFCC Middletown Campus.
3. You will then get an email with the background check, physical and drug screening information about 2 weeks before the start of the class. This must be completed in advance of the start of the class.
4. Get a **Maroon** pair of scrubs from the Winchester Uniform store, white/black non-slip nursing shoes, and a watch with a second hand before the start of the class.
5. Your textbooks/stethoscope will be given to you the first night of the class.

### **Approximate Additional Costs**

1. Tuition -\$645 (includes tuition, book, stethoscope/BP Cuff, WorkKeys)
2. Physical (depends on personal variables, including vaccinations)
3. Background check / drug screen- \$76
4. Uniform from Winchester Uniform store - \$25-35 depending on size
5. White or black, non-slip shoes (depends on personal variables)
6. Watch with second hand (depends on personal variables)