



Medication Aide Student Expectations

The medication aide course consists of the 6-hour Prepare to Care Core education, 42 hours of classroom work, 10-20 hours of clinical at the work place supervised by Iowa RN, and the state final written exam with 80% or better score. The purpose of this course is to prepare individuals to safely administer non-parenteral medications in agencies/facilities licensed by DIA. The emphasis is on safe administration and students are provided with classroom, laboratory and clinical experiences to assist in achieving the course competencies.

Course pre-requisites include: the student must be drug free, working in an agency/facility licensed by DIA. If employed in a certified nursing facility you must be employed for at least 6 months and be sponsored by the facility. If employed in a residential or related type of agency licensed by DIA you must provide a letter of recommendation from the administrator of the facility in which you are employed. All participants must satisfactorily complete the Prepare to Care Core (6 hour) module prior to progressing onto the Medication Aide course. The Prepare to Care Core content will be covered in the first 6 hours of class. **Students cannot miss the first 6 hours or first two class sessions.** If you miss the Prepare to Care Core content you cannot continue in the medication aide class. At the time of enrollment each student must identify the RN who will supervise the validation of competencies in the clinical/employment area. Students must purchase and bring to class with them the text book Mosby's Textbook for Medication Assistants, by Sorrentino & Remmert ISBN #978-0-323-04687-9. All pre-requisites must accompany the registration. This class cost includes the state exam.

Welcome: the Medication Aide class has four components that comprise your grade or the pass/fail status for the class and your certificate of completion. 1. Classroom attendance and participation. 2. Quiz and final exam scores of 80% or above. 3. Classroom and lab proficiency in medication administration. 4. Proficiency and complete documentation of medication administration at your workplace directly supervised by Iowa RN.

Attendance: You are enrolled in the Medication Aide Class. The Medication Aide class is a minimum of 56 hours of classroom and clinical time. It is imperative that you attend every class in order to meet the learning objectives. It is strongly recommended that you have 100% attendance in the class so you can keep up with the content that is taught at each class. You will only be allowed to miss a total of 7.0 hours of class time or two class sessions. **No exceptions.** If you miss more than 7.0 hours of class time you will not successfully complete the course, you will not be given a certificate of completion. If you miss class time you will have homework assignments to make up in a specified time. You must also be awake and attentive during all class sessions.

Illness, accident, family emergencies: If you are ill, under a physician's care and must remain at home, hospitalized, or have a family emergency and need to miss class please contact the Health Education Coordinator at IVCE at 641-752-4645 or your instructor, Leanne Kruse at lkruise68@gmail.com, or (641) 750-0390.

All other absences: If you need to be gone from class for other reasons please pre-arrange this absence with your instructor so your course work can be made up ahead of time and you will keep up with the content covered.

No Call No Show: Students who are a "No Call No Show" are expected to contact the instructor or Cheryl Little as soon as possible and at a minimum before the next class to advise us of your situation. If we do not hear from you we will assume you are dropping the class and no refunds are granted.

Classroom participation and homework: You will get out of this class what you put into it. As a participant in this class you are advised to read your book, participate in classroom discussions and ask questions. There will be outside homework assignments that must be completed on time. You will need to learn and memorize the medication classifications, medications, indications, contraindications, desired effects, side effects, abbreviations, and more. Discussions that take place during class are to be treated as confidential health care information and not shared in any capacity.

Cell phones, tablets, lap tops, electronic devices: Lap tops can be used during class to take notes and perform classroom related activities. All other electronic devices are not allowed to be on during class time so you are not distracted. Please switch your cell phones to vibrate during class time. You will have breaks during which you can check communications on your electronic devices.

Classroom Lab Skills: Students must demonstrate excellent proficiency in the classroom lab skills to successfully complete the course.

Allergies and medical conditions: Please let your instructor know if you have latex allergies or any other allergies or medical conditions that could affect what you do in class. If you do not feel comfortable discussing it in front of the class, you can feel free to speak with her privately. We want to be sure to protect the students from any allergen exposures or situations that would exacerbate a medical condition.

Social Media: Any posting of content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal is prohibited.

Food and snacks: You can feel free to bring food/snacks to class as you need.

Responsible Student Behavior: All college campus locations and clinical sites are drug/alcohol/smoking/tobacco/e-cigarette free and no firearms are allowed. Students are expected to be courteous, polite, cooperative with each other, with instructors, and with staff. Any criminal activity should be reported by calling 911 and reported to the instructor or coordinator.

Required Medication Administration Experience at Your Employer: In order to participate in the required clinical/employer experience you must meet the attendance requirements, demonstrate proficiency in the classroom lab skills, and have a cumulative quiz score of 80% or above. You will have a maximum of 6 months to complete the 10-20 hours of lab skills at your employer. After the lab skills are complete the state final exam will be administered to you. The state final exam for your class will take place on Tuesday, Nov. 19, 2019 at 10:00 am at IVCE room 614.

Refund and cancellations: No refund will be granted after the first class. If you are dropping the class you must notify Iowa Valley Continuing Education in writing. Iowa Valley Continuing Education reserves the right to cancel this class due to circumstances beyond our control or due to low enrollment.

As a student enrolled in the Medication Aide class my signature indicates that I have read, understand, and agree to abide by the above policies related to this class.

Student Signature _____ Date _____

Student Print name _____