



# Medication Manager January – June 2019

**Purpose:** This course is designed to prepare individuals to safely administer or supervise self-administration of non-parenteral medications in a 15 bed or less residential program, a child caring program, supervised apartment living or community based living. Course is approved by the State of Iowa Board of Pharmacy Examiners, the Iowa Department of Inspections and Appeals, and the Iowa Department of Human Service.

## **Dates/Time/Course Numbers:**

Tuesdays and Thursdays, Jan. 22, 24, 29, 31, 2019 with a snow date of Feb. 1, 2019 from 10:00 am – 2:00 pm with instructor Linda K Smith, RN. Course Number 4300002(1375), registration deadline is 1-15-19.

Tuesday and Wednesdays March 19, 20, 26, 27, 2019 with a snow date of Thursday March 28, 2019 from 10:00 am – 2:00 pm with instructor Leah Cox, RN. Course Number 4300002(1376), registration deadline is 3-7-19. The offices of Iowa Valley Continuing Education are closed for spring break March 11-15, 2019.

Tuesdays and Thursdays, April 30, May 2, 7, 9, 2019 from 9:00 am – 1:00 pm with instructor Linda K Smith, RN. Course Number 4300002(1377), registration deadline is 4-23-19.

Tuesday and Wednesdays June 11, 12, 18, 19, 2019 from 10:00 am – 2:00 pm with instructor Leah Cox, RN. Course Number 4300002(378), registration deadline is 6-4-19.

**Location:** The classroom is located on the southwest side of the MCC campus. Enter the campus using the very south entrance by the baseball diamond, drive a short distance and you will see a big parking lot to your left, turn in here. You will see a flag pole, entrance #11, and outside of the building it says Continuing Education and Conference Center. Enter door #11, you will be in a lobby area, and class will be held in room 616.

**Cost:** \$99

**Additional information for employers and students:** Employers will have a supply of the Medication Manager books so you can have your employees read units one and two and learn the medical terms in the glossary prior to the first class. Students will have additional reading assignments for each class. 100% attendance and a score of 80% or above on the final exam are required to obtain their certificate of completion. If a student misses a class they are not allowed to continue in the class. No refunds will be granted for absent students or students that do not pass. Students that are absent or do not pass the final exam will need to be enrolled in and pay for the next Medication Manager class.

**Refund:** No refunds granted after registration deadline or for students that do not complete/pass the class.

**Cancellation:** Iowa Valley Continuing Education reserves the right to cancel classes due to low enrollment or due to circumstances beyond our control.

**Online registration and payment can be completed at:**

[https://iavalley.augusoft.net/index.cfm?method=ClassListing.ClassListingDisplay&int\\_category\\_id=4&int\\_sub\\_category\\_id=13&int\\_catalog\\_id=](https://iavalley.augusoft.net/index.cfm?method=ClassListing.ClassListingDisplay&int_category_id=4&int_sub_category_id=13&int_catalog_id=)

*The online registration will require your name, home address, contact phone, birthdate, email address and credit card number.*

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone (    ) \_\_\_\_\_

Email address \_\_\_\_\_

Credit Card Payment \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Employer Information:** Third Party Billed Registrations: call 641-752-4645 to enroll your staff and bill your organization. Employers registering employees will need to provide all of the above information for each employee at the time you enroll the employee. The employee should receive an email confirming their registration in the Medication Manager class and the employer as the third party entity paying for the class will receive the invoice via email.

Employers are responsible to communicate the information about the Medication Manager class to their employees and provide the IVCE Medication Manager book to the employee with the directions on reading and homework to be done prior to the first class. Employers can keep the Medication Manager notebooks and re-use them with future staff who are attending the Medication Manager classes.

Information about weather related cancellations or delays can be found on

- Telephone 1-800-284-4823 or 641-752-4645, recorded message about delays or closing of classes
- Local radio stations KIX 101.1FM, KFJB 1230AM, KDAO 99.5FM/1190AM, WHO 1040AM.
- TV stations KCCI TV-8, WHO TV 13, WOI TV 5
- Internet at [www.IowaValley.com](http://www.IowaValley.com)

This class flier can be found at <https://ce.iavalley.edu/workforce-education/health/direct-care/>

*It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq).*

*Iowa Valley Continuing Education students who feel they have been discriminated against are advised to contact Jacque Goodman, Equity Officer, at 641-844-5640 or [Jacque.Goodman@iavalley.edu](mailto:Jacque.Goodman@iavalley.edu). Complaints may also be filed with the Director of the Iowa Civil Rights Commission in Des Moines at (515) 281-4121 and/or the U.S. Department of Education, Office of Civil Rights, at the Chicago office, 500 W. Madison St., Suite 1475, Chicago, IL 60661; (312) 730-1560. Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.*