



## MEDICATION AIDE (MA) FACULTY-LED PROGRAM

Caregiver Training Institute invites you to enroll in our Medication Aide (MA) Faculty-led Training Program. Students will receive training on how to administer non-injectable medications, prepare and administer routine medications to patients, stock and maintain a sufficient drug inventory to ensure adequate supplies, and how to document the administration and effectiveness of medications, taking note of any adverse side effects. Upon successful completion of the program, students will be issued a *Certificate of Completion* and be eligible to apply for certification as a CMA by competency examination with the OSBN.

### Course Options

- **Our OSBN approved MA programs are comprised of 88 hours of instruction**, divided into 54 hours of classroom, 10 hours of skills lab instruction, and 24 hours of supervised instruction in a clinical setting.
- **Classes are offered on alternating day, evening, and weekend schedules year-round. Classes range in length between 3-to-6 weeks.**
  - ✓ **Day Classes** allow students to complete the program quicker. (3 weeks)
  - ✓ **Evening Classes** give students more time to read and absorb the required chapters, review, and prepare for exams. (4 weeks)
  - ✓ **Weekend Classes** are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules. (6 weeks)
- **Students have the option of attending the didactic lecture/planned lessons portion of the program either in a residential classroom setting or a hybrid virtual class setting.**
- **In-person skills labs of up to 10 students per instructor are held on campus** and provide hands-on practical experience to allow students to develop their skills.
- **Supervised one-on-one clinical practicums** at a healthcare facility give students practical work experience and the opportunity to put what they have learned into action by working directly with patients.
- **Students enrolled in the Virtual option of this course, after September 1, 2024 will be required to complete an online learning assessment prior to enrollment.**

### Eligibility Criteria

- **Students must be at least 18 years of age.**
- **Students must be able to read, write and communicate in English at the sixth-grade level or above.**
- **Students must complete a state and national criminal background check.**
- **Students must certify they are free from contagious disease, physically and mentally fit, and be able to successfully participate in skills labs and clinicals.**
- **MA students must be listed on the OSBN registry as a CNA in good standing prior to attending class. NO EXCEPTIONS.** *Students transferring from another state must wait until they are listed on the OSBN website as a CNA in good standing in Oregon to enroll in the MA program.*
- **MA students must have graduated from an approved basic nurse aide education program at least six (6) months prior to enrollment in the Medication Aide training program.**
- **OSBN regulations require MA students provide documentation of at least six months (6) months full time experience, or the equivalent in part time experience, as a Nursing Assistant Level 1 since graduation from a basic nursing assistant training program.**
- **It is a condition of the program that *at least five (5) business days prior to the first day of class, MA students must provide a letter from their current employer or a former employer, stating they were a paid employee under the supervision of a nurse, their time on the job, and the position they were***

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employed in since the completion of their NA-1 training program. If a MA student worked in an assisted living facility or a home care agency, the nurse must have supervised the student's work and written the care plans for the clients the student cared for.

### **Registration Steps**

#### **REGISTRATION INTO A CLASS IS CLOSED TWO (2) BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS**

*Students must submit their Program Registration Packet and Eligibility Documentation at least two (2) business days before the first day of class.*

- PRIOR TO ENROLLMENT**, students must acknowledge they have received, reviewed, understand, and agree to:
  - The policies and requirements covered in the **Caregiver Training Institute, a Division of Bryan University, Course Catalog**; and
  - **The Criminal history requirements and policies found in the in the (1) Board of Nursing (OSBN), Chapter 831, Division 1, Rules of Practice and Procedure, 851-001-0115 Criminal Background Checks; and (2) The Department of Human Services (DHS) Chapter 407, Division 7, Criminal History Checks, 407-007-0000 Purpose and Scope.**
- Submit completed, signed, and dated CTI Program Registration Packet**, which includes the *Enrollment Agreement and Financial Disclosure Statement*.
- Submit required eligibility documentation to the CTI business office.**
- Provide a copy of a current government issued, signature-bearing, color PHOTO ID with your legal name and birth date for identity verification.**
- RESERVE A SPOT!** When registering for a class students must **SELECT A CLASS SCHEDULE** and make a **MINIMUM \$800 TUITION DOWN PAYMENT** on their program tuition to **RESERVE THEIR SEAT** in an upcoming class. Before a payment reserving a student's seat in class will be accepted, a student must have submitted their completed registration packet and any required pre-registration eligibility prerequisites.
  - **A \$125 NON-REFUNDABLE enrollment processing fee** is Included as part of the tuition payment.
  - **Students must pay their \$1,600 PROGRAM TUITION in full at least two (2) business days prior to the first day of class**, unless they have made a minimum \$800 tuition down payment and set up a **TUITION PAYMENT PLAN** at the business office **at least two (2) business days prior to the first day of class.** (*Sponsored and partially sponsored students are not eligible for a payment plan.*)
  - **Tuition final payments must be received no later than the business day prior to the final exam** or the student will incur an additional **\$75 late payment plan fee and they will not be eligible to take their final exam.** *Student programs will be placed on hold until they have made their final tuition payment and late payment fee.*
- Pay your MA Skills Lab Supply Fee (\$20) and Drug Screening Fee (\$60) prior to the first day of class.** (*available for purchase ONLY THROUGH THE SCHOOL.*)

#### **A Well-Groomed Professional Appearance is required throughout the MA Program**

*Hair is to be pulled back and confined. Beards neatly trimmed. Tattoos must be covered. Minimal jewelry. False fingernails and chipped nail polish are not allowed. No fragrances.*

#### **Required Items for the First Day of Class**

- ✓ **Name Tag, Course Pack, 140 Must Know MEDS** (*provided by the school*).
- ✓ **MA Program Textbook: \$90.00** (*available for purchase at the school*).
- ✓ **CTI MA Program Workbook: \$40.00** (*available for purchase ONLY AT THE SCHOOL*).
- ✓ **CURRENT EDITION Nursing Student Drug Book: \$55** (*available for purchase at the school*).
- ✓ **Watch w/second hand** (*not digital*).
- ✓ **Note-taking Supplies:** paper, post-it flags, notebook/3-ring binder, highlighters, black pen, pencils, etc.
- ✓ **Dress Code:** Neat, clean, clothing that fits well (*not tight or revealing*); is in good repair (*not frayed, ripped, torn*) is to be worn during class sessions. Shorts, skirts above the knee, or sagging are not allowed.

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- ✓ **Masks:** The use of face masks is optional, but students are welcome to wear PPE if they prefer when attending class or while they are on campus. *Masks must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.*

### **Required Items for Labs & Clinical**

- ✓ **Dress Code: Name Tag, Scrubs Uniform:** *(any color, pattern-2 sets recommended).*
- ✓ **Shoes:** *(athletic shoes, fully enclosed non-skid soled work shoes).*
- ✓ **MA Program Textbook, CTI MA Program Workbook, 140 Must Know MEDS, Nursing Student Drug Book, Watch w/second hand (not digital).**
- ✓ **Note-taking Supplies.**
- ✓ **Masks/PPE:** The use of PPE is required in clinical, but the use of face masks is optional in labs.

### **Required Clinical Documentation Deadline**

All clinical eligibility documentation must be completed, submitted, and confirmed by the school **BY THE FIRST DAY OF LABS, OR STUDENTS WILL NOT BE ALLOWED TO TAKE THEIR FINAL EXAM** and will be **REMOVED FROM THEIR SCHEDULED CLINICAL ROTATION AND MOVED TO A WAIT LIST** to take their final exam and go into the clinical setting.

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- Substance Abuse Screening:** Drug screenings must be completed and results received by CTI.
- Negative TB Screening:** Submit documentation of a current negative TB test via a QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), and/or current Chest X-ray for TB.
- AHA BLS CPR Card:** Submit a current AHA BLS CPR card to the business office, or **sign up for CPR class at the school - \$80.00. CPR classes scheduled through the school must be completed by the first day of labs, and e-card documentation must be submitted to the school business office prior to the beginning of the student's clinical rotation.**
- COVID-19 Vaccine:** Caregiver Training Institute's healthcare facility training partners require MA students to either submit: documentation confirming that they have been fully vaccinated vaccinated (*14 days past last required dose*) against COVID-19; or submit a COVID-19 vaccination exemption form. Students who receive exemptions may be required to follow additional safety measures in clinical rotations. CTI COVID-19 vaccination exemption forms are available at the schools's business office.
- OHA Immunization Documentation is NOT REQUIRED:** CTI has obtained exemptions from OHA regulations from its' clinical MA training partners for the following immunization documentation: Hep B (Hepatitis B), MMR (measles, mumps & rubella), Tdap (tetanus, diphtheria & pertussis) and Varicella (chicken pox).
- Influenza (Flu):** Students **may be required** to obtain and provide documentation of current Influenza immunization when the injection is available during the flu season. Hospitals will notify the school of timeframe requirements.

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