



Course Catalog - 2017

- ❖ Nursing Assistant Training
- ❖ Medication Management for Assisted Living Facilities -16 hr Training

MÀJEN

MÁJEN, LLC
1005 Terminal Way, Suite 145
Reno, Nevada 89502
(775) 762-8039

Catalog effective 9/1/2016

About our school

Katie Grimm and Jennifer Powers saw a need for the training of caregivers in Nevada. As a result, MÁJEN was started in 2001 initially offering certification training for caregivers in Assisted Living Facilities. Course offerings included Medication Management Certification and First Aid & CPR. In 2005, a course in Medication Management for Supported Living Arrangements was added, followed by juvenile detention agencies and foster caregivers. In 2014 Nursing Assistant Training was added to the course offerings.

The Nursing Assistant course was approved by Nevada State Board of Nursing (NSBN) and Commission of Postsecondary Education (CPE) in September 2014. On September 1, 2015, MÁJEN was awarded a full term license from CPE.

Medication Management Training was initially approved by HCQC in February 2001 and added to the CPE license in September 2016.

Our Mission

To invest in each person's future success by providing a superior education with highly qualified instructors in a quality environment.

Ownership

Jennifer Powers, CEO
Mary Kate Grimm, Partner

Director

Jennifer Powers

Academic Director

Mary Kate Grimm, RN BSN MBA

Faculty

Tami Carbonell, RN Lead Instructor
Casey Lenzora, RN
Nicole Noland, RN
Jennifer Powers

Facilities

MAJEN, LLC
1005 Terminal Way, Suite 145
Reno Nevada 89502

- MÁJEN, LLC training and classroom facility is 2,415 sq feet, and accommodates a maximum of 35 students in a classroom style seating. The classroom is equipped with a Power Point projector and screen, 75 inch TV with DVD player, and Wi-Fi and internet access.
- All theory, lab and clinical education for the Nursing Assistant program are held at:
Saint Mary's Regional Medical Center
235 W. Sixth Street
Reno Nevada 89503

MÁJEN, LLC has contracted with Saint Mary's Regional Medical Center for use of their clinical lab, SIMs lab, and class room facilities. The classroom holds 30 people comfortably and is equipped with PowerPoint and wireless access. Lab facilities include Simulation manikin and areas equipped to practice all required skills. All clinical education will be held at Saint Mary's in various areas of the hospital.

MÁJEN's administrative offices are located at:

1005 Terminal Way, Suite 145

Reno, NV 89502

Business hours 8 am- 5 pm Monday thru Friday,

Observed holidays include:

New Year's Day.....January 1

Independence Day.....July 4

Thanksgiving Day.....Fourth Thursday in November

Christmas Day.....December 25

Refund/Cancellation Policy:

Cancellation

24 hours' notice prior to the start date for cancellation or re-scheduling registration is advised.

Refund

If a student cancels his or her enrollment before the start of the training program, the student shall be refunded all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

Refunds owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

- (d) Last day of attendance of a student.

That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student

❖ Nursing Assistant

Course dates:

<u>Start Date</u>	<u>End Date</u>
October 2, 2016	November 7, 2016
January 22, 2017	February 27, 2017
April 2, 2017	May 21, 2017
July 9, 2017	August 21, 2017
October 1, 2017	November 6, 2017

Each course is 6 weeks.

Enrollment requirements

Persons wanting to enroll in our Nursing Assistant Training Program must complete the enrollment agreement and interview with the school's director. This process ensures each prospective student is capable of completing the program, and understands the admission requirements outlined below:

1. Evidence of a High School diploma or High School Equivalency
2. Documentation of current immunization status:
 - a. **Measles, Mumps, and Rubella** immunization
 - b. **Hepatitis B** series immunization or evidence of immunity
 - c. **Diphtheria/Tetanus** immunization with a **Pertussis booster** within the previous ten years
 - d. **Varicella**: Physician's documentation of history of chicken pox with a positive titer or immunization

Nursing Assistant continued

3. TB screening per NRS 441B (two step)
4. A valid Healthcare Provider CPR card sponsored by the American Heart Association

5. Drug test performed in accordance with the information from www.mystudentcheck.com (within 30 days of the start of class)
6. Background check through www.mystudentcheck.com (within 30 days of the start of class)

Program Costs

Fee schedule and refund policy for students enrolled in MAJEN's CNA course. These costs are approximate and subject to change.

Tuition	\$2,100.00
Textbook & workbook	included in tuition
HCP CPR and Blood Borne Pathogens handbooks	included in tuition

Additional costs to student not included in tuition:

Required uniform for clinical experience

Navy blue scrub top & bottom	\$ 30.00**
White shoes	\$ 45.00**
Stethoscope	\$ 50.00**

Costs for clinical education

Background check for clinical education	\$ 55.50
Drug testing for clinical education	\$ 46.00
TB testing(two step) for clinical education	\$ 60.00

Costs for licensing

Finger printing/background check for licensing	\$ 50.00
License application	\$ 50.00
Clinical skills and written test (first time) licensing	\$ 150.00
Clinical skills (retake)	\$ 97.50
Written exam (retake)	\$ 52.50

** approximate cost/cost may vary

Payment policy

A deposit of \$1,100.00 is due at the time of registration and the balance of \$1,000.00 is due on the first day of week two. Non-payment in full will withdraw the student from the program. If full payment is made and the student missed only two theory or clinical sessions, the student will be re-admitted and allowed to make up the missed time, if the schedule allows.

Nursing Assistant continued

Theory and Clinical Hours

Total hours 144

Theory and clinical classes will meet for 24 hours per week for 6 weeks. Scheduled days and times will vary for each scheduled 8 week session. Schedules will be available prior to the beginning of each session.

- Each session will end 6 weeks from the start date
- Registration will be accepted up to the start day of each session
- Withdrawal from the program needs to be made in writing and a penalty may apply

Credit for Previous Training

Due to the short term of the program and the nature of the training offered by MÁJEN, prior credit will not be given.

Conduct

Unsafe & Unsatisfactory Performance

Any student, who does not perform nursing intervention safely, in accordance with standard of practice and supervisors instructions, may at the digression of the instructor be excluded from the clinical area. Immediate dismissal from the course may occur at any time when a client's safety is jeopardized by a student's actions. In the event unsatisfactory academic or clinical performance occurs, including adherence to the policies outlined below, the student will receive:

First offence - Verbal warning

Second offence - Written warning

Third offence - Dismissal. Refund policy applies.

Sever infractions that would prevent the student from completing their clinical education may demand immediate dismissal. See below 'Clinical Performance and Counseling' Standards, for the list of offences.

Re-Admission – *A student may apply for re-admission if the student:*

1. Left the program in good standing, the student may register for the next available course, all previous hours are forfeited, and all fees and tuition apply
2. Dismissed from the program, the student may write a letter of appeal to the Program Administrator. Re-admission is at the digression of the Program Administrator

Clinical Performance and Counseling

Standards

Students are expected to maintain high moral and ethical standards during class and clinical rotations. MAJEN, LLC maintains the right to immediately dismiss any student for the following infractions:

1. Falsification of any records including patient and student records
2. Carelessness or violations of Facility rules and procedures which could jeopardize the safety of self or others or and/or which could result in bodily injury or damage to Facility property
3. Failure to apply clinical principles learned in class and laboratory sessions
4. Disorderly conduct including fighting, horseplay, threatening, or abusing any individual, patient, visitor, or member of the public. Immoral or indecent conduct
5. Refusal to follow the instruction of the clinical instructor, clinical preceptor, or unit leadership

Nursing Assistant continued

6. Distribution, use, possession, purchase or sale of or being under the influence of alcohol, narcotics, intoxicants, drugs or hallucinatory agents during class or clinical rotations

7. Use of alcohol or drugs while in a student uniform
8. Threats of violence, acts of violence, terrorist threats or acts of terrorism against the Facility, patients, employees or the general public
9. Sleeping during clinical rotations
10. Stealing from the Facility, fellow students, patients or members of the public, regardless of the amount. Soliciting tips, gifts or other gratuities or favors from patients or their families
11. Possession of weapons or explosives on Facility premises
12. Disclosure (whether negligent or intentional) of confidential information pertaining to patients including, but not limited to the violation of the Patient's Right and Confidentiality Policies and the Health Information Portability and Accountability Act (HIPAA)
13. Repeat tardiness or unexcused absences
14. Cheating or plagiarism

Completion of the program requires that each student passes all exams including the final exam with a minimum of 80%, adequately performs all clinical skills as determined by instructor's discretion. Any student who falls below the minimum standards will be placed on probation and remedial training and work will be available to improve their grade and performance. If a student is not able to complete the remedial training, and meet the testing passing rate of 80% will be dismissed from the program. Readmission may be offered at the discretion of the Director, Academic Director, and instructors. Additional fees apply.

Counseling

A counseling conference can be initiated by either the instructor or student and other individuals may be asked to attend.

Appeals Process

Appeals must be submitted in writing to the facility's administrator, and will be reviewed by the facility and/or administration. Responses will be in writing.

Clinical Dress Code

- Solid navy blue scrub top and pants. Must be cleaned, pressed and in good condition, and not excessively tight or revealing
- No canvas or open-toe, or high heeled shoes. Open-back shoes are permitted, but must be worn with the strap in position to hold the shoe on. Sport/tennis shoes are acceptable, but must be white with a minimum of decoration
- Hose/socks must be worn at all times in clinical areas
- Any shirt worn under the uniform top must be navy blue only, without decoration
- Saint Mary's issued badges are to be worn at all times on the upper torso (**above the waist**) during lab and clinical sessions so that it may easily be read by patients, visitors, co-workers, and physicians. The picture and name are not to be obscured. Badges are property of Saint Mary's and must be returned at the end of the last day of clinical sessions. Lost badges must be reported to the instructor and the facility administrator **immediately**, and will be replaced at the cost of the student. The student's Certificate of Achievement **will be held** if the badge is not returned at the end of the course

Nursing Assistant continued

- No facial piercings, tongue rings, or nose ornamentation may be worn during lab or clinical settings

- Ears are to be the only visible site of piercing (standard gauge size)
- Tattoo(s) or/and body piercing(s), that are exposed are not considered appropriate during lab and clinical sessions and must be covered
- Please be aware and conscientious of your personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfume or cologne are inappropriate.
- Hair is to be clean, neat and safely secured so as not to compromise the patient's medical condition
- Jewelry is to be conservative in style and limited to a wedding ring and watch, preferably with a second hand and elastic band
- No nail extensions, false/fake nails, or nail are allowed. Finger nails should be short and clean
- Hair should be off the collar and contained off the face.
- No hats
- In order to safeguard against medical device malfunctions due to electromagnetic interference, and to safeguard patient confidentiality, cell phone usage is prohibited during lab and clinical sessions.
- No chewing gum
- No food is allowed in lab/clinical sessions. A non-reusable water bottle with a lid, no more than 20oz, is allowed

Attendance

Absence: The student **arrives 15 minutes after** the beginning of a scheduled theory, lab, or clinical or leaves 15 minutes before the scheduled end of class will be considered as an **absence**, and the student will be asked to leave.

Tardiness: The student arrives less than 15 minutes after the beginning of theory, lab, or clinical or leaves 15 minutes before the scheduled end of theory, lab, or clinical. **Two tardies will equal one absence.**

Attendance is necessary to all theory, lab, and clinical instructions. Absence due to a personal or family illness or some other **emergent** event from either theory or clinical is limited to **no more than two days**. **Only one** of the two **absences is allowed during clinical**. During theory and lab, students are required to be in the classroom and in their seats before the beginning of instruction, and during clinical hours, students are expected to be on the floor and prepared to begin the fifteen minutes before the shift begins. Tardiness will not be allowed during clinical. Any student who is tardy may be asked to leave that day's session. The makeup session is scheduled at the beginning of each course session.

Please note: In the event of illness or emergency, the student must do the following:

1. Notify the instructor scheduled for the day's session. Do **NOT** leave a voice mail, email, or text message. You must talk directly to the instructor
2. Follow up with the instructor regarding his/her absence and schedule the makeup

Documentation of illness or emergent event will be requested by the faculty. Make up time for missed theory, lab and/or clinical, as the schedule allows, will be required and is at the discretion of the instructor and facility administrator. More than two absences, for any reason, will withdraw the student from the program. Refund policy applies.

Nursing Assistant continued

Clinical Rotations

All clinical rotation are conducted throughout the program and held at Saint Mary's Regional Medical Center.

Coordination: Students are placed in clinical settings to practice skills learned in the classroom and lab and provide the best patient care possible. Students will work with a preceptor but may complete tasks independently as appropriate. In order to ensure patients receive high quality and safe care, students must ensure collaborative relationships with hospital staff and instructors.

THE STUDENT WILL:

1. Arrive at the designated clinical assignment 15 minutes before the shift is scheduled to begin
2. Notify the clinical instructor at least two hours in advance of an absence
3. Understand and follow hospital policies
4. Understand scope of practice and skill level. Only provide care in which you are qualified and competent
5. Not pass a patient call light
6. Actively seek help when uncertain of ability to perform tasks
7. Be a team member by offering assistance whenever possible
8. Seek out learning opportunities and discuss with preceptor and instructor
9. Report errors and omissions immediately and take necessary action
10. Report any illness or injury to instructor or unit supervisor immediately

Methods Instruction and Grading

- Lecture with media aids
- Lab demonstration and practice
- Clinical experience

Unit Tests

A passing grade is 80% for unit tests. Students will have the opportunity to re-take and pass the exam. Make-up exams and re-taking exams must be scheduled no more than one week from the original test date.

Clinical Evaluation

All clinical evaluations must be passed by an 80% prior to the final exam. Skills will be performed in lab by each student three times before they will be allowed to perform the skill in the clinical setting.

Final Exam

The passing score is 80% and students will have two additional opportunities to pass the final exam

Placement Services

MÁJEN, LLC does not guarantee employment.

Nursing Assistant Training

Curriculum by week and approximate hours

Day 1

Daily Schedule 6 am - 6 pm Lecture on ch 1-7, 15-17, 19, 21,24,25, 26 Homework: ch 1,2,3,4,5,6, 7, 12 Ch1 Intro to Health care agencies Ch 2 Person's rights Ch 3 The Nursing assistant Ch 4 Ethics and Laws Ch 5 Work ethics Ch 6 Communicating with the health team Ch 7 Assisting with the Nursing Process Ch 12 Safety	Lab skills for week 1 handwashing indirect care (7 in/out) manual blood pressure (50 blood pressures sheet) pulse & respiration making an occupied bed hand and & nail care bed bath
--	--

Day 2

Daily Schedule 6 am - 6 pm Lecture on ch 1-7, 12, 15-17,19,21,24,25, 26 Homework: ch 15,16, 17,19,21,24,25, 26 Ch 15 Preventing infection Ch 16 Body mechanics Ch 17 Safety moving and transferring the person Ch 19 Bed making Ch 21 Grooming Ch 24 Nutrition and fluids Ch 25 Nutritional support and IV therapy Ch 26 Measuring vital signs	Lab skills for the week 1 con't. handwashing indirect care (7 in/out) manual blood pressure range of motion hip knee ankle range of motion shoulder range of motion elbow to wrist foot care perineal care denture care
--	---

Day 3

Daily Schedule 6 am - 6 pm Lecture ch 8,9,10 Homework ch 8,9,10 Ch 8 Understanding the person Ch 9 Body structure and function Ch 10 Growth and development review & correct homework ch 1,2,3,4,5,6, 7,12,15,16, 17, 19, 21,24,25, 26 Quiz 7 in/out, & ch 1-7,12,15-17, 19, 21, 24, 25 & 26 review for Unit 1 exam	Lab skills for week 2 handwashing indirect care (7 in/out) manual blood pressure PPE on & off w/ urinary drainage bag reposition client in bed dressing & undressing client with weak side ambulation w/ gait belt 10 steps ostomy demo
---	--

Day 4

Daily Schedule 6 am - 6 pm Lecture ch 11,13,20 Lecture ch 14,18,22 Homework ch 11,13,20 Homework ch 14,18,22 Ch 11 care of the older person	Lab skills for week 2 handwashing indirect care (7 in/out) manual blood pressure mouth care feed in a chair
--	---

<p>Ch 13 preventing falls Ch 20 personal hygiene ch 14 restraint alternatives and safe restraint use ch 18 body mechanics ch 22 urinary elimination review & correct homework ch 8,9,10 Unit 1 test Review Unit 1 test Quiz on ch 8,9,10 Work on fingerprinting</p>	<p>pivot transfer from wheel chair to bed pivot transfer from bed to wheel chair assist client with bed pan catheter care</p>
--	--

Day 5

<p>Daily Schedule 6 am - 6 pm Lecture ch 23,27,28 Lecture ch 29, 30, 31 Homework ch 23,27,28 due Homework ch 29,30,31 due ch 23 bowel elimination ch 27 exercise and activity ch 28 comfort, rest and sleep ch 29 admissions, transfers, and discharges ch 30 assisting with the physical examination ch 31 collecting and testing specimens review & correct homework ch 11, 13, 20 review & correct homework ch 14, 18, 22 Quiz ch 11,13,20 Quiz on ch 14,18,22</p>	<p>Lab skills for week 3 handwashing indirect care (7 in/out) manual blood pressure (50 blood pressures sheet) pulse & respiration making an occupied bed ambulation w/ a gait belt, walking 10 steps denture care bed bath</p>
---	--

Day 6

<p>Daily Schedule 6 am - 6 pm Lecture ch 32,33 Lecture ch 34,35,36 Homework ch 32,33 Homework ch 34,35,36 Ch 32 The person having surgery Ch 33 wound care Ch 34 pressure ulcers Ch 35 heat and cold applications Ch 36 oxygen needs Review and correct homework ch 32, 33 Review and correct homework ch 34, 35, 36 Quiz ch 23,27,28 Quiz ch 29,30,31 Unit 2 test Vital signs test manual & auto</p>	<p>Lab skills for week 3 handwashing indirect care (7 in/out) manual blood pressure range of motion hip knee ankle range of motion shoulder range of motion elbow to wrist foot care perineal care</p>
--	---

(pass 1 of 3 tries)

Day 7

Daily Schedule 6 am - 6 pm

Lecture ch 37,38,39,40

Lecture ch 41,42,43,44

Homework ch 37,38,39, 40

Homework ch 41,42,43,44

Ch 37 respiratory support and therapies

Ch 38 rehabilitation and restorative nursing care

Ch 39 hearing, speech and vision problems

Ch 40 cancer, immune system and skin disorders

Ch 41 nervous system and musculoskeletal disorders

Ch 42 cardiovascular and respiratory disorders

Ch 43 digestive and endocrine disorders

Ch 44 urinary and reproductive disorders

Review and correct homework ch 32, 33

Review and correct homework ch 34, 35, 36

Quiz ch 32,33

Quiz ch 34,35,36

Lab skills for week 4

handwashing

indirect care (7 in/out)

manual blood pressure

PPE on & off w/ uniary drainage bag

reposition client in bed

dressing & undressing client with weak side

Day 8

Daily schedule 5:45 am - 6 pm

Clinical experience

Day 9

Daily Schedule 6 am - 6 pm

Lecture ch 45,46, 47, 48

Lecture ch 49,50,51,52

Homework ch 45,46, 47, 48

Homework ch 49,50,51,52

ch 45 mental health problems

ch 46 confusion and dementia

ch 47 developmental disabilities

ch 48 sexuality

ch 49 caring for mothers and newborns

ch 50 assisted living

ch 51 basic emergency care

ch 52 end of life care

Quiz ch 37,38,39,40

Quiz ch 41,42,43,44

Lab skills for week 5

handwashing

indirect care (7 in/out)

manual blood pressure

mouth care

feed in a chair

pivot transfer from wheel chair to bed

pivot transfer from bed to wheel chair

assist client with bed pan

catheter care

Day 10

Daily schedule 5:45 am - 6 pm

Clinical experience

Day 11

Daily Schedule 6 am - 6 pm Quiz ch 45,46, 47, 48 Quiz ch 49,50,51,52 Unit 3 test Written Final exam	Lab skills for week 6 Jepardy review unit tests & quizzes open lab
---	---

Day 12

Daily schedule 5:45 am - 6 pm Clinical experience **Turn in skill check list
--

Theory hours	60
Lab Hours	48
Clinical Hours	<u>36</u>
Total	144

**Hours are for a full class of 15 students

Number on classroom/lab hours prior to resident contact 16 hours

Length of program in weeks 6 weeks

Number of classes to be conducted in 12 months:
MAJEN will schedule a minimum of 4 courses in a 12 month period.

Number of student s who may enroll per program offering:
There is a maximum of 15 students per 1 instructor in a lab setting, and a minimum of 10 registered students for each session. There is a maximum of 15 students per 1 instructor in a clinical setting, and 30 students per session.

❖ Medication Management

Course dates:

<u>Start Date</u>	<u>End Date</u>
September 14, 2016	September 15, 2016
October 13, 2016	October 14, 2016
November 17, 2016	November 18, 2016
December 14, 2016	December 15, 2016
January 12, 2017	January 13, 2017
February 16, 2017	February 17, 2017
March 16, 2017	March 17, 2017
April 12, 2017	April 13, 2017
May 18, 2017	May 19, 2017
June 15, 2017	June 16, 2017

July 13, 2017

July 14, 2017

This course is 16 hours completed over two days.

Enrollment requirements

Students must be at least 18 years of age and working or intend to work as a caregiver for a residential facility.

Program Costs

Program fees are \$220.00, due at time of registration. Program fees include:

- 16 hour course
- Student handbook
- Certificate of completion (one copy)

Repayment of student loans and/or borrowed money is the sole responsibility of the student and not MAJEN, LLC.

Credit for previous training is not available for this course.

Conduct

Unsafe & Unsatisfactory Performance

Unsatisfactory conduct includes, disrupting other students with excessive talking, loud talking, cell phone use during the didactic instruction, and cheating on the exam. Cheating is looking on another student's answer sheet, asking/talking to another student during the exam, using student handbook or notes, and/or using a cell phone or other electronic device to look up answers or take pictures of the test or answer sheet.

Disruptive students will be asked to stop the behavior. Failure to do so will require their removal from the course and the student will forfeit their fees. Anyone caught cheating will be removed from the facility, forfeit all fees, and not allowed to re-test without attending the full course again at student's expense.

Counseling

A counseling conference can be initiated by either the instructor or student and other individuals may be asked to attend.

Appeals Process

Appeals must be submitted in writing to the facility's administrator, and will be reviewed by the facility and/or administration. Responses will be in writing.

Dress Code

Casual or business casual

Drug Free Environment

It is the responsibility of the Facility and all of its employees to maintain and promote a safe, healthful and efficient working environment and to deliver services to the public in a safe and conscientious manner. The use, misuse or abuse of drugs and alcohol poses a serious threat to the Facility, its employees, patients and the public. The Facility has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes that employee involvement with alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. Accordingly, students must report for work fit to perform their jobs. Possession, distribution, use, or sale of alcohol or any unlawful drug while on duty or on the Facility premises, or reporting to scheduled classes, labs, and clinical shifts under the influence of such substances is strictly prohibited. Misusing prescription medication and reporting to scheduled classes, labs, and clinical shifts under its influence is also forbidden. It is essential that all students comply fully with this policy. Students who violate this policy are subject to corrective or disciplinary action up to and including discharge from the program.

Electronic Devices

Personal Data Systems are not allowed during exams. All electronic devices including but not limited to cellular phones, pagers, and/or beepers are not acceptable in the classroom and must be turned off. They are disturbing to classmates.

In order to safeguard against medical device malfunctions due to electromagnetic interference, cell phone usage is prohibited in pre-designated areas of the Facility. Cell phone cameras, iPods, Blue Toothy, etc. are not allowed to be utilized without appropriate consent(s). Discretion and courtesy must be taken when utilizing cell phones in the Facility.

Care and use of equipment and supplies

You are responsible for using good judgment and care when using equipment and supplies of the Facility. Follow instructions and, if you have any questions, ask a knowledgeable resource. If you discover poor or malfunctioning equipment, please report the situation to your manager or supervisor, remove it from service, tag it and store it in a secure place. Employees who damage or destroy Facility equipment or who lose Facility equipment may be subject to disciplinary actions up to and including termination.

Attendance

Registered students should arrive 10-20 prior to the start time to sign in. Any student who arrives more than 30 minutes after the scheduled start time, returns from break time more than 15 minutes after the scheduled return will have to reschedule for the next class. If a student is unable to attend the second day of the course, they will be rescheduled for day 2 of the next course.

Methods Instruction and Grading

- Lecture with media aids
- Lab demonstration and practice
- Examination approved by Health Care Quality and Compliance

Exam

A passing score is 80% and students will have two additional opportunities to pass the exam.

Placement/Career Services

MÁJEN, LLC does not guarantee employment. A list of companies employing caregivers can be provided upon request. Companies wishing to post employment opportunities on our Facebook page will also be available.

Medication Management

Curriculum and approximate hours

Medication Basics- 4 hours

- A. Types & Routes of Medication
- B. Types of Packaging
- C. Resident's Rights (Six Rights)
- D. Abbreviations
- E. Military Time
- F. How to Read a Label
- G. Safe handling
- H. Special Assistance
- I. Liquid Medications
- J. Cut and/or Crush Medication
- K. Dispensing, Storage & Handling of Medications

Assistance in Medication Administration: What a Caregiver Should Know- 4 hours

- A. Nevada Administrative Codes (NAC) Concerning Medications
- B. Nevada Revised Statutes (NRS) Concerning Medications
- C. What a Caregiver Can and Can't Do
- D. Over-The-Counter Medications & Dietary Supplements
- E. As Needed Medications
- F. Controlled Substances
- G. How & Where to find Medication Information

Tracking & Documentation- 5 hours

- A. EXAMPLE: Medication Arrival/Delivery Log
- B. EXAMPLE: Medication Administration Record (MAR)
- C. Preparing a Medication Schedule
- D. As Needed (PRN) documentation
- E. EXAMPLE: Removal/Destruction Log
- F. Medication Refusal or Missed Dose Notification Form
- G. Changing a medication order
- H. EXAMPLE: Removal/Destruction Log

When Things Go Wrong- 1 hour

- A. What is a Medication Error?
- B. What to do When a Medication Error Occurs
- C. Finding Information
- D. Changes in Resident's Condition
- E. When to Call the Physician vs. 911

Medication Specific- 1 hour

- A. Common Medications for the Aged and Disabled
- B. Problems With the Aged and Disabled Population
- C. Medications for the Circulatory System
- D. Antidepressants
- E. Chronic Pain Medications
- F. Diabetic Medications