

Medication Aide Application/Registration Packet Spring 2019

Please read this entire packet very carefully and fill out all forms completely. Incomplete application packets are not accepted.

Application packet requirements are due in Student Services by **May 27th, 2019**.

Application Information:

1. Applications for the **Spring 2019** Program start date of June 3rd 2019, will be accepted until **May 27th, 2019** by 5 p.m.
2. **Incomplete applications will be returned to the sender.**
3. Prior to completion and submission of the application for this program, applicants must take the MTECH **Career Ready 101 Math and English Assessment**. This exam is free to take and can be completed during normal testing hours on a walk in basis at the Thanksgiving Point Main Campus. There is a waiting period of at least 24 hours for any repeat attempts. Please call the MTECH Testing Center for more information at 801-753-4110.
4. **To submit your application packet you may:**
 - a. Hand deliver your completed application to the Thanksgiving Point Student Services Office Monday through Friday from 8 am to 5 pm.
 - b. Mail your completed application to the following address:
 - Mountainland Technical College
 - ATTN: Medication Aide
 - 2301 W. Ashton Blvd.
 - Lehi, UT 84043
 - All mailed applications must be postmarked prior to **May 22nd, 2019**.
5. Submitting an application does not guarantee admission to the program.
6. The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities. Students must voluntarily disclose that they have a disability, request accommodation, and provide documentation of their disability. For more information, contact the MTECH Counseling Office at 801-753-4109.
7. This is a 109 clock hour program, including a 40 hour externship.

Signature: _____ Date: _____

Medication Aide Program Information

Program Description

This course is available to students after 2 years or 2,000 hours of experience. Under direction of a nurse, you will learn to safely administer routine medications to residents in a long-term care facility followed by careful monitoring and precise documentation. This is a great program to understand basic pharmacology, expand your CNA career, or a great step towards a nursing career.

Course Objectives

Students will gain the knowledge of the following:

- Describe the seven rights of medication administration and their application to safe medication administration
- Administer medications accurately, safely and document appropriately
- Demonstrate basic knowledge of purpose, actions & side effects of medications
- Demonstrate basic understanding of therapeutic communication
- Successfully complete the written and clinical examination approved by the Division of Occupational and Professional Licensing (DOPL) in collaboration with the Utah Board of Nursing

Student Attendance Policy

Due to the hands-on nature of the training received, attendance is very important in all MTECH programs. It is very difficult to make up missed training and as a result, **85% attendance** is required in all MTECH programs. However, due to state licensure requirements, some programs have stricter attendance requirements in order to receive the license. The instructors of those programs explain the attendance rules. Students are responsible to notify the instructor before upcoming absences or emergencies that may arise causing them to miss class.

Dress Code Policy

Medication Aide students are required to wear scrubs. A full set of scrubs are required. Students may not wear scrubs with any logos on them such as IHC or UofU etc. You can purchase your own or purchase MTECH scrubs from the bookstore. Closed toe shoes, in good repair, are to be worn at all times. No open toe shoes, flip-flops, or no sandals are allowed.

By Signing here, I agree that I have read and understand the information on this page.

Signature: _____ Date: _____

Checklist of required documentation to be included in application packet:

All items below are required by the application deadline of May 27th, 2019 by 5 p.m. Application submission does not guarantee acceptance.

- Career Ready 101 Math and English Assessment (MTECH Testing Center, M-F, 8 – 5 p.m.)
- Completed and signed Application for Admission form. The entire original application.
- Official verification of current certification in good standing as a Certified Nursing Assistant with the Utah Nursing Assistant Registry.
- A copy of your Current BLS certification.
- A copy of your High School Diploma or successful passage of the general educational development (GED) test.
- Letter from the administrator(s) of a facility where you worked attesting to the number of hours practiced as a CNA while employed. The total hours of all letters must be at least 2,000 within the two years immediately preceding the application.
- Letter of recommendation from each of the following who have supervised your work as a CNA: A long term care facility administrator, and a licensed nurse.

*I understand that upon acceptance into the MTECH Medication Aide Program that all the items listed above are required by **May 27th, 2019**. If I fail to submit required documents by the due dates given or I fail to attend the first week of classes, I will be dropped from the program, but may reapply for another class in another application period. I further agree that I have read and understood all of the information on this page.

Signature: _____ Date: _____

Mountainland Technical College

Medication Aide Certified (MAC)

2000 Hours of Documented Work Experience as a CNA in the last 2 years

The Medication Aide Certificate (MAC) Program at MTECH requires that the potential student in the program receives Health Care Agency Support by verifying they have 2000 hours of work experience as a CNA (Certified Nursing Assistant) in the last two years.

If you have worked at more than one facility for a total of 2000 hours, please have this form completed for each facility and the total number of hours specified for each.

Please have this form signed by the Human Resource Officer or Administrator at your place of employment.

I acknowledge that the following student has met with me about the Medication Aide Certified (MAC) Program at MTECH and has 2,000 hours of work experience in the last two years.

Name of Student: _____

Name of Facility Where Employed: _____

Name of Human Resource Officer or Administrator _____

Signature _____ Date _____

Contact Information: _____

Phone Number: _____

Email Address: _____

Address: _____