



Medication Aide Program Student Handbook



Tuesday, September 13, 2022

Welcome to the Medication Aide Program at Laurel Ridge Community College!

Please review this Course Specific Handbook, as well as the Laurel Ridge Student Handbook and Student Codes of Conduct. This information is found at www.laurelridge.edu.

Upon the successful completion of this program, the student will receive a Certificate of Completion from Laurel Ridge. Graduates are then eligible to apply to take the certification exam to become a Registered Medication Aide (RMA).

Admission Requirements

1. Students must complete registration for the class, at the Workforce Solutions office, including the payment to Laurel Ridge Community College.
2. Students must have an active AHA BLS CPR certification before the start of the class. If anyone doesn't currently have this, they must obtain this on their own as an extra expense.
3. Successful completion of a 40-hour direct care staff training required by Department of Social Services for Assisted Living Facilities, or the successful completion of a Board of Nursing Nurse Aide training program. You need to provide proof that you've completed this this prior to registration.
4. Students must show proof of health insurance (this is because of going to the clinical sites).
5. Students must have computer/internet access.

Documentation Required (Each prospective student will be responsible for obtaining documentation on their own and at their own expense.)

At least two weeks prior to the start of class, registration must be completed so that there is sufficient time to complete the following tasks:

1. Drug and Urine Screening*
2. Criminal Background Checks*
 - a. Any felony charges and some misdemeanors charges will exempt you from the program. For a more complete listing, please see http://dls.virginia.gov/groups/barriercrimes/list_of_barrier_crimes.pdf
3. Current Physical Exam with TB test and current immunizations, including Covid vaccinations*

*Required by the clinical facilities and must be completed prior to the start of class.

**** If students have completed the nurse aide program through Laurel Ridge within the last year, they will only need to complete a urine screen.**

Books/Tuition/Fees

The cost of the class includes tuition, book, and a stethoscope/BP cuff. Additional expenses include a pair of scrubs, a watch with a second hand, white/black nursing non-slip shoes, background check, physical and drug screen (see page 6 for complete list of costs). **The certification exam must be taken at a PSI testing center which costs around \$70 and is not included in tuition.**

Student Learning Objectives /Course Outlines

This Medication Aide Program prepares students to safely administer, or to assist in client self-administration, medications in specific settings. This class includes lecture, skills lab, and clinical experiences. Students will be able to facilitate or assist the client with administration of insulin, prepare for safe administration of medications to clients in assisted living facilities, maintain aseptic conditions, understand basic pharmacology, follow appropriate procedures for documentation and much more!

- Students will be using Canvas as a part of this course. **Computer/Internet access is required for this course.** Information on how to access Canvas will be given about a week before the start of the course.

Attendance Policy

Students are expected to be present, on time, and ready to participate at all regularly scheduled classes, laboratories, or clinicals. Classroom and clinical attendance is **MANDATORY** in order for you to meet course requirements. This is a rigorous program and attendance is vital to your success.

Cancelled Classes

If for any reason the instructor needs to cancel a class, students will receive an email or phone call as soon as Workforce Solutions is notified. **It is your responsibility to keep your contact information current so that we can reach you.** Cancellations are not always system wide. Please check cancellation notices for specific campus details. **Laurel Ridge Community College uses Laurel Ridge Alert to immediately contact you during a major crisis or emergency. All weather-related cancellations will also be relayed through Laurel Ridge Alert.**

Sign up for Laurel Ridge Alert to receive emergency messages, weather-related notifications, and other important messages from Laurel Ridge Community College!

Sign up here: <https://laurelridge.edu/emergency-alerts/> or text the word “Laurelalert” to 226787.

Cell Phone/Electronics Policy

Cell phones may not be used during class or clinicals for texting, talking or Internet usage. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during the class.

Grade Policy

1. Students will earn a pass/fail for this class. Students need to maintain an 80% average to participate in clinicals and successfully complete the class.
2. Students can earn a Credit for Prior Learning (CPL) towards other credit programs. This is a fantastic way to continue your education!

Refunds

No refunds will be given if a student is dismissed from the program or if they drop from the course. Included within “no refunds” are background checks, drug screens, physicals, anything from the item lists, tuition, etc (page 6). Students may follow the college’s grievance process if they wish to have their decision reviewed. Please see Workforce Solutions policy on refunds before the class begins.

Health Insurance

Students are **required** to have health insurance throughout the duration of the class, as mandated by the clinical sites.

Criminal Background Checks*

The student is required to undergo criminal background checks. Since a clinical agency may deny any student who has a criminal history access to its clinical units, applicants who present with a criminal history will be administratively withdrawn from the program and no refunds will be given. This is why this must be completed before the start of the class. Click on the link above to see what barrier crimes are included prior to registering for the course.

Drug and Alcohol Screens*

The student is required to undergo drug screens. Since a clinical agency may deny any student who has a positive drug screen access to its clinical units, applicants who present with a positive

drug screen will be administratively withdrawn from the program. Laurel Ridge and Healthcare Facility may conduct random drug screens at ANY point throughout the program.

See Something, Say Something

If you have a concern about something you've observed or heard that may give you concern about another student, impact the safety of our environment, or disrupt the delivery of our educational process, we encourage you to [fill out the See Something, Say Something report form](#). This link can be found at <https://laurelridge.edu/see-something-say-something/>.

Community Resources

If you find yourself in need of additional support throughout your course, please check out our www.laurelridge.edu/wecare website for more information. We offer food assistance, financial assistance, mental health resources and much more! Don't wait to reach out if you need help.

**** NOTE: This document is subject to change based on the needs of the program.****

Process to Complete Registration

1. Register for the class with Workforce Solutions. (Confirming pre-requisites)
2. You will get a link with your registration email confirmation with the background check, physical and drug screening information included in it. This must be completed in advance of the start of the class. Be sure to click on the link to get all of this information.
3. Get a **Maroon** pair of scrubs from the Winchester Uniform store, white/black non-slip nursing shoes, and a watch with a second hand before the start of the class.
4. Your textbooks/stethoscope will be given to you the first night of the class.

Approximate Additional Costs

1. **Tuition** - (includes tuition, book, stethoscope/BP Cuff)
2. **Physical** (depends on personal variables, including vaccinations)
3. **Background check / drug screen**- around \$76 (*price subject to change by the vender)
4. **Uniform** from Winchester Uniform store - \$25-35 depending on size
5. White or black, **non-slip shoes** (depends on personal variables)
6. **Watch** with second hand (depends on personal variables)
7. **Health insurance** (depends on personal variables)
8. **Application to VA Board of Nursing** - \$50
9. **PSI exam** - \$70