

# 2023/2024

- Nursing Assistant Training
- Medication Management Certification for Assisted Living Facilities (16 hour initial certification)



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

Catalog effective 3/1/2024

# About our school

MÁJEN opened in 2001 initially offering certification training for caregivers in Assisted Living Facilities. Course offerings included Medication Management Certification and First Aid & CPR. 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 Christopher Powers

# **Facility Administrator**

**Program Coordinator** 

**Jennifer Powers** 

Stacy Chavis, RN

**Faculty** 

Erin MacLeod, BSN, RN, Lead Instructor Stacy Chavis RN, Irene Mejia-Reyes, RN Amanda Robison, 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 classroom style seating. The classroom is equipped with dedicated computer, 75 inch TV with DVD player, and Wi-Fi and internet access, five 'patient rooms', three practice manikins and various equipment required by NSBN & HCQC.
- Clinical education for the Nursing Assistant program:

Northern Nevada Medical Center 2375 E Prater Way Sparks, NV 89434

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

Mother's Day.....varies

Memorial Day weekend.....varies

Independence Day.....July 4

Thanksgiving Day......Fourth Thursday in November

Christmas Day......December 25

# **Refund/Cancellation Policy:**

#### Cancellation

The student may cancel their enrollment within three business days of signing the enrollment agreement and is eligible for a refund of all monies paid for tuition and fees.

Process for cancellation of the enrollment agreement:

Enrollment Cancellation Form is located online at <a href="www.majentraining.com">www.majentraining.com</a>. From can be submitted to the Admission Office via email at <a href="majenadmin@majentraining.com">majentraining.com</a> or in person at 1005 Terminal Way, Suite 145, Reno, Nevada. MAJEN, LLC will refund all monies paid by the student within 15 days of the cancellation request. Students who cancel after the three-day cancellation period are subject to the refund policy.

#### Refund

If the school fails to substantially to furnish the training program agreed upon in the enrollment agreement, the school shall refund to the student all money paid by the student. "Substantially failed to furnish" includes cancelling or changing the training program agreed upon in the enrollment agreement without offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no addition al cost, or obtain the written agreement of the student to the specified changes and a statement that the student is not being coerced or forces into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

After the three-day cancellation period, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon

acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid. Cancellation of the enrolment agreement must be received by the Program Administrator in writing.

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. 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.

#### **Student Indemnification**

Per NRS 394.553 an Account for Student Indemnification is established in the State General Fund. The existence of the Account does not guarantee any person to receive money from the Account. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of: (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or (b) The violation by such an institution of any provision of NRS 394.383 to 394.560. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.

# **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.

# **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.

# 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. Complaints submitted to CPE at <a href="https://cpe.nv.gov/">https://cpe.nv.gov/</a> under the Student Information tab.

#### **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**

Cell phones, ear buds/air pods, and smart watches are not allowed during exams and/or during exam reviews. All electronic devices including but not limited to cell phones and ear buds/air pods are not acceptable in the classroom and must be turned off and put away during lecture, testing, and lab practice time. They are disrupt the class and interfere with learning. 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, ear buds/air pods and smart watches etc. are not allowed to be utilized without appropriate consent(s). Discretion and courtesy must be taken when utilizing electronic devices of any kind 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.

# **Course offerings**

# Nursing Assistant cont.

#### **Reno Campus Course dates:**

Start Date	End Date	Registration Deadline:
July 9, 2023	August 27, 2023	June 26, 2023
October 8, 2023	November 20, 2023	September 25, 2023
February 4, 2024	March 17, 2024	January 22, 2024
April 14, 2024	June 3, 2024	April 5, 2024
June 30, 2024	August 11, 2024	June 16, 2024
October 6, 2024	November 24, 2024	September 23, 2024

Each course is minimum six weeks/maximum eight weeks. Currently the classes are held on Sunday and Monday from 7 am to 7 pm for six weeks with the exception of the clinical experience sessions which begin at 5:45 am and end at 6:00 pm.

<sup>\*</sup> Scheduled subject to change.

# **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 can complete the program, and understands the admission requirements outlined below:

- 1 Evidence of a High School diploma, High School Equivalency, or pass written assessment for English comprehension and math with minimum score 80%
- 2 Documentation of current immunization status:
  - a. Measles, Mumps, and Rubella immunization
  - b. Varicella: Physician's documentation of history of chicken pox with a positive titer or immunization
  - c. COVID or proof of a medical or religious exemption
  - d. Flu (October through April)
- 3. A valid BLS Healthcare Provider CPR card sponsored by the American Heart Association
- 4. Drug test (within 30 days of the start of class)
- 5. Background check through (within 30 days of the start of class)
- 6. TB screening per NRS 441B

# **Program Costs**

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

Tuition \$2,900.00

# **Tuition includes:**

Textbook & workbook
Background check for clinical education
Drug testing for clinical education
TB testing for clinical education

#### For licensing

Finger printing/background check for licensing License application Clinical skills and written test (first time) licensing

# Payment policy

A deposit of \$1,500.00 is due at the time of registration and the balance of \$1,400.00 is due on the second scheduled Monday. Non-payment in full will withdraw the student from the program. If full payment is made and the student missed only one theory and one clinical session, the student will be re-admitted and allowed to make up the missed time, if the schedule allows.

#### Additional costs to student not included in tuition:

#### Required uniform

BLS CPR through American Heart Assoc	Ş	75.00
Ceil blue scrub top & bottom 2 sets	\$	80.00**
White or black shoes	\$	45.00**
Stethoscope & Blood pressure cuff	\$	25.00**

#### **Additional Fees**

Clinical skills (retake) \$ 97.50 Written exam (retake) \$ 52.50

# **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 6 week session. Schedules will be available prior to the beginning of each session.

- Each session will end within 10 weeks from the start date
- Registration will be accepted two weeks prior to the start day of each session
- Withdrawal from the program needs to be made in writing and a penalty may apply
- A minimum of 10 registered students is required for a scheduled class to begin. Less than 10 students may delay the start date or cancel the scheduled class. Registration will automatically move to the next scheduled class.

#### 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.

Due to the limited time constraints of our courses, no probationary period is available. If eligible, students may re apply for admission to the course.

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. Readmission 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

<sup>\*\*</sup> approximate cost/cost may vary

- 4. Disorderly conduct includes 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
- 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.

#### **Dress Code**

- > Solid ceil 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 **blue only**, without decoration
- > Student ID 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 name is not to be obscured. Badges are property of MAJEN 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 the at 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
- 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 not worn down to compromise the patient's medical condition and should be off the collar and contained off the face
- > 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 are allowed. Intact and unchipped or uncracked polish is allowed. Fingernails should be short and clean
- No hats
- > No facial piercings allowed during clinical experience

- 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 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, or is late returning from scheduled break times. Three tardies equal one absence.

Attendance is necessary for all theory, lab, and clinical instructions. Absence due to a personal or family illness or some other <u>emergent</u> event from either *theory and lab practice is limited to no more than one day, and only one absence is allowed during clinical* and will be required to make up the missed clinical day. Only one clinical make up day is scheduled. It is the **student's responsibility** to make up any quiz or exam missed due to an absence. **NO ABSENCES ARE ALLOWED ON SCHEDULED FINAL EXAMS DAY.** 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 will be asked to leave that day's session, and a required to make up the missed time on the pre-determined date outlined below.

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

- 1. Notify the instructor. You MUST leave a voice mail, email, or text message with the instructor scheduled for the day.
- 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 will be required at the day and time scheduled prior to the beginning of each class. More than two absences, for any reason, will withdraw the student from the program. Refund policy applies.

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.

#### **Clinical Rotations**

All clinical rotations 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 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 to the instructor
- 10. Report any illness or injury to instructor or unit supervisor immediately
- 11. Report to the instructor, prior to attending all clinical events, any signs or symptoms of illness. A COVID test may be required with symptoms present or a know exposure.

# **Methods Instruction and Grading**

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

# **Exams & Quizzes**

- 1. Mid term minimum grade is 80% to pass the course. One retake is allowed with a score less than 79% and the two grades will be averaged together for final grade. Make-up exams and re-taking exams must be scheduled **no more than one week** from the original test date.
- 2. We do not offer retakes of quizzes.
- 3. Missed exams & Quizzes due to an absence will be taken on the next class date during the student's lunch time only, not during regular class time.
- 4. No

#### Homework

- Homework is pass/fail and due daily.
  - 1. If the student is absent, homework must be turned in the following class. It is the responsibility of the student to show completed homework to the instructor at the class following the absence for credit.
  - 2. Credit will not be given for late homework.
- Maintain a minimum GPA of 75%. If a student's GPA falls below the minimum, the student will be given a written warning and have one week to bring GPA up to the minimum. Failure to bring up to minimum may result in dismissal.

# **Mid Term**

A passing grade on the Mid Term is 80%.

#### **Final Exam**

Final Exam The passing score is 80%.

#### Clinical Evaluation

- Clinical Evaluation
  - 1. Skills will be performed in lab by each student three times before they will be allowed to perform the skill in the clinical setting.
  - 2. Each student will be evaluated on their laboratory clinical performance as part of their final exam.
  - 3. The clinical final exam must be passed with *satisfactory* as determined by the clinical instructor. Any student who does not meet the minimum standard for clinical performance will have one additional opportunity to re-take the final clinical evaluation.

Grading Grading scale:

Homework 10 pts for each chapter/ worth 20% 100%-90%=A 10 quizzes & two vocabulary quizzes 25 pts ea worth 89%-80%=B 20% 79%-75%=C Mid Term 50 pts ea, passing 80% / worth 30% 79%-75%=C 74 below = Failing

Final exam 75 pts ea, passing 80% /worth 30%

# **Program Description/Learning Objectives**

- Introduce the students to the health care field of nursing assistants
- To provide students with experiences in the classroom and in the clinical areas that result in development of basic competencies required of nursing assistants
- To provide the student with competencies that are prerequisite to specific areas and job entry in the acute care environment and skilled nursing
- To provide the student with training required by State and Federal laws for employment as a nursing assistant

# **Nursing Assistant Training**

Theory hours 60
Lab Hours 48
Clinical Hours 36
Total 144

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 students 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.

<sup>\*\*</sup>Hours are for a full class of 15 students

# Medication Management

Registration deadline is 24 hours prior to the start date

#### **Course dates Reno location:**

course dutes here rotation.		
**Start Date	**End Date	
7/6/23	7/7/23	
8/27/23	8/28/23	
9/26/23	9/27/23	
10/24/23	10/25/23	
11/4/23	11/5/23	
11/21/23	11/22/23	
12/9/23	12/10/23	
1/8/2024	1/9/2024	
1/25/2024	1/26/2024	
2/5/2024	2/6/2024	
2/22/2024	2/23/2024	
3/4/2024	3/5/2024	
3/28/2024	3/29/2024	
4/8/2024	4/9/2024	
4/25/2024	4/26/2024	
5/6/2024	5/7/5024	
5/23/2024	5/24/2024	
6/3/2024	6/4/2024	
6/27/2024	6/28/2024	

# \*\*Course dates Las Vegas Location:

**Start Date	**End Date
1/15/2024	1/16/2024
2/19/2024	2/20/2024
3/25/2024	3/26/2024
4/29/2024	4/30/2024
6/10/2024	6/11/2024

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 \$290.00, 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

<sup>\*\*</sup> Start and end dates are subject to change. Please visit <a href="http://majentraining.enrollware.com/schedule">http://majentraining.enrollware.com/schedule</a> for the most up to date information.

# **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 their 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.

Due to the limited time constraints of our courses, no probationary period is available. If eligible, students may re apply for admission to the course.

#### **Dress Code**

Casual or business casual

#### **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.

#### **Program Description/Learning Objectives**

- Introducing the students to Medication Management
- To provide students with experiences in the classroom that result in development of basic competencies required of caregivers assisting with medications in Assisted Living Facilities
- To provide the student with competencies that are prerequisite to specific areas and job entry in Assisted Living
- To provide the student with educations satisfactorily pass the required examination provided by Nevada Division of Public and Behavioral Health, Bureau of Health Care Quality and Compliance.