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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

- **OSBN approved MA programs consist of at least 84 hours of instruction**, divided into a minimum of 60 hours of classroom and lab instruction, and at least 24 hours of supervised instruction in a clinical setting.
- **CTI offers alternating 6-to-8-week evening and weekend schedules 4-5 times year that meet or exceed OSBN mandated hours of instruction.**
- **MA students have the option of attending the didactic classroom portion of the program either in an on-campus classroom setting, or in a virtual Zoom class setting.**
- **In-person skills labs of up to 10 students per instructor held on campus** emphasize the importance of learning by doing.
- **Supervised one-on-one clinical instruction at a healthcare facility** provides students with practical work experience.
- **Students who elect to attend a virtual Zoom class, must have a reliable computer or tablet with a microphone and camera, an internet connection, and an email address.**

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.**
- **Students must be listed on the OSBN registry as a CNA in good standing prior to attending class. NO EXCEPTIONS.** The OSBN will accept a student's CNA certification as the evidence in support of them having completed NA-1 program. 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.
- **Students must provide a letter from their current or a former employer, documenting they have at least six (6) months on-the-job experience, a minimum of 832 hours, in a paid position as a nursing assistant under the supervision of a nurse since the completion of their NA-1 training program.** If a 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 FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS

Students must submit their completed registration packet and any required pre-registration prerequisites / eligibility documentation at least five (5) business days before the first day of class.

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- **View an Online MA Information Session on the CTI website and submit your digital signature** to acknowledge you have viewed, received, understand, and agree to the information covered in the presentation.
- **Submit your completed, signed, dated registration packet, and pre-registration prerequisites / eligibility documentation to the business office.**
- **Provide a copy of a current government issued, signature-bearing, PHOTO ID with your legal name and birth date for identity verification.**
- **RESERVE A SPOT!** When registering for a class, MA students must **make a minimum \$800.00 tuition down payment of 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 submit their completed registration packet and any required pre-registration prerequisites /eligibility.
- **A \$100.00 NON-REFUNDABLE enrollment processing fee is Included as part of the tuition payment.**
- **MA students must pay their \$1,500.00 program tuition IN FULL at least two (2) business days prior to the first day of class,** unless they have made a minimum **\$800.00 tuition down payment** and paid a **\$45.00 fee** to 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 **\$75.00 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.*
- **Select your schedule.**

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

- ✓ **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.*
- ✓ **Name Tag, Course Pack, 140 Must Know MEDS, CTI Policies-OSBN & DHS Regulations Manual:** (*provided by the school.*)
- ✓ **MA Skills Lab Supply Fee: \$20.00.**
- ✓ **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*) to be worn during class sessions. Shorts, skirts above the knee, or sagging are not allowed.

Required Items for Labs & Clinical

- ✓ **Masks/PPE:** The use of PPE is required in clinical, but the use of face masks is optional in labs.
- ✓ **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 / CTI Policies-OSBN & DHS Regulations Manual / Nursing Student Drug Book / Watch w/second hand** (*not digital.*)
- ✓ **Note-taking Supplies.**

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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.

- Substance Abuse Screening: \$60.00.** Drug screenings are **ONLY AVAILABLE** through the school's service provider.
- 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 (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.