

Why You Need *Assisting with Medications...The Right Way*

- New Mexico state regulations require that “all staff assisting with medications shall have successfully completed an approved assistance with medication training program or be licensed by the State of New Mexico to administer medication.
- *Assisting with Medications...The Right Way* is recognized as an approved assistance with medication training program by the New Mexico Department of Health.
- The New Mexico Board of Nursing has acknowledged the appropriateness of the course content.
- The Department of Health and the Board of Nursing were involved in the development and production of the video and workbook from beginning to end to ensure content accuracy.

What You Get:

Assisting with Medications...The Right Way trainer's package includes:

- One 47-minute interactive video
- Instructor copy of the workbook which includes written text of the video, interactive exercises, review exercises, additional reference materials and practice exams
- Instructor Guidelines
- Answer sheets for exercises and practice exams for instructors
- Instructor copy of a Student Evaluation Form
- Instructor copy of a Training Report Form
- Sample press release announcing you staff's successful completion of the training
- Individual copies of the student workbook and exam must be purchased separately from NMHCA for each individual completing this training programs (as of March 1, 2000)

How It Works:

This training package has been developed in such a way that one person can work through the video and workbook on his/her own, or groups of two or more may complete the training at the same time. One person from the facility should be responsible for facilitating the training, i.e. to be present during the video segments, to encourage discussion during the exercises, to administer the practice exams and to give the final exam. Facilities that purchase the program may schedule training as often as needed and at their convenience - no waiting for a class to be offered! The per person fee for the workbook/exam includes NMHCA's test correction & certificate generation services.

Documentation of Successful Completion:

When the Department of Health comes to your facility for your annual survey, they may ask to see proof that staff who are assisting residents with medications have successfully completed a state-approved training program. To assist you, NMHCA has created a system whereby you will be provided with official documentation.

Once a staff member completes the training and takes the final exam, send the exam and Verification Form to NMHCA. You will be notified whether or not the staff member(s) successfully completed the exam. Should a staff member have to retake the exam, a new workbook and exam must be purchased from the Association. Upon successful completion of the final exam, NMHCA will send notification and documentation to your facility.

Copyright

Assisting with Medications...The Right Way is protected under 1999 copyright law and all rights are reserved by NMHCA. The video and accompanying written materials are intended for use within the facility that purchases the training program. Student workbooks and exams may not be photo copied for any reason. Materials are numbered and tracked at NMHCA.

Course Content:

The video consists of four segments, which makes it easy for staff review a particular topic as needed:

Segment 1: What You Need To Know Before Assisting with Medications

- **Part A:** What You Can Do
- **Part B:** What You Cannot Do
- **Part C:** Your Responsibilities
- **Part D:** Facility Responsibilities

Segment 2: Things You Should Know About Medications

- **Part A:** Overview of Prescription & Non-Prescription Medications
- **Part B:** How Medications Work
- **Part C:** Prescription Labels & Prescription Medications
- **Part D:** Non-Prescription Medications

Segment 3: The Medication Record

- **Part A:** Why the Medication Record is Important
- **Part B:** Review of Helping with Medications
- **Part C:** Ways to Take Medications

Segment 4: Review of Medication Assistance Activities & What to do if the Resident Reacts Badly to a Medication

- **Part A:** Review of Medication Assistance Activities
 - **Part B:** Questions About Medications & Medication Errors
 - **Part C:** What to do if a Resident Reacts Badly to a Medication.
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Instructor Guide Order Form

Complete the information below and return this form along with payment to NMHCA.

Contact Person: _____

Facility: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Fax: _____

Training Package Pricing

Member Facility	Member Rate	\$ 75.00
	Tax 6.75* %:	\$ 5.06
	Shipping:	\$ 5.00
	Total Due:	\$85.06

NON-Member	Non-Member	\$ 125.00
	Tax 6.75* %:	\$ 8.44
	Shipping	\$ 5.00
	Total Due:	\$ 138.44

BUSINESS	Business Rate	\$ 300.00
	Tax 6.75%	\$ 20.25
	Shipping	\$ 5.00
	Total Due:	\$ 325.25

Workbook and Exam Fees:

Member	Workbook & Exam Fee (\$10.00 per copy)	___ x \$10.00
	Tax (6.75*%)	___ x \$0.68
	Shipping (\$1.15 per workbook)	___ x \$1.15
	Total Due:	
NON-Member	Workbook & Exam Fee (\$25.00 per copy)	___ x \$25.00
	Tax (6.75*%)	___ x \$1.69
	Shipping (\$1.15 per workbook)	___ x \$1.15
	Total Due:	
BUSINESS	Workbook & Exam Fee (\$30.00 per copy)	___ x \$30.00
	Tax (6.75*%)	___ x \$2.03
	Shipping (\$1.15 per workbook)	___ x \$1.15
	Total Due:	

*Tax rate is correct as of 3/20/06. Purchaser is responsible for ensuring tax rate is correct and for submitting correct payments. Incorrect payments may result in increased processing times.

Remit with payment to:
 NMHCA
 2329 Wisconsin St. NE, Suite B
 Albuquerque, New Mexico 87110
 (505) 880-1088* (505) 880-1157 (FAX)
www.nmhca.org



Assisting with Medications... The Right Way

(For Licensed Residential Care Facilities)



Made possible in part by:

Albuquerque Manor Pharmacy
 &
 PharMerica