

## Workshop Information

**Date:** October 24 - 25, 2016  
**Sign-In:** October 24 at 8:30 am  
**Workshop:** 9:00 am - 4:30 pm  
*Lunch on your own 12:00-1:00 pm*

**Early Bird Deadline: October 1, 2016**

The New Mexico Health Care Association (NMHCA) is recognized by the NM Nursing Home Administrators' Board as a provider of continuing education. NMHCA is the approval granting body for continuing education for Activity Directors qualified through the NMHCA 36 or 40-Hour Basic Course for Activity Directors. NMHCA is also recognized by the NM Board of Nursing as a health care organization able to offer continuing education for nurses. Nurses must submit all appropriate paperwork regarding NMHCA courses directly to the NM Board of Nursing for re-licensure. The NM Board of Nursing may require a letter of justification explaining the applicability of the workshop/conference to the practice of nursing at the time of re-licensure. This offering has been approved by the New Mexico Health Care Association for 12.0 continuing education contact hours for Administrators, Nurses and Activity Directors.

Approval #: NHA-SEM-10016-HCA-1  
Approval #: ACT-SEM-10016-HCA-1  
Approval #: NRS-SEM-10016-HCA-1

**Please copy & distribute this brochure to all appropriate department managers as soon as possible!**

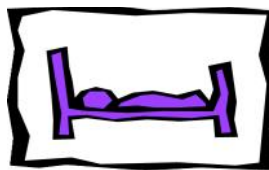
## PRESENTER

**Jim Goodall**

Jim Goodall, provides safety services to hospitals, nursing homes, hotels, motels, and other businesses. The scope of these services includes a wide variety of training programs relevant to the loss history of individual businesses, comprehensive safety audits, and servicing of fire systems.

- For your own personal comfort, please bring a sweater or jacket with you to the conference. Adjusting temperature in a meeting room takes time and is almost impossible to change immediately. Dressing in layers will help ensure that you will neither be too hot nor too cold.
- Please turn off all cellular phones, beepers, etc. during education & business sessions to prevent distracting speakers and/or other participants.
- You will receive an evaluation form for each session you attend. Your input is essential for the continuing improvement of NMHCA's educational programs.
- Thank you for not smoking during NMHCA educational, business, and/or meal functions.

## Lodging Information



**Best Western Executive Suites**  
4630 Pan American Freeway  
Albuquerque, NM  
505-830-0900

**Ramada Limited**  
5601 Alameda  
Albuquerque, NM  
505-858-3297

**Howard Johnson Express Inn**  
7630 Pan American Freeway NE  
Albuquerque, NM  
505-828-1600

**La Quinta**  
5241 San Antonio Drive NE  
Albuquerque, NM  
505-821-9000

**Wyndham Garden Hotel**  
6000 Pan American Freeway NE  
Albuquerque, NM  
505-798-4300

## Passenger Assistance & Motor Vehicle Operation Trainer Course

**12.0 CE Contact Hours for Administrators, Nurses, & Activity Directors**



**Monday & Tuesday  
October 24 - 25, 2016  
9:00 am - 4:30 pm**

### Location of Workshop:

**NMHCA Conference Room**  
4600A Montgomery Blvd NE, Ste 205  
Albuquerque, NM  
505-880-1000

I-25 to exit 228 (Montgomery Blvd) East  
to Monroe, South.

*Call NMHCA at 505-880-1088 should you need additional assistance.*

# Passenger Assistance/Motor Vehicle Operation Trainer Course

## State-Approved Passenger Assistance & Motor Vehicle Operation Trainer Course!

Don't get stuck at survey time without a qualified trainer or worse a qualified driver! Enroll potential trainers NOW! Participants successfully completing this course will be qualified to train drivers as well as non-driver passenger assistants within the facility.



instruction in advanced passenger assistance techniques including the use of wheelchair lifts and the securement systems in vehicles. Time Frame: 4-5 hours

### Course Outline

The Passenger Assistance/Motor Vehicle Operation course has been designed so the trainer may teach it in three (3) major modules which may be offered in steps to aide in scheduling trainings within the facility:

**MODULE 1:** A "how to" in training others in basic passenger assistance techniques for day to day resident contact. Time Frame: 4.25 to 5 hours

**MODULE 2:** The participant will receive

### MODULE 3 - MOTOR VEHICLE OPERATION:

The participant will receive instruction in safety, defensive driving, pre & post-trip inspections, and other information needed as well as how to communicate to those responsible for transporting residents. Time Frame: 6.5 to 9 hours.

### MODULE 4 - FACILITY SPECIFIC UPDATE:

Allows facilities to transfer certificates with minimal update training.

**This course covers all requirements of the August 2000 Transportation Regulation in State Licensing Rules.**

## "Passenger Assistance/MVO"

### Workshop Registration Form

Registration Fees	Number of Attendees	X Per Person Price	Total Fees
<input type="checkbox"/> Module 4 Only—Tuesday 1:00	_____	\$100.00	_____
<input type="checkbox"/> Member EARLY-BIRD	_____	\$150.00	_____
<input type="checkbox"/> Member REGULAR	_____	\$200.00	_____
<input type="checkbox"/> Non-Member EARLY-BIRD	_____	\$300.00	_____
<input type="checkbox"/> Non-Member REGULAR	_____	\$400.00	_____
<input type="checkbox"/> Non-Facility State EARLY-BIRD	_____	\$150.00	_____
<input type="checkbox"/> Non-Facility State REGULAR	_____	\$200.00	_____
<b>Total Due:</b>			_____

Name 1 \_\_\_\_\_

Name 2 \_\_\_\_\_

Name 3 \_\_\_\_\_

Facility/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

### Method of Payment

Check

Purchase Order (Available only to Members in good standing - Facility will be invoiced upon receipt of registration)

PO #: \_\_\_\_\_

### Early-Bird Deadline is 10/1/16

To register for this workshop, complete the information above and submit the form, along with payment in full to:

NMHCA  
4600A Montgomery Blvd NE, Suite 205  
Albuquerque, NM 87109  
Phone: 505-880-1088 ♦ Fax: 505-880-1157

**Registration forms received AFTER the Early-Bird Deadline will be charged at the regular rate as detailed above. On-Site Registrations will be charged an additional \$75.00 above Early-Bird rate.**

## Continuing Education Policy



NMHCA requires that you attend the entire workshop to receive a certificate of completion. Partial credit will NOT be given for those who arrive more than 20 minutes late OR are absent from the workshop for more than 20 minutes. Breaks have been built into the overall schedule to allow adequate time for phone calls, etc.

## Cancellation & No-Show Policy

Cancellations received on or before the Early-Bird Deadline will be refunded in full, minus an administrative processing fee. No refunds will be issued after the Early-Bird Deadline. "No-Show's" will be required to pay the full registration fee.

## Certificate of Completion



Each participant completing the course satisfactorily will receive a certificate verifying course participation. This certificate is the only proof of attendance needed for the licensing boards for qualified professions. It is the responsibility of the attendee to retain the original certificate, program information, and instructor credentials for professional licensing purposes.

*Duplicate certificates are available from NMHCA for a fee of \$25.00 per document replacement charge.*