



# New Mexico Certified Medication Aide Training

This course meets the Board of Nursing requirements for training certified medication aides in the administration of routine and PRN medications in the nursing facility setting.



## Classroom Training September 5-September 15, 2017

8:00 am - 5:00 pm  
12:00 - 1:00 pm - Lunch on your own

Location of the Class:  
NMHCA Training Center  
4600A Montgomery Blvd. NE, Suite 205  
Albuquerque, NM 87109

Cost: \$800.00 per person - Members  
Cost: \$1200.00 per person - Non-Members

Payment in Full must accompany the application. Send registration form and payment to  
NMHCA - 4600A Montgomery Blvd NE Ste 205, Albuquerque, NM 87109  
505-880-1088

Only 20 training slots are available - So register TODAY - NMHCA is NOT able to reserve space without the participant applications and payment!

The first 20 qualifying applications received along with payment in full will be enrolled in the course.

# New Mexico Certified Medication Aide Training Program

## Facility Qualifications

As a participant in the CMA training program the facility must:

- Be approved by the Board of Nursing to utilize CMAs
- Maintain a Board of Nursing approved Nurse Educator. If your Nurse Educator leaves employment, you must notify the Board of Nursing immediately and submit a different RN for approval as your Nurse Educator. Nurse educators **MUST** attend the nurse educator training offered by the Board of Nursing.

## Trainee Qualifications

It is the participating facility's responsibility to ensure the facility and each CMA trainee meets or exceeds the following qualifications. **NMHCA will NOT accept registration from individuals. Registration MUST come through the facility as the facility must agree to support the individual throughout the training process including conducting the clinical rotation. Refunds are NOT given to individuals under any circumstances so facility support is a must.**

As a participant in the CMA training program the trainee must:

- Be at least 18 years of age
- Possess a High School Diploma or GED
- Have on file with the employer, a Criminal Background Check Clearance
- Hold a valid CNA Certification with the Nurse Aide Registry (**preferred, not required**)
- Have at least 6 months employment in an approved health care facility
- Have a demonstrated ability to read, write and follow instructions in English
- Have a demonstrated ability to complete basic multiplication and division, including division of decimals. ***Please have candidates take the pretest and work on areas where improvement is needed prior to class beginning.***
- Have the recommendation of the DoN/ Nurse Educator at the participating facility
- Must have or be able to obtain current CPR certification

# Certified Medication Aide Training Schedule

*CPR Training is no longer offered*

Tuesday, September 5, 2017	8:00 am - 5:00 pm CMA Training
Wednesday, September 6, 2017	8:00 am - 5:00 pm CMA Training
Thursday, September 7, 2017	8:00 am - 5:00 pm CMA Training
Friday, September 8, 2017	8:00 am - 5:00 pm CMA Training
Monday, September 11, 2017	No Class
Tuesday, September 12, 2017	8:00 am - 5:00 pm CMA Training
Wednesday, September 13, 2017	8:00 am - 5:00 pm CMA Training
Thursday, September 14, 2017	8:00 am - 5:00 pm CMA Training
Friday, September 15, 2017	8:00 am - 5:00 pm CMA Training

**100% attendance is mandatory. Attendees should arrive on-time and be prepared to stay until the instructor excuses the class.**

## **NMHCA CMA Cancellation Policy**

Cancellations received on or before August 20, 2017 will be refunded in full, minus a \$50 administrative processing fee. Cancellations received between August 21 and August 28 will be charged at 50% of the registration fee. No refunds will be issued after August 28, 2017. **“No-Show’s” will be required to pay the full registration fee.** *Please note that if NMHCA receives enrollment sufficient to fill the class, all monies will be refunded minus the \$50 processing fee regardless of the date, but only if the class fills.*

NMHCA allows attendee substitutions provided the substitute attendee meets all requirements put forth in this application. Please fax or email cancellation notices to 505.880.1157 or [talter@nmhca.org](mailto:talter@nmhca.org). Substitutions will require a signed application be faxed to 505.880.1157. Please indicate at the top of the application that this person is a replacement and who the individual is replacing to avoid being charged an additional registration fee.

# New Mexico Certified Medication Aide Training Program Registration / Commitment Form

*Please complete a separate form for each participant*

The following are minimum qualification standards set forth by NMHCA and the Board of Nursing. Registration in this CMA training program signifies your commitment to the participant and the program.

Participant must:

- |  |  |
|--|--|
| <input type="checkbox"/> Be at least 18 years of age   | <input type="checkbox"/> Possess current CPR certification. (can be obtained prior to beginning clinical rotation)   |
| <input type="checkbox"/> Possess a high school diploma or GED  | <input type="checkbox"/> Be able to read, write and follow instructions in English and complete basic multiplication and division, including decimals. (see pretest) |
| <input type="checkbox"/> Have criminal background check clearance on file with their current employer. | <input type="checkbox"/> Be employed in long term care for at least 6 months prior to first day of training  |

Facility must:

- |   |   |
|---|---|
| <input type="checkbox"/> Cooperate fully with all Board of Nursing on oversight inquiries and visits – including designating a Nurse Educator to meet BoN requirements. | <input type="checkbox"/> Offer full support of the trainee(s) during the required 100 hour training program and continued support in continuing education.  |
| <input type="checkbox"/> Maintain accurate records and respond promptly to all requests for data and documentation. (i.e., Medication error reports etc.)               | <input type="checkbox"/> Provide nurse preceptor(s) to conduct 40-hours of clinical training at your facility as part of the CMA program. The Board of Nursing requires a 1:2 ratio during clinical training. |

By registering to participate in the CMA program, you are certifying your facility meets the following minimum requirements:

- The participant meets all requirements set forth in this application.
- Your facility is a Board of Nursing Approved participant facility – you will not be able to complete the clinical rotation until you receive your approval from the BoN.

Payment is required for enrollment to be complete.

Facility/Organization: \_\_\_\_\_

CMA Participant Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Administrator or Nurse Educator

\_\_\_\_\_  
Date

**NMHCA will not accept application not submitted by a board approved agency. Your signature indicates the candidate meets the minimum requirements set forth above, the facility assumes the responsibility of conducting the required clinical rotation, and that the facility has been approved by the Board of Nursing to utilize CMAs. Failure to meet these minimum qualifications will hinder your ability to use CMAs.**

## CMA STUDENT CANDIDATE PRE TEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Facility: \_\_\_\_\_

The purpose of this test is to confirm math, reading and writing skills as well as the ability to follow direction. Success on the pretest does not guarantee success in the class.

### Written:

Please answer each question by placing circling letter of the answer you have chosen. There is only one answer for each question.

1. **When should we wash our hands?**
  - a. Before and after we eat
  - b. Before and after we pass meds
  - c. Before and after doing any care with a resident
  - d. All of the above
  
2. **Where is the radial pulse on the body?**
  - a. Under the arm
  - b. By the wrist
  - c. In the neck
  - d. On the foot
  
3. **The resident's position should be changed at least**
  - a. Every 3 hours
  - b. Once a shift
  - c. Every 2 hours
  - d. When the resident does it
  
4. **When a resident falls, you should**
  - a. Pick the resident up off the floor
  - b. Put the resident into a wheelchair
  - c. Keep the resident on the floor until a nurse assesses
  - d. Lie down on the floor next to the resident
  
5. **Lasix 40 mg is ordered to be given with breakfast every day. When would the medication be given?**
  - a. At 12:00 noon
  - b. At 0800
  - c. At 2000
  - d. At 0400

6. Restoril 15 mg is ordered to be given at bedtime. When would you give the medication?
- At 12:00 noon
  - At 0800
  - At 2000
  - At 0600
7. Lanoxin .0125 mg is ordered to be given every morning. The apical pulse must be taken before giving the medication. If the pulse is 60 or less, do not give the medication. For which one of the following pulse rates would you give the medicine?
- 60
  - 68
  - 58
  - 52
8. Coumadin 3.5 mg is ordered to be given on Monday, Wednesday and Friday? Coumadin 2.75 mg is ordered to be given on Tuesday, Thursday and Saturday. No Coumadin is to be given on Sunday. How much Coumadin is given on Thursday?
- 4.0 mg
  - 2.75 mg
  - 3.5 mg
  - none
9. Cipro is ordered to be given without dairy products for best absorption. When should it be given?
- While the resident is eating cereal and milk
  - While the resident is eating a grilled cheese sandwich
  - While the resident is eating a bowl of chicken noodle soup
  - While the resident is snacking on yogurt
10. Constipation happens when?
- Stool in the large intestine moves very slowly
  - The skin hardens
  - Kidneys don't release urine
  - None of the above

**Complete the following multiplication and division problems and show your work.**

<b>1. <math>24.50 / 3.50</math></b>	<b>2. <math>240 / 9</math></b>
<b>3. <math>42 \times 9</math></b>	<b>4. <math>915 \times 361</math></b>
<b>5. <math>3412 / 4</math></b>	<b>6. <math>1224 / 6</math></b>
<b>7. <math>84.63 / 8.62</math></b>	<b>8. <math>41.39 / 5.67</math></b>
<b>9. <math>24.50 \times 3.50</math></b>	<b>10. <math>893 \times 62</math></b>

**Please note: Passing this test is not a prerequisite for the class; however, students who are not able to pass it, will have a difficult time in the class. At a minimum, individuals who struggle on the math should brush up on their skills prior to coming to class. If the instructor has to spend a lot of time teaching these basic skills, the students lose out on important information.**