

Long Term Care Facility Requirements for Certified Medication Assistant Class

Employer Requirements:

1. Verify hours of employment.
2. Confirm facility does not have a Nurse Aide Training and Competency Evaluation Program (NATCEP) prohibition.
3. Complete Administrative Recommendation form.
4. Complete Nurse Recommendation form.
5. Determine availability of one RN preceptor who will work with CMA student for all 40 clinical hours.
6. Complete the RN preceptor form. See additional info below regarding the RN preceptor meeting.
7. Verify student's ability to perform both a manual and electronic blood pressure.
8. Verify student's ability to determine an accurate apical pulse.
9. If the facility plans to pay for the course tuition and textbook, contact Financial Accounting at 262.691.5578.

RN Preceptor Meeting

The details regarding the RN preceptor role are described in the State of Wisconsin statutes related to Medication Aides. All participating agencies are required to identify one RN to act as a preceptor for each student. The same preceptor must be available for all 40 hours of the clinical. A preceptor is only allowed to work with one CMA student during a shift. As required by the state, the RN must participate in a one hour phone meeting with the CMA faculty within the first few weeks of class to identify the roles and responsibilities of the CMA student and nurses. If a RN preceptor does not attend a meeting or contact the CMA Instructor, the student will not be allowed to continue in the course.

Clinical Dates

The clinical follows successful completion of the written and skill (practicum) exam. Students will be scheduled individually for 40 clinical hours. Clinical must be on a unit where the student has worked a minimum of 40 hours in the last 90 days with residents the student will pass meds for. Students must work with the same RN preceptor during all of the clinical hours. If staffing allows, it is an advantage to schedule the clinical over a week or two to maximize skill development. Clinical hours will be based on the student, preceptor, and instructor availability.

Blood Pressure and Pulse Competency

Students must demonstrate radial and apical pulses, as well as blood pressure the first day of class. It is the agency's responsibility to verify the applicant has these skills prior to the start of class. If a student is unsuccessful, the CNA will be referred back to their facility for instruction. This must be signed off by an RN or LPN.

Computer Access

Depending on home access, assist student with use of computer to complete assignments and printer for course materials.

RN Preceptor Agreement for Certified Medication Assistant Class

- After successfully completing the lecture and lab portion of the course, the 40 clinical hours takes place in the student's facility with an RN from the facility acting as preceptor. The preceptor for the Medication Assistant student must be an RN employed in the skilled nursing facility, not agency personnel. The role of preceptor cannot be transferred from one RN to another during a shift or over the 40 hour clinical.
- The RN preceptor will be assuming responsibility for the direct supervision of the Medication Assistant student. Under the rules of the State of Wisconsin, this means the preceptor MUST be in the facility for all of the student's clinical hours to answer questions and provide feedback.
- The RN preceptor is responsible for the following:
 1. Demonstrate safe and aseptic practice administering medications
 2. Demonstrate the med pass routine specific to facility, including organization tips
 3. Determine the appropriate number of residents for student's med pass each shift
 4. Validate the accuracy of the student's med pass, including math calculations
 5. Reinforce solid problem-solving skills, leaving all judgment calls & decisions to RN
 6. Once the student is off to a good start, the RN preceptor may allow the student to work with another nurse or experienced med tech to further practice med passing skills. It is not necessary for the RN preceptor to be at the student's side for all 40 hours. Other highly skilled individuals with high standards and good practices may assist in the student's skill development.
 7. Act as a resource for student
 8. Provide feedback to the student related to strengths and suggest ways to improve med pass skills
 9. Complete a final skills assessment checklist
- The RN preceptor must be available for a phone meeting or an in person meeting during the first few weeks of the class. The purpose of this meeting is to review the role of the RN Preceptor as he/she provides supervision to the Medication Assistant student. A folder with the required paperwork will be sent to the facility with the student. If a preceptor has previously trained another MA student, the preceptor would not need to attend another orientation.
- The student should work with the scheduler, preceptor and WCTC instructor to schedule clinical hours. The clinical requirement for Medication Assistant clinical is 40 hours, not including lunch. Hours may be broken up into 4 to 8 hour shifts. Night shift is not allowed. Please contact the instructor if issues or concerns occur during clinical hours. Under the rules of Wisconsin, students are not allowed to continue to pass medications if the preceptor must leave the building. Students cannot take a patient care assignment during clinical hours.
- The WCTC instructor will be making a visit on the students last clinical day. The WCTC instructor will observe a partial medication pass, complete the student evaluation and collect the student evaluation and skill performance checklist from the preceptor. (Paperwork will be sent with student).
- Once the student is off to a good start, the RN Preceptor may allow the student to work with another nurse or Medication Assistant to further practice their med passing skills. It is not necessary for the RN Preceptor to be at the student's side for the entire 40 hours. Other highly skilled individuals with high standards and great practices may assist in the students skill development. It will be the RN Preceptor's responsibility to get the student started each shift with the appropriate amount of residents to pass medications for, check in with the student throughout the shift and evaluate the students medication passing skills.

RN Preceptor Agreement for Certified Medication Assistant Class

My signature below indicates I understand the instructions as listed above. I agree to follow the rules. I will ask for clarification if unusual circumstances arise.

I agree to serve as RN preceptor for _____ .
Student's Name

LTC Facility _____

RN Preceptor Name _____ Title _____

RN Preceptor Email _____ License Number _____

Name of Unit for Clinical _____ Unit Phone _____

Time of Clinical _____

RN Phone (personal cell) _____ Preferred contact: Cell Work

RN Preceptor Signature _____ Date _____

