

CWC Certified Medication Aide

Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	<p style="text-align: center;">Recommended / Not Recommended</p> <p style="text-align: center;"><u>Jane Schmida 10/7/24</u> Department Chair / Date</p> <p style="text-align: center;"><u>Health Science</u> Date of Department Mtg.</p>
STEP THREE: Request is sent to the Head Principal for consideration.	<p style="text-align: center;">Recommended / Not Recommended</p> <p style="text-align: center;"><u>[Signature] 10-7-24</u> Head Principal Signature / Date</p>
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	<p style="text-align: center;">Skyward Course Information Completed</p> <p style="text-align: center;"><u>[Signature]</u> Department Chair</p>
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	<p style="text-align: center;">Recommended / Not Recommended**</p> <p style="text-align: center;"><u>[Signature] 11-12-24</u> Curriculum Council Chair Signature / Date</p>
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	<p style="text-align: center;">Recommended / Not Recommended</p> <p style="text-align: center;"><u>[Signature] 11-12-24</u> Asst./Deputy Superintendent Signature / Date</p>
STEP SEVEN: Request is presented to BOE for approval	<p style="text-align: center;">Approved / Not Approved</p>
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date Zendesk Submitted</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date Forms Delivered</p>
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date Changes Complete</p> <p style="text-align: center;"><input type="checkbox"/> Forms Returned to Office of Curriculum & Instruction</p>

****Course Not Approved (Notes from Curriculum Council):**

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: <u>E. Hamlin DeWain</u> Department of Submission: <u>Counseling</u> Date Completed by Professional: <u>10/4/24</u>	Building Submitting Request: <u>ECCHS</u> Date Submitted to Department Chair: <u>10/4/24</u>
Course Name: <u>Certified Medication Aide</u> SKYWARD INFORMATION: Short description of course (15 characters) <i>prints on transcripts</i> <u>600 CMA</u>	Long description of course (30 characters) <u>600 Certified Med Aide</u>
Kansas Course Code (KCCMS): <u>14247</u>	
Please attach the following: <input checked="" type="checkbox"/> Standards/Course Objectives <input checked="" type="checkbox"/> Syllabus <input type="checkbox"/> Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for <u>additional credit to be offered</u> ? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <i>*If yes, please attach information regarding curriculum to be purchased that includes cost. **If approved by building principal, Council will assume that cost of new curriculum is not a concern.</i> Does this course have the potential or need for a supplemental salary? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <i>*If yes, please attach an explanation of the supplemental including cost and hours.</i>
List any pre-requisite courses: <u>18 years of age.</u> <u>CNA class passed,</u> <u>CNA state certified</u>	Indicate the following: <input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course <input type="checkbox"/> Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: <input type="checkbox"/> 1 quarter <input checked="" type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters Credit to be Earned: <u>.5</u> Is this a dual credit course? <u>YES</u> / NO Is this a GCCC course? <u>YES</u> / NO Number of USD 457 Credits: <u>.5</u> (3 GCCC credit hours = 0.5 credit at USD 457)	NOTES: <u>New Skyward Course #</u>

<p>GPA Set: <input type="checkbox"/> normal <input checked="" type="checkbox"/> indexed</p> <p>Skyward Filter:</p> <p><input type="checkbox"/> LA <input type="checkbox"/> OC <input type="checkbox"/> FA <input type="checkbox"/> MA <input type="checkbox"/> SS <input type="checkbox"/> PE</p> <p><input type="checkbox"/> SCI <input type="checkbox"/> CO <input checked="" type="checkbox"/> GE <input type="checkbox"/> FL <input type="checkbox"/> STEM</p>	<p style="text-align: right;">*TECHNOLOGY ON BACK</p>
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BELOW TO BE COMPLETED BY TECHNOLOGY

<p><input type="checkbox"/> KCCMS Mapping Confirmed</p> <p><input type="checkbox"/> Skyward Updates including any Course Code Assigned → _____</p> <p><input type="checkbox"/> Grad Requirements & Filtering Confirmed</p> <p><input type="checkbox"/> GCHS Registrar/Counseling Department Notified of Completion</p> <p><input type="checkbox"/> Forms Returned to Office of Curriculum & Instruction</p>

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.



syllabi for curriculum guide

From Dawn Tucker <dawn.tucker@gcccks.edu>
Date Tue 9/24/2024 7:59 AM
To Hamlin DeLoach, Emily <ehamlin@gckschools.com>

5 attachments (3 MB)
BIOL-210.pdf; BIOL-211.pdf; HELR 103.pdf; HELR 160.pdf; MATH 111 Master Syllabus.pdf;

THIS MESSAGE ORIGINATES FROM OUTSIDE USD-457

Hi Emily,

Here are some syllabi about courses that we thought might benefit some of your students for dual credit. Some you may already have. Students could enroll with us using our online instructors or possibly coming to campus for a class. If ever there was staff at GCHS who could be qualified to teach, we would love for them to teach face to face on your campus.

Let me know if you need anything else from me or have questions.

Thanks!!

DAWN TUCKER : Office | 620-276-0441
Dual Credit Coordinator : dawn.tucker@gcccks.edu



GARDEN CITY
COMMUNITY COLLEGE

801 Campus Drive • Garden City, KS • 67846 • www.gcccks.edu

**GCCC will be the premier educational nexus of progress
providing world class learning in a dynamic environment.
From here, you can go anywhere.**

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State Course Codes

High School

Subject Area 14: Health Care Sciences (secondary)

Support Services



14247 - Health Support Services—Independent Study

Health Support Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics related to health support services. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14248 - Health Support Services—Workplace Experience

Health Support Services—Workplace Experience courses provide students with work experience in careers related to health support services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14249 - Health Support Services—Other

Other Health Support Services courses.

All Others

14995 - Health Care Sciences—Aide

Health Care Sciences—Aide courses offer students the opportunity to assist instructors in preparing, organizing, or delivering course curricula. Students may provide tutorial or instructional assistance to other students.

14997 - Certified Nursing Assistant

A program that prepares students to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of an approved teacher, registered nurse, or licensed practical nurse. This class results in the opportunity to test for KS certification in CNA.

14998 - Biosciences Workplace Experience

Biosciences Workplace Experience provide students with work experience in fields related to Biotechnology. Goals are typically set cooperatively by the student, teacher, and work site supervisor. These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace. Students will gain extensive knowledge in emerging trends, exploration of daily trends, understanding code of ethics, standards and regulations, safety, and legal requirements. research location (academic or industry) or within the school that has a biotechnology research capability. Collaboration and reference to the Work-Based Learning (WBL) Digital Reference Guide is recommended.

GARDEN CITY COMMUNITY COLLEGE

HELR-103 Certified Medication Aide

COURSE INFORMATION

Course Number-Section: HELR 103
Final Exam:
Start/End Date: Click here to enter text.

KCCMS
~~14204 188~~

INSTRUCTOR INFORMATION

Instructor:
Phone: Click here to enter text.
Email:
Office Location: Click here to enter text.

OR
14249 189

CONTACTING INSTRUCTOR

EMAIL RESPONSE TIME

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES

COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic. For this specific class, you are asked to do the following: Follow Campus Policy for COVID regulations and face coverings.

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

For this specific class, please follow these guidelines:

Due to the length and intensity of this course and the Kansas Department of Aging mandate to achieve the course objectives by the state, absences will **NOT** be accepted. Absence due to immediate "qualified" emergency circumstance will be evaluated on an individual basis by the Allied Health Director and instructor. If the student is eligible, they will be offered an incomplete and provided a seat in the next available course to finish. Qualified emergency is a health-related issue **for the individual only** which will in danger the health of residents or others.

COURSE DESCRIPTION

DESCRIPTION: This course provides the student with basic techniques and safety in medication administration. It includes the study of commonly used drugs, as well as classifications and side effects. The student works under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to pass medications to patients or residents, perform treatments, and prepare documentation. The CMA course covers 75 clock hours as required by the Kansas Department for Aging and Disability Services (KDADS), including 50 hours of instructional/lab learning and 25 hours of clinical time. The CMA course prepares the student to take the examination developed by KDADS. Course offered fall and spring semesters.

GARDEN CITY COMMUNITY COLLEGE

HELRL-103 Certified Medication Aide

PREREQUISITES:

Must be 17 years of age at time of enrollment and 18 years of age to take the state CMA exam.

Required to provide an active Kansas CNA Certification prior to taking the state CMA exam.

Original Photo I.D. and original social security card required.

Approved GCCC reading assessment for an 8th grade reading level or higher

Proof of a negative TB test. If the TB test is positive, a negative chest x-ray is required or Chest x-ray assessment follow-up from health care provider, all TB reports must be less than 1 year old from the start date of the course.

***To sit for the State Exam: students must successfully pass the course with a C (74%) or higher.

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

Complete Guide for Medication Aide: Hartman ISBN 978-1-60425-131-9

STUDENT LEARNER OUTCOMES

If class SLOs are set by KBOR, must match KBOR outcomes identically.

Students will be able to

- exhibit professional behavior and utilize communication skills
- utilize the aide role and responsibilities for medication administration
- examine federal laws & regulations as they relate to use of medications

COURSE TYPE

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

BUSTER HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any

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combination of various methods: video, audio, document files, discussion boards, and written assignments.

TIME COMMITMENT

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

CLASSROOM DECORUM

Class Attire:

1. PPE (per campus regulations)
2. You may wear appropriate street clothes for any class or lab periods. Remember that you will be practicing clinical demonstrations, so wear something comfortable and appropriate.

Clinical Attire:

1. PPE (per facility regulations)
2. GCCC Scrub tops and pants provided in your student kits must be clean, free of stains & wrinkles and worn for every clinical. If you do not have required scrubs, you will be sent home and dropped from the course because you will not have required clinical hours to complete. Wear comfortable shoes with socks, preferably a type of tennis shoe or nursing shoe which are neat and clean. ***NO open toe shoes or sandals are allowed
3. Hair: Long hair (length to the top of the shoulder or longer) must be pulled back from the face to prevent interference with care.
4. Nails: Nails are to be short; no artificial nails are acceptable for infection control issues.
5. Name Tags: GCCC tags must be always worn during clinical. You will receive your name tags in class. If you do not have required name tag, you will be sent home and dropped from the course because you will not have required clinical hours to complete.
6. Climate Control: Please bring a sweater or light jacket due to variations in room temperature & personal preference. It is NOT acceptable to adjust resident room temperature according to your own temperature preferences.
7. Clinical Site Cell Phone Policy: Cell phones must be left at home or in your vehicle. No cell phones are to be brought onto the clinical premises. This is to prevent HIPAA violations and disrespect in resident areas. If a student is caught with or using a cell phone during clinical the phone will be confiscated and returned after the clinical ends. If the student violates this policy a second time, the student will be sent home immediately and dropped from the program.
8. Jewelry: NO jewelry allowed except for a basic watch (NO SMART WATCHES ALLOWED) and/or wedding rings, all other piercings must be removed.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

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Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (<http://www.albion.com/netiquette/corerules.html> (Links to an external site.)) by Virginia Shea.

CELL PHONE POLICY

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE

1. Attendance for GCCC C.M.A. Courses is mandatory
2. The student is responsible for contacting each of his or her instructors regarding a qualified emergency.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor & course requirements.
4. Due to the length and intensity of this course and the Kansas Department of Aging mandate to achieve the course objectives by the state, absences will **NOT** be accepted. If you have any absences from the class or clinical, you will be dismissed from the course immediately. Absence due to immediate "qualified" emergency circumstance will be evaluated on an individual basis by the instructor and student will be eligible for an incomplete and offered a position in the next available course to finish. Qualified emergency is a health-related issue for the individual only which will in danger the health of residents or others. Daycare, vehicle, or employment problems are examples of **non-qualified** emergencies.
5. Students are required to pass the course with a C (74%) or higher to be eligible to take the state exam.

HYBRID/ONLINE GUIDELINES:

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:

Because of the State mandated requirements for the course, if a student has conflicting schedules because of additional activities, it is recommended the student wait to enroll in this course when they are able to attend the full 75 hours as there are no absences allowed.

POLICIES

Students are expected to be aware of and follow institutional policies which impact the learning environment. All GCCC polices can be found online at:

https://www.gcccks.edu/about_gccc/policies.aspx. These include but are not limited to

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Academic Ethics, Appeals, Disruptive Student Behavior, Exams and Finals, Laboratory Instruction, and Student Attendance.

ASSESSMENT

TESTS

You will have weekly quizzes along with lab assessments of skills during this course. You will be evaluated by demonstration of skills in the hands-on skills lab/simulation and your performance in the clinical area. Post clinical period evaluation will be held at the end of every clinical session. A comprehensive exam will be given at the end of the course. Students who pass the course will be schedule to sit for the state of Kansas certification for nurse aide.

HOMEWORK

As required by the instructor and completion of assignments in your workbook

MAKE-UP/LATE WORK POLICIES

Late work is not allowed, there are no make-up allowances. All assignments will be due by deadline, or the student will receive 0 points for the assignment. For classes requiring internet support, it is the student's responsibility to have access to internet to complete assignments. If a student does not have reliable access, they are advised to utilize the college library to complete assignments.

EXTRA CREDIT POLICY

There is NO extra credit allowed for this course

ATTENDANCE

Students will be required to sign in and out of each class/lab/clinical session to document full completion and participation of the required KDADS 90 hours of course work.

FINAL EXAM

Students will have a final cumulative exam at the end of the course.

GRADING SCALE

After your numerical grade has been calculated, your letter grade will be determined as follows per KDADS Regulations:

- 94% - 100% = A
- 85% - 93% = B
- 74% - 84% = C
- 61% - 73% = D
- below 60% = F

COMPUTATION OF GRADES

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Attendance = 0%.
Homework/workbook = 37%
Tests = 46%
Final Exam = 17%

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE

Dates, times & locations for all course work will be provided upon enrollment of the course with the Nursing and Allied Health Department.