You are not legally obligated to provide any of the requested information on the registration form. However, our office may have difficulty providing adequate services if we do not receive the appropriate information. This information will be kept confidential.

Refund Policy: Cancellations must be made no later than 10 business days prior to the course. The full course fee will be charged if cancellation is made in less than 10 business days. Full refunds will be given for all classes cancelled by Minnesota West Community & Technical College. Registration is transferable to another person.

Equal Opportunity: Minnesota West Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity.

Sexual Harassment: Any Customized Training Services student or staff member who believes he/she may have been harassed should report the incident to Karen Miller, Human Resources, Minnesota West Community & Technical College, 1011 First St. W., Canby MN 56220, 507-223-7252.

Senior Citizen: Senior citizens taking course(s) through Minnesota West Community and Technical College Customized Training Services/Continuing Education will be charged according to Minnesota Statute 135A.52, which states: A senior citizen taking a closed enrollment contract training or professional continuing education courses must pay the regular tuition charge for the course and is not eligible for a free/or reduced rate.

ADA: This document can be made available in alternative formats such as large print, Braille, or audiotape. For TTW communication, contact the Minnesota Relay Service at 1-800-627-3529 and then ask them to place a call to the campus. If you need an accommodation to enable you to fully participate in this activity, please contact the campus two weeks prior to the training for supplemental services for persons with disabilities.
## Class Description (TMA)

Being cross-trained may enhance your career in healthcare. This 48-hour course meets Minnesota requirements for medication administration. It will review information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed Registered Nurse. Legal and ethical issues related to medication administration, body systems and medications for each administration of non injectable medication and required skills will be presented. This course will have 3 “in-classroom/lab” dates with the remainder of the class done online.

### Class 1: November 6, 2017 (4:00 p.m.-6:00 p.m.)
- Class orientation
- Hands-on portion: This will be the hands-on test out for passing medication.

### Class 2: November 20, 2017 (4 p.m.-10 p.m.)
- Hands-on portion: This will be to teach eye, ear and nose drop treatments as well as medication passing and setting up medications.

### Class 3: December 4, 2017 (4 p.m.-10 p.m.)
- Hands-on portion: This will be the hands-on test out for passing medication.

### Location:
Minnesota West Community & Technical College (Room 200)
1450 Collegeway
Worthington, MN 56187

### Tuition:
$500.00

### Instructor:
Marissa Marten MSN, BSN, RN

### Questions?
Call 320-564-5015
Or
507-223-1334

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