

The Vocational Nursing Institute, Inc.

Medication Aide Program



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Enrollment Agreement

THE VOCATIONAL NURSING INSTITUTE, INC.

This is an enrollment agreement between

The Vocational Nursing Institute, Inc. and _____
(Student Name)

Medication Aide (140 clock hours/ 6.7 credit hours)

The Vocational Nursing Institute, Inc.
11201 Steeple Park Drive
Texas 77065

www.vocationalnursinginstitute.com
832 237 2525 Office Houston,
832 237 2505 Fax

robin@vocationalnursinginstitute.com (School Director)

Training to begin on _____ Program Length: 140 clock hours

(Note: There must be 3 students actively enrolled for the class to proceed)

- Friday Morning Series
- Friday Afternoon Series
- Wednesday Evening Series

Student Name	Address	City/State/Zip
Home Phone	Cell Phone	Email Address

TUITION & FEES

Tuition and fees are as follows. \$1395.00 tuition fee. Course text is not included.

Students must purchase their own textbook.

There is a \$25.00 Registration Fee. There is a \$75.00 lab fee.

Other fees not covered by tuition:

- *Watch with 2nd hand \$25.00
- *Duty shoes with no-skid sole \$25.00
- *Hunter green scrubs \$20.00
- *Pen, note paper, folder \$ 4.00
- *State Exam Per DHHS fee schedule

Total Tuition and fees: \$1395.00 + \$25.00 + \$75.00 = \$1495.00 + state test.

**Items are subject to cost change.*

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."

Payment Types: Students must pay the full tuition upon enrollment. Payment methods accepted are check, cashier's check, MasterCard, American Express, or Visa.

Book Options:

Students can purchase or rent their own book. ISBN 9780323049009, 9780323046879 (workbook and textbook) Mosby's Textbook and workbook for a Medication Assistant Sorrentino, Sheila.

Course Outline:

Table of Contents: Medication Aide and basic course curriculum

Unit I.	Introduction, orientation and basic concepts.....	4
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***INCLUDED IN THE TUITION:**

1. DHHS Curriculum (student version)
2. Classroom /Clinical/Lab instruction
3. Lab Fee
4. Remediation as needed
5. Swiftriver virtual clinical med pass
6. Shadow Health med administration virtual clinical

DHHS MANDATORY INFORMATION

_____ Student Initials indicating reading
and understanding these requirements

All student course enrollment Department of Health and Human Services (DHHS) forms have to be sent to the Medication Aide Program and received within **20 days** of starting the class. If they do not have the required documentation it creates an administrative problem. They cannot continue into the course or sit for the exam. The student must meet the following criteria and provide the required documentation as follows:

1) be able to read, write, speak, and understand English;

(2) be at least 18 years of age;

(3) be free of communicable diseases and in suitable physical and emotional health to safely administer medications;

(4) be a graduate of an accredited high school or have proof of successfully passing a general educational development test;

(5) be employed in a facility as a nurse aide or non-licensed direct care staff person on the first official day of an applicant's medication aide training program; and

(6) have been employed:

(A) as a nurse aide in a Medicare-skilled nursing facility or a Medicaid nursing facility; or

(B) in a facility for 90 days as a non-licensed direct care staff person during the 12-month period before the first official day of the applicant's medication aide training program;

7) not have been convicted of a criminal offense listed in Texas Health and Safety Code §250.006(a), and not have been convicted of a criminal offense listed in Texas Health and Safety Code §250.006(b) within five years before the date HHSC receives the permit application;

(8) not be listed as unemployable on the EMR; and

(9) not be listed with a revoked or suspended status on the NAR.

10) provide the school a certified copy or a notarized photocopy of an unaltered, original, high school diploma or transcript or the written results of a general educational development (GED) test demonstrating that the applicant passed the GED test, unless the applicant is applying under §557.107(e) of this chapter for submission with the application to DHHS .

CANCELLATION & REFUNDS

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of

hours in the portion of the program for which the student has been charged on the effective date of termination.¹

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

This school provides equal employment, admission and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

This school is **"APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS, AND COLLEGES AUSTIN, TEXAS."** This school is **"APPROVED AND REGULATED BY THE TEXAS BOARD OF NURSING."**

I have read, understand, and will comply with this enrollment agreement and school catalog. I have had a tour of the school prior to enrollment. I acknowledge that I have received, as the student a copy of the school enrollment agreement and catalog.

Director or Authorized School Official

Date

The Vocational Nursing Institute Inc.

Student Affidavit of Understanding

Student Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____ DOB: _____

1. I understand that all the requirements in §557.107(b) of this chapter must be met before the start of the program

2. I understand that application fees submitted in the permit process are nonrefundable;

3. I understand that all materials submitted in the application process are nonreturnable

4. I understand that it is a misdemeanor to falsify any information submitted to DHHSC; and (A) specific information regarding personal data, certain misdemeanor and felony convictions, work experience, education, and training;

5. I understand I must provide a resume with work experience compliant with the rules for the medication aide program.

Student Signature: _____ Date: _____

Notary

State of Texas

I personally witnessed this signature.

Notary Printed Name

Notary Signature

Stamp:



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INSTITUTE, INC.