



Missouri Health Care Association

presents...

“Train the Trainer”

- . R.N. Instructor Workshop**
- . State Examiner Workshop**
- . Medication Technician Workshop**

**May 20-22, 2008
MHCA Office
236 Metro Drive
Jefferson City, MO 65109**

Last course until October 2008



R.N. Instructor Workshop, State Examiner Workshop & Medication Technician Workshop

General Information:

RN Instructor Workshop:

May 20-21, 2008
Registration: 8:00 a.m. - 8:30 a.m.
Workshop (20th) 8:30 a.m. - 4:30 p.m.
Workshop (21st) 8:30 a.m. - 2:00 p.m.

Location:

MHCA Office
236 Metro Drive
Jefferson City, MO 65109
573-893-2060

State Examiner Workshop:

May 21, 2008
Registration: 2:00 p.m. - 2:30 p.m.
Workshop: 2:30 p.m. - 4:30 p.m.

Workshop fees do not include meals or lodging. You are responsible for making your own hotel accommodations, if needed. MHCA has secured a block of rooms. Please call the hotel of your choice to make your reservations.

Candlewood Suites

3514 Amazonas Drive, Jefferson City, MO 65109
573-634-8822 - room rates are \$79.00

Med. Tech. Workshop:

May 22, 2008
Registration: 8:00 a.m. - 8:30 a.m.
Workshop: 8:30 a.m. - 1:00 p.m.

Comfort Suites

4804 Country Club Drive, Jefferson City, MO 65109
573-636-0300 - room rates are \$76.49

Room rates for both locations are effective until May 12, 2008.

Instructor:

Cheryl Parsons, RN, —Cheryl is a licensed nursing home administrator & Registered Nurse. She has over 16 years experience in LTC and 26 years in health care. Cheryl owns and manages a 65 bed skilled facility in southern Missouri and boasts four years with no federal tag violations. In addition to managing her own facility, she works in her consulting business helping providers across the state improve their services.

Instructions for Application to R.N. Instructor Workshop:

- 1) **An applicant must first send a copy of current resume and copy of current license renewal card to the Missouri Department of Health & Senior Services, P.O. Box 570, Jefferson City, MO 65102, Attn: Danette Beeson, Fax: 573-526-7656**
- 2) **A letter shall be provided by the Department of Health & Senior Services to the applicant indicating the status of the applicant's qualifications.**
- 3) **Please submit a copy of this approval letter from the Department of Health & Senior Services with the workshop registration to Missouri Health Care Association. MHCA must receive this approval letter PRIOR to participant attending the class.**

Purpose:

This "Train the Trainer" workshop is designed to prepare Registered Nurses to instruct Nursing Assistant students for long-term care facilities.

Enrollment is by PRE-REGISTRATION ONLY.

Refunds cannot be made if registrant fails to appear at the seminar or cancels less than 48 hours in advance. Certificates of Attendance will be issued to persons completing the two-day session. Completion of this session, with proper documentation submitted, will allow the R.N.'s name to be placed on the approved instructor listing of the Missouri Department of Health & Senior Services for the Nursing Assistant Program.

Required Course of Approved R.N. Instructor

Criteria for R.N. Instructor Workshop:

- 1) Registered Professional Nurse currently licensed in the State of Missouri
- 2) Two (2) years of nursing experience and at least one (1) year of experience in the provisions of long-term care facility services in the last five (5) years.
- 3) Attendance at a seminar approved by the Department of Health & Senior Services to learn methodology of teaching the course.

*****Attendees must bring a copy of the CNA Instructor manual (2001 edition) to this class.** To order this manual, please call the Instructional Materials Lab at UMC at 1-800-669-2465.

Objectives of R.N. Instructor Workshop:

At the conclusion of this session, it is anticipated that the R.N.'s will:

- 1) Identify Missouri Department of Health & Senior Services requirements and regulations for the Nursing Assistant training;
- 2) Develop skills in principles of adult education and counseling for adult learning problems;
- 3) Utilize appropriate testing methods;
- 4) Determine appropriate curriculum;
- 5) List requirements of examination and certification process;
- 6) Increase stand-up skills; and
- 7) Share experiences and ideas with other R.N. Instructors to increase effectiveness of training.

Approved Course to Become a State Examiner

Purpose:

For those R.N. Instructors who wish to become State Examiners, this workshop will complete the state requirements.

Criteria for State Examiner Workshop:

- 1) Registered Professional Nurse currently licensed in the State of Missouri;
- 2) Shall have taught a similar course or shall be qualified to teach a similar course;
- 3) Shall be approved by the Missouri Department of Health & Senior Services to administer final examination of the state-approved nursing assistant training curriculum and shall have signed an agreement with the Missouri Department of Health & Senior Services to protect and keep secure the final examination; and
- 4) Shall have attended an examiner's seminar to learn the methodology and sign an agreement.

Objectives of State Examiner Workshop:

At the conclusion of this session, it is anticipated that the R.N.'s will:

- 1) Identify Missouri Department of Health & Senior Services requirements and regulations for the Nursing Assistant training;
- 2) Utilize appropriate testing methods; and
- 3) Sign an agreement with the State of Missouri to become a State Examiner.

R.N. Instructor for Medication Technician Workshop

Enrollment is by pre-registration only.

Refunds cannot be made if registrant fails to appear at the seminar or cancels less than 48 hours in advance. Certificates of Attendance will be issued to persons completing the session. Completion of this session, with proper documentation submitted, will allow the R.N.'s name to be placed on the approved instructor listing of the Department of Health & Senior Services and the Department of Elementary and Secondary Education for the Medication Technician program.

Criteria For Medication Technician Workshop:

- 1) Currently licensed to practice as a Registered Nurse in the State of Missouri with at least two (2) years experience.
- 2) Shall meet state certification requirements as follows: (this will be discussed at workshop)
Hold a current teaching certificate from the Department of Elementary and Secondary Education, Division of Career and Adult Education, complete a teacher education workshop to implement the program, and be responsible to a sponsoring education agency: area vocational school, comprehensive high school, community or junior college.

NOTE: Attendees must bring a copy of the CMT Manual (1994 Edition)

Objectives of Medication Technician Workshop:

At the conclusion of this session, it is anticipated that the R.N.'s will:

- 1) Identify Missouri Department of Health & Senior Services and Department of Elementary and Secondary Education requirements and regulations for the Medication Technician training;
- 2) Utilize appropriate testing methods;
- 3) Determine appropriate curriculum;
- 4) List requirements of examination and registration process.

Registration Form
May 20-22, 2008
MHCA Office, Jefferson City, MO
Advance Registration is Required

Registrant Name: _____ Facility: _____
Social Security #: _____ Address: _____
COMPLETE R.N. #: _____
Home Address: _____ City/State/Zip: _____
_____ Facility Phone #: () _____
City/State/Zip: _____ Home Phone #: () _____

Registrant will attend the following portion of the workshop:

_____ R.N. Instructor Workshop _____ R.N. State Examiner Workshop _____ R.N. Instructor Med. Tech. Workshop

FEES:

R.N. Instructor Workshop:

MHCA Members....\$125.00
 Non-Members. . . . \$250.00

R.N. State Examiner Workshop:

Free of Charge

R.N. Med. Tech. Workshop:

MHCA Members....\$60.00
 Non-Members. . . . \$120.00

PAYMENT OPTIONS:

Check Enclosed
 MasterCard
 Visa

Credit Card #: _____ - _____ - _____ - _____

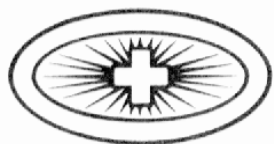
Expiration Date: _____ - _____

Required Signature: _____

For information please contact:

Michelle Walters
Education Support Assistant
Missouri Health Care Association
236 Metro Drive
Jefferson City, MO 65109
mhca@mohealthcare.com

Phone: 573-893-2060
Fax: 573-893-5248



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.....*Meeting the Challenge*

Visit us & Register On-line at: www.mohealthcare.com