

REGISTRATION FORM

Medication Aide & Diabetes Management Training

FIRST Tuesday of EVERY month

Arizona ALFA Training Center

333 E. Virginia Ave. Suite 200
Phoenix, AZ 85004

Training Fee

- \$30 Diabetes Training
Class Time: 1:00 PM to 3:30 PM
- \$30 Medication Aide Training
Class time: 9:30 AM to 12:00 Noon
- \$ 50 Both Classes

Upcoming 2009 Training Dates (circle):

May 5th, June 2nd, July 7th, August 4th, September 1st

Business Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Ph#: _____

Fax: _____

Attendee's Names & Titles:

1. _____
2. _____
3. _____
4. _____

Total Due: \$ _____

Payment Type (circle):

Check M/C Visa AMEX

Card# _____ CCV# _____

CC Billing Address: _____

Name on Card: _____

CC Exp. Date: _____

Mail or fax registration form to:
333 E. Virginia Ave. #106
Phoenix, AZ 85004



333 E. Virginia Ave. #106
Phoenix, AZ 85004

Phone: 602-322-0100

Fax: 602-322-0118

Website: www.azalfa.org

Mark Your Calendar now for Arizona ALFA's 7th Annual Fall Conference!

October 21, 2009

Black Canyon Conference Center

As we all buckle-down and prepare for the projected passing of the Employer Free Choice Act this fall, gear-up for the revised assisted living rules and regulations release, and follow critical legislature impacting all providers, make sure you "save the date" to keep yourself, your employees, and your peers on top of the industry's leading issues before entering the new year.

**Diabetes Management
Training
Medication Aid Training**



Medication administration and management of diabetes are two of the greatest areas of responsibility facing professionals in senior care today.

The Medication Aide program will provide instruction and training on the procedures for preparation and administration of medications. The Diabetes Management Training provides instruction on the care and maintenance of diabetes.

Training Dates and Location:

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This training is brought to you by:



In collaboration with DHS AL Licensure

Medication Aide & Diabetes Management Training

Course Objectives

Caregivers will learn about the roles and responsibilities involved with medication administration and diabetes management. After completing a Competency Exam, those passing with a grade of 80% and above will receive a Certificate of Completion to proudly display in their community.

At the conclusion of this training caregivers will:



- Know the procedures for preparation of medication;
- Know how to properly store and control medication;
- Understand and be able to utilize the terminology and abbreviations utilized in the industry;
- Know the signs and symptoms of drug reactions and side effects of medications commonly administered;
- Be able to identify and understand the various forms and routes of medications;
- Know how to read a physician's order, work with a pharmacy, and utilize a drug reference book;
- Know the "Six Rights" of administering medication to a resident;
- Know the different types of diabetes and the necessary steps to assist a resident in the maintenance of this disease.

About the Speaker

Wanda Tutelo, LPN, Director of Training for Arizona ALFA and the Arizona Senior Housing Institute, has over 15 years experience in geriatrics, specializing in Alzheimer's disease. Wanda currently teaches the following courses for Arizona ALFA: Caregiver Training, Medication Aide and Diabetes Management.

Registration and Fees

Arizona ALFA members will receive the introductory rate of \$30 for each class, or \$50 for both. Non-members rates are \$60/class. Registration fee includes all training materials. Classes will not be held for fewer than 5 students. Individuals that are registered for a training with fewer than 5 persons enrolled will be moved to the next training date (Arizona ALFA will contact you). Cancellations the week of the event will be assessed a \$15 fee.

Agenda

9:15 - 9:30 AM

Registration

9:30am-12pm

Medication Aide Training

- I. Introduction to Med Aide Training: Your Role & Responsibilities
- II. Terminology, Abbreviations and Tools
- III. Medication Forms & Routes of Administration, Medication Orders, and Working with the Pharmacy.
- IV. Procedures for Providing Assistance with Medications.

- V. Documentation and Medication Records.
- VI. Resident Refusal of Medications, Adverse Reactions & Medication Errors.

12pm –12:30pm

Training Exam and Evaluation (*those registered for both courses will break for lunch at this time; both exams will be provided at conclusion of Diabetes Management*)

1pm-3pm

Diabetes Management Training

- I. What is Diabetes?
- II. The Highs and Lows of Blood Glucose
- III. Checking Blood Glucose Levels
- IV. Hypoglycemic Medications
- V. Preparing to Assist with Insulin & Types of Insulin Pens

3pm - 3:30 pm

Training Exam and Evaluation

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