

**Coordinating Board of Higher Education**

**New Program Request**

**For**

**Health Care Specialist AAS, Health Care Specialist Professional Certificate,**

**And**

**Short Certificates in Health Care Specialist-Care Facility Track,**

**Proposed by:**

**State Fair Community College**

**Sedalia, MO 65301**

**660-530-5800**

## NEW PROGRAM PROPOSAL FORM

Sponsoring Institution (s): State Fair Community College

Program Title: Health Care Specialist A.A.S

Certificate: Health Care Specialist Professional Certificate

Short Certificate: Health Care Specialist-Facility Track

Institution Granting Degree: State Fair Community College

Delivery Status(s): The new program will utilize existing space, online delivery for the didactic instruction, as well as facilities of partner health care and education agencies.

Mode of Program Delivery: Traditional and online

Geographic Location of Student Access: 3201 West 16<sup>th</sup> Street  
Sedalia, MO

CIP Classification: 51.1614 Nurse/Nursing Assistant/Aide and Patient Care  
Assistant

Implementation Date: Effective Spring 2011

AUTHORIZATION

---

Contact Person: Joyce Jennings, Coordinator of Health Occupations

## **FORM PS**

### **PROGRAM STRUCTURE**

#### **Health Care Specialist A.A.S and Health Care Specialist Professional Certificate**

The objective of the Health Care Specialist A.A.S is to prepare students to enter the workforce:

Depending on the courses selected, the student may qualify for licensing as a Certified Nurse Assistant (CNA), Certified Medication Technician (CMT), Home Health Aide, Restorative Nurse Assistant (RNA), Social Services Director/Activity Director, or combinations of those licenses.

Depending on the selection of specific courses, students may obtain employment in a variety of potential settings by completing individual component elements of the two tracks while continuing to work on their A.A.S degree. Current holders of various state-recognized credentials may articulate those credentials to SFCC while working on the remainder of their certificate or AAS degree.

The Certified Nurse Assistant (CNA) is an important member of the health care team who often holds a high level of experience and ability but, without qualification, is often unable to perform many tasks due to liability/certification matters. Attempts to regulate, control and verify CNA education have been made; the result is the North American “CNA” (Certified Nurse Assistant), a credential gained by registering completion of the statutory level of workplace experience and academic achievement with a central body.

This central certification allows an employer to verify experience and knowledge as well as to assist in preventing individuals who have been “struck off” (had registration/certification invalidated) from continuing to work in healthcare roles.

The purpose of Certified Medication Technician (CMT) training is to prepare individuals for employment in a long-term care facility. The program teaches skills in administration of basic medications to assist LPNs or RNs in medication therapy. The course consists of at least sixty hours of classroom instruction and a minimum of eight hours of clinical practice under direct supervision. Upon successful completion of both classroom and clinical components, the student will

be eligible to take the state exam to become a Certified Medication Technician through the Missouri Department of Health and Senior Services.

Restorative Nurse Assistant is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. There is a continuing need for this paraprofessional in the long-term setting. This job will lead to home and acute care settings in the future. This specialty will provide participants with the opportunity to learn rehabilitative philosophy, work with departmental organization, and understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation.

Home Health Aide is designed to provide the student with basic care needs of families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition and meal planning, adapting basic care activities, observing client's medication and special needs as well as special procedures in emergency care.

**A. Total credits for graduation:**

61-64 credit hours

**B. Residency requirements:**

Determined by legal address

A student under age 21 is same as parents' address

Taxing district is Pettis and Benton Counties

**C. Courses and credits required for general education.**

N/A

**D. Requirements for thesis, internships or other capstone experience:**

Clinical rotations will be required for some classes.

**E. Any unique features such as Interdepartmental cooperation:**

Interdepartmental cooperation with SFCC Online, Education Technology Services and with Health Occupations Department.

## **Form SE**

### STUDENT ENROLLMENT PROJECTIONS

i.

<b>YEAR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
CREDIT HOURS	465	1395	1395	1395	1395
FULL TIME	10	25	25	25	25
PART TIME	5	15	15	15	15
TOTAL STUDENTS	15	40	40	40	40
Number of graduates per annum at three and five years					
3 Years	10	20	20	20	20
5 Years	10	25	25	25	25

ii. Will enrollment be capped in the future?

No. State Fair Community College will provide open enrollment in the program based on instructor/student ratios and classroom facility capacity. Enrollment cap for the health care specialist program will not be implemented.

## **MARKET DEMAND**

### **National**

According to the Bureau of Labor Statistics, health care is one of the largest industries in America, providing 14.3 million jobs for wage and salary workers. Ten of the 20 fastest growing occupations are healthcare related. Healthcare will generate 3.2 million new wage and salary jobs between 2008 and 2018, more than any other industry, largely in response to rapid growth in the elderly populations.

## State and Regional

Missouri is projected to have more than 150,500 job openings from 2009 to 2011. During this time, the 20 occupations with the fastest projected growth in the state include eight healthcare-related occupations.

Personal and Home Care Aides have projected employment of 19,360 for the year 2011 with 651 average annual openings. The average annual wage is \$18,710.00 with a career grade of B.

Occupations under the Home Health Aide umbrella have projected employment of 14,070 for the year 2011 with 535 average annual openings. The average annual wage is \$19,540.00 with a career grade of B.

## Local Need

In 2008, SFCC conducted a comprehensive market study of our service area. In part, the survey showed:

### *Allied Health Industry Related Programs*

Many opportunities exist for SFCC in the area of Allied Health Industry-related programs. SFCC already boasts a solid foundation of health industry related programs including nursing, radiologic technology, practical nursing and dental hygiene.

Four additional programs emerged as a result of the market variable analysis. These programs, with strong national and regional labor market demand, are:

1. Medical Records and Health Information Technicians (new)
2. Nursing Aides (expand upon existing program)
3. Pharmacy Technician
4. Physical Therapist Assistant

SFCC also expressed specific interest in several additional allied health industry-related programs, including:

5. Emergency Medical Technicians and Paramedics (new)
6. Respiratory Therapist (currently inactive)
7. Surgical Technologists/Technicians (new)

Each of these programs has the potential to enhance the allied health cluster already in place at the College. Competitive program influences are mitigated by SFCC's competitive edge in tuition for in-district students. Many of the for-profit and proprietary schools offering allied health programs charge significantly more per credit hour or per program than SFCC. In addition, many of these programs have accreditation requirements that specify clinical hours.

SFCC offers another competitive edge for in-district students because of existing relationships with health care providers that can provide clinical sites for programs.

Allied health industry programs also offer economies of scale, in that some basic courses, such as Medical Terminology or Anatomy and Physiology, are already offered.”

The combined online and on-ground delivery modes specified in this proposed certificate/degree program were also addressed in the market survey, with online delivery highlighted as an important factor:

*“Online delivery options can increase enrollment by increasing access for students within the College’s existing service area. For this reason alone, alternative delivery programs must be considered as part of the College’s strategic plan.”*

Online course offerings at SFCC have been growing by over 30% per semester for the last year, comprising over 23% of total SFCC credit hours, attesting to our strength in this delivery method.

## **SOCIETAL NEED**

According to the U.S. Department of Health and Human Services, Administration on Aging, one in every eight Americans is age 65 or older. The agency is predicting that by 2030, there will be 72.1 million older persons, more than twice the number as in 2000 and nearly 20 percent of the total population. The area of mid-Missouri served by State Fair Community College has one of the fastest growing populations of older persons as a percentage of the population in the United States. This growth in the aging population stresses the importance of the health care community, including long-term health care facilities, which will be important employers of this program’s graduates.

## **METHODOLOGY**

- a) Labor Statistic Internet research
  - Census Bureau
  - Bureau for Labor Statistics
  - Occupational Outlook Handbook
  - Missouri Economic Research and Information Center
  - U.S. Department of Health and Human Services
- b) State Fair Community College Feasibility Study, December 2004

## **DUPLICATION**

State Fair Community College covers a 14-county region in Central Missouri that is experiencing population growth in an aging population that may utilize servicing in the Health Occupations professions. Although there are other institutions offering some of the certification requirements, they are not offering the combination of courses that will make up the Health Care Specialist A.A.S nor are they offering these courses online. In addition, the volume and content of inquiries from current and potential students interested in the SFCC Health Care Specialist A.A.S further supports that this program would not be an unnecessary duplicated program. We currently have an overwhelming interest in our nursing program. We anticipate this new program will attract students who are not yet eligible to meet the entrance requirements for the RN program.

## **COLLABORATION**

State Fair Community College will create an advisory committee that will enable employers, medical industry representatives, students, and educational partners to form a partnership with and/or provide input to the State Fair Community College Health Care Specialist A.A.S Program. Tasks of the Board include:

1. Provide information on new trends in the field and critical issues or concerns.
2. Help brainstorm new ideas.
3. Help narrow options.
4. Make contracts with associations and other groups that might help with marketing.
5. Suggest instructors.
6. Suggest course content, books and reading materials.
7. Help identify potential participants for the program.
8. Critique readings and materials.
9. Help award certificates or other forms of recognition.

## **PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS (FORM PG)**

### **STUDENT PREPARATION**

Students opting for the Health Care Specialist A.A.S, Health Care Specialist Professional Certificate, or the Health Care Specialist Short Certificates will adhere to regular college admission standards. No special preparation or standards will apply, other than state requirements applicable to the individual certifications for individual courses. In addition, student and instructional services and operations will be equivalent to on-campus operations and services, including admissions, enrollment, assessment, testing, bookstore, financial aid, library services, information services and technology, and business office.

### **FACULTY CHARACTERISTICS**

All instructors must meet criteria established and approved by the Missouri Department of Health and Senior Services and SFCC requirements for each program area.

### **ENROLLMENT PROJECTIONS**

<b>YEAR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
CREDIT HOURS	465	1395	1395	1395	1395
FULL TIME	10	25	25	25	25
PART TIME	5	15	15	15	15
TOTAL STUDENTS	15	40	40	40	40
Number of graduates or completers per annum at three and five years					
3 Years	10	20	20	20	20
5 Years	10	25	25	25	25

### **STUDENT AND PROGRAM OUTCOMES**

Special skills specific to the program.

*Health Care Specialist A.A.S.* A graduate earning this certificate may customize their experience to a variety of employment circumstances based on selecting an

appropriate learning track of their choice. Depending on selection of track, students completing this program may be employed in nursing homes, assisted living facilities, and hospitals and be qualified to work in multiple areas within the a variety of employment settings.

*Health Care Specialist Professional Certificate:* This Health Care Specialist Professional Certificate prepares students to enter the workforce by providing a series of specific individual opportunities to become a valuable member of an assisted living or care facility by preparing them to become licensed as a Certified Nurse Assistant (CNA) and Certified Medication Technician (CMT), with additional training as a Home Health Aide, Restorative Nurse Assistant (RNA and Social Services Director/Activity Director). The students may get training in 8 to 12 weeks, take the state test to become a Certified Nurse Assistant and begin employment immediately. Current employees of nursing facilities may come back to get certified for Certified Medication Technician (CMT), Home Health Aide, and a Restorative Nurse Assistant (RNA).

*Short Certificate- Health Care Specialist-Facility Track.* A completer of this certificate will be able to be employed as a CNA, CMT, RNA, and Home Health Aide in a variety of assisted living and care facilities.

Individual courses within the certificate may allow students to be employed as a Certified Nurse Assistant (CNA), Certified Medication Technician (CMT), and Restorative Nurse Assistant (RNA) Home Health Aide (HHA), and Social Services Director/Activity Director (SSD/AD. Variations from state to state may require either more or less qualifications to work in each of these different areas.

## **PROGRAM ACCREDITATION**

The State Fair Community College Health Care Specialist A.A.S will be included under the general accreditation with State Fair Community College by the Higher Learning Commission of North Central Association of Colleges and Schools, and will be specifically designated for on-ground or online delivery. We are seeking Missouri Coordinating Board of Higher Education approval.

## **INSTITUTIONAL CHARACTERISTICS**

Program classes are incorporated in our on-campus and online offerings. We do not anticipate substantial additional capital expenditures associated with the

implementation of the Health Care Specialist A.A.S degree program as our online Learning Management System has unlimited ability to deliver additional coursework. This program will be staffed with adjunct instructors on a class-by-class employment contract.

### **QUALITY ASSURANCE FOR OFF-SITE PROGRAMS**

Oversight of online programs is conducted by the Director, SFCC Online. Each online course is designed following nationally recognized Quality Matters for Online Delivery, and is reviewed and approved against those standards prior to offering the course. Student feedback is obtained for each course at two times—once in week 2 and at the end of the course. All online courses are open to monitoring by SFCC Online, and all student feedback is investigated where appropriate. Faculty must meet SFCC standards for online delivery, including a 2 credit hour course in Teaching Online and a 2 credit hour course in Teaching with LMS Software in addition to their professional qualifications.

The Coordinator, Health Occupations, will manage local operations including class scheduling, staffing, facility management, marketing, business office operations, assessment, enrollment, enrollment management and reporting, advisory councils, community relations and administration for the program. Student services, instructional services and business operations will be equivalent to existing programs of study.

On-site clinical experiences will be supervised by Missouri approved staff as registered with the Missouri Department of Health and Senior Services where required by specific individual course requirements.

SFCC's Education Technology Services staff, which is primarily responsible for academic and administrative, computing, will provide technical support and training for the SFCC faculty of the program. The technicians will maintain the college Wide Area Network to facilitate management functions and maintain the site's Local Area Network to accommodate technology needs.

Part-time and full-time students who enroll in the program and follow the proposed course schedule will be able to complete the requirements for the certificate. The schedule will include classes fulfilling basic skills, general

education, and program requirements. Classes based on community or industry training need will be offered on an as needed basis.

### **FACULTY QUALIFICATIONS**

All instructors must meet criteria established and approved by the Missouri Department of Health and Senior Services, as well as those for SFCC faculty in each component of the A.A.S courses.

### **SUPPORT SERVICES**

Academic and student support and coordination between the SFCC program and the services units are primarily the responsibility of the Vice President of Educational and Student Services. Executive Leadership Team members will ensure support for program operations including facility development, curriculum development, staffing, program and personnel evaluation, advisory committee activities, marketing, admissions, financial aid, business office, student services, advising and enrollment. The health care specialist faculty will be members of SFCC committees, teams, and structure systems responsible for planning and implementing instruction and student and community services. Program faculty at all sites will also meet during the regular workshops to coordinate department outcomes, course syllabi, text book selection, instructional resources for the program and advisement training.

Student support services will be provided by on-site staff and faculty and the Sedalia-campus Student Services Office staff, who have developed strategies to assist out-of-district students in accessing educational programs and services. The Student Services Office will provide admissions and on-going support services. SFCC will provide college publications and conduct general advertising. Program faculty and staff will work in collaboration with SFCC Marketing Department to conduct general marketing to schools and employers in the SFCC Region. Marketing information will provide an excellent summary of programs, services, and contacts for prospective students. A variety of advertising methods will be utilized to promote the Health Care Specialist A.A.S degree program.

Students will have access to online and on-ground library services via our mySTAR portal, with access to a variety of professional journals with search and full-text capability. Interlibrary loan services are available through Mobius. State Fair

Community College will also coordinate SFCC student access to area public and school district libraries.

Information related to application for financial aid will be available through the on-site staff, high school and the area school counselor. Applications for admission will be entered and processed by student services staff, which will ensure compliance with U.S. Department of Education guidelines and will administer the financial aid program. The SFCC Student Services Office will also maintain centralized student records and transcripts. Students will also be able to access on-campus academic advisors via internet.

Mandatory testing and placement will help ensure that entering students have the skills necessary for successful academic performance. Students will be tested using the COMPASS test, as well as state mandated requirements for eligibility to specific courses, i.e. TABE for CMT. SFCC sites have the required equipment and licenses to administer the COMPASS test via computer on individual basis by appointment and allows for immediate test results.

## PROGRAM STRUCTURE- Health Care Specialist A.A.S

### AAS Core Courses

Course		Credit Hours
MEOF 101	Medical Terminology I	3
MEOF 102	Medical Terminology II	3
MEOF 140	Technology in Health Occupations	3
*BIO 207	Human Anatomy w/Lab	4
BIO 208	Human Physiology w/Lab	4
CAPP 125	Microcomputer Applications	3
HLTH 102	First Aid	2
SS 120	Employment Strategies	1
<b>Electives*</b>		<b>7</b>

#### Choose from:

BIO 103, HEOC 101, HEOC 168, HEOC 170, HEOC 172, SPAN 120

**Minimum Total 30 Hours**

\* Course requires a college level science. BIO 103 is recommended.

### General Education

Course		Credit Hours
<b>Communications</b>		
ENGL 101	English Composition I	3
<b>Mathematics</b>		
MATH 112	Intermediate Algebra	3 Hours
<b>Social Science</b>		
HIST 101	US History Before 1877	3
HIST 102	US History After 1877	3
POLS 101	American/National Government	3
<p>These courses satisfy the state requirements for the Missouri Constitution. Students transferring credit for American history of national government from out-of-state must complete POLS 102 Missouri Constitution.</p>		
<b>Wellness</b>		
HLTH 101	Personal Health/Fitness	1
WELL 116	Building Fitness for Life	1
WELL 117	Building Fitness for Life II	1
WELL 118	Aerobics	1
WELL 119	Low Impact Aerobics	1
WELL 121	Women and Health	1
Well 122	Applied Wellness	1
<b>General Education (Select from 2 Areas) 6 hours</b>		
<b>Electives</b>		
<b>COMMUNICATING</b>		
ENGL 102, ENGL 110, ENGL 112, SPTH 101		
<b>MATHEMATICS</b>		
MATH 101, MATH 107, MATH 108, MATH 114, MATH 116		
<b>SOCIAL AND BEHAVIORAL SCIENCES</b>		
BADM 101, BADM 107, ECON 101, ECON 102, HIST 108, HIST 109, PSY 101, PSY 102, SOC 100		
<b>HIGHER ORDER THINKING</b>		
BADM 103, ENGL 102, LIT 104, SOC 120		
<b>VALUING</b>		
PHIL 101, PHIL 104, SOC 102, SOC 120		
<b>MANAGING INFORMATION</b>		
CAPP 125, CIS 103, ENGL 102, HEOC 140		
<b>LIFE AND PHYSICAL SCIENCE</b>		
AGRI 108, AGRI 118, CHEM 101, CHEM 113, PHYS 103, PHYS 105, PHYS125		
<b>HUMANITIES AND FINE ARTS</b>		
ART 101, FREN 101, LIT 101, LIT 104, LIT 105, LIT 107, LIT 109, LIT 14, MUS 101, PHIL 101, PHIL 102, PHIL 104, SOC 120, SPAN 101, SPAN 120, SPTH 107		
<b>Minimum</b>	<b>Total</b>	<b>16 Hours</b>

### Health Care Specialist- Health Care Facility Track

Certified Nurse Assistant (CNA)		8 Hours
HEOC 150 CNA I	3	
HEOC 153 CNA II	3	
HEOC 155 CNA Clinical	2	
Certified Medication Technician (CMT)		5 Hours
HEOC 158 CMT	4	
HEOC 160 CMT Clinical	1	
Home Health Aide		2 Hours
Restorative Nurse Assistant (RNA)		3 Hours
RNA	2	
RNA Clinical	1	
<b>Total Credit Hours- Health Care Facility Track</b>		<b>18 Hours</b>

**Total AAS Credit Hours: 64 Hours**

### Health Care Specialist Professional Certificate

Course	Credit Hours
Certified Nurse Assistant (CNA)	8
HEOC 150 CNA I	3
HEOC 153 CNA II	3
HEOC 155 CNA Clinical	2
Certified Medication Technician (CMT)	5
HEOC 158 CMT	4
HEOC 160 CMT Clinical	1
Home Health Aide	2
Restorative Nurse Assistant (RNA)	3
HEOC 164 RNA	2
HEOC 166 RNA Clinical	1
Medical Terminology I	3
Electives:	9

**Choose from:**

BIO 103, HEOC 101, HEOC 140, HEOC 168, HEOC 170, HEOC 172, HLTH 102, MEOF 102, SPAN 120

**Total Credit Hours: 30**

### Health Care Specialist Certificate

This Health Care Specialist Professional Certificate is to prepare students to enter the workforce by providing a series of specific individual opportunities to become a valuable member of an assisted living or care facility by preparing them to become licensed as a Certified Nurse Assistant (CNA) and Certified Medication Technician (CMT), with additional training as a Home Health Aide, Restorative

Nurse Assistant (RNA) and Social Services Director/Activity Director. The students may get training in 8 to 12 weeks, take the state test to become a Certified Nurse Assistant and begin employment immediately. Current employees of nursing facilities may come back to get certified for Certified Medication Technician (CMT), Home Health Aide, and a Restorative Nurse Assistant (RNA).

## Short Certificates

### Health Care Specialist- Health Care Facility Track

Certified Nurse Assistant (CNA)		8 Hours
HEOC 150 CNA I	3	
HEOC 153 CNA II	3	
HEOC 155 CNA Clinical	2	
Certified Medication Technician (CMT)		5 Hours
HEOC 158 CMT	4	
HEOC 160 CMT Clinical	1	
HEOC 162 Home Health Aide		2 Hours
Restorative Nurse Assistant (RNA)		3 Hours
HEOC 164 RNA	2	
HEOC 166 RNA Clinical	1	
<b>Total Credit Hours- Health Care Facility Track</b>		<b>18 Hours</b>

This short certificate provides an opportunity for a completer to obtain immediate employment after completing the CNA course, with concurrent opportunities to continue to work while working on the remainder of the certificate. State law requires a six month experience as a CNA before being eligible to take CMT courses, allowing for the remainder of the certificate to be completed while waiting to take the CMT course. This well rounded professional would be eligible for immediate employment at any care facility.

### New Credit Courses Required for this Proposal:

#### HEOC 150 **CERTIFIED NURSE ASSISTANT I (CNA I) (3)**

The CNA training prepares individuals for employment in a long-term care facility, teaching skills in resident care under the direct supervision of a licensed nurse. Successful completion of CNA I, CNA II, and CNA Clinical will meet state requirements for CNA training. Additional state-mandated requirements may be required to be employed as a CNA in a long-term care facility.

#### HEOC 153 **CERTIFIED NURSE ASSISTANT II (CNA II) (3)**

Prerequisite: HEOC 150 CNA I

This course includes topics such as basic nursing skills, fire safety, resident safety and rights, social and psychological problems of residents and the methods of caring for the mentally confused residents, including those with Alzheimer's disease, in a long-term care facility.

#### **HEOC 155 CERTIFIED NURSE ASSISTANT (CNA) CLINICAL (2)**

Co-requisite: HEOC 153 CNAII

This clinical course provides 100 hours of on-the-job training with state-approved clinical supervisors in a long-term care facility. At the conclusion of this course, the student must pass a two-part, state approved final examination. The two-part final examination includes a written or oral assessment and a practicum examination.

#### **HEOC 158 CERTIFIED MEDICATION TECHNICIAN (CMT) (4)**

This course prepares individuals for employment in a long-term care facility. The course teaches skills in administration of non-parenteral medications to assist LPNs or RNS in medication therapy. The course consists of at least 60 hours of classroom instruction. Upon successful completion of both the CMT class and the c-requisite clinical course, the student will be eligible to take the final exam to become a Certified Medication Technician through the Missouri Department of Health and Senior Services.

#### **HEOC 160 CERTIFIED MEDICATION TECHNICIAN CLINICAL (1)**

Co-requisite: HEOC 158 CMT

This course includes at least eight hours of clinical practice under direct supervision. The learner will participate in administering non-parenteral medications in a long-term care facility.

#### **HEOC 162 HOME HEALTH AIDE (2)**

This course provides the student with basic care skills for families with unique health needs in the patient's home. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client's medication and special needs, as well as special procedures in emergency care.

**HEOC 164 RESTORATIVE NURSE ASSISTANT (RNA) (2)** This course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in

nursing homes. This course will provide participants with the opportunity to learn the rehabilitative philosophy and work with departmental organization, and to understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation.

### **HEOC 166 RESTORATIVE NURSE ASSISTANT CLINICAL (1)**

Co-requisite: HEOC 164

This course includes clinical practice under direct supervision. The learner will participate in working with the physical therapist in a long-term care facility.

### **HEOC 168 Social Services Director/Activity Director (SSD/AD) (5)**

This course provides an introduction to the long-term care setting and the various methods of providing Recreation and Social services in this setting. It includes information to give understanding of the regulatory process and the Quality Assurance System in this setting. It will include study of Human Aging, an overview of social work practice, an introduction to recreation service provisions, and the Federal and State Regulations. At the end of the course, the successful student will be qualified to hold a position as an Activity Director or Social Services Director in a long-term care facility.

### **HEOC 170 Level 1 Medication Aide (1)**

The Level I Medication Aide (LIMA) training program prepares individuals for employment as a LIMA in residential care facilities (RCFs) and assisted living facilities (ALFs). The program is designed to teach skills in medication administration of basic medications in order to qualify students to perform this procedure only in RCFs and ALFs in Missouri. The curriculum content is a minimum of 16 hours which includes procedures and instructions in the following areas: basic human needs and relationships; drug classifications and their implications; assessing drug reactions; techniques of drug administration; medication storage and control; drug reference resources, and infection control.

### **HEOC 172 Insulin Administration (.5)**

INSULIN ADMINISTRATION

Prerequisite: valid Missouri LIMA or CMT Certification

The Insulin Administration training program prepares medication techniques in a skilled or intermediate care facility or medication aides in a residential care facility

(RCF) or assisted living facility (ACF) to administer insulin. The program is designed to present information on diabetes as it relates to symptoms and implications of proper or improper treatment and to teach skills in insulin administration in order to qualify students to perform this procedure in long term care facilities in Missouri. The curriculum content includes procedures and instruction in the following areas: diabetes and its treatment and complications; types of insulin; techniques of insulin administration; and methods of monitoring blood sugar levels.