

## **Introduction & Guidelines**

For  
CRMA Recertification/Bridge Course  
**January 2008**

This 8-Hour CRMA Recertification course was created with the input and help from many sources. I would like to thank all the CRMA instructors who contributed towards the content along with Providers who sent me input and Department staff that helped me put the course together.

### **Guidelines**

The CRMA 8-hour Re-Certification course and the Bridge Course have been combined into an 8 hour course using the guidelines listed below. Class Notification Form must still be utilized and sent to the Department 30 days prior to the class date.

The CRMA 8-hour recertification course was designed as a competency based recertification. Students coming into this 8-hour recert course should already possess the knowledge base in order to successfully pass with the required grade.

There is no curriculum. This is a competency based testing program. It is strongly recommended for instructors to provide students with either a copy of the full curriculum or a study guide that they have constructed or utilize the one available on the web site. **Instructors are not to add or delete anything from standardized tests.** Remember there may be more than 1 acceptable answer to a question (adjust accordingly). The students may be provided with a copy of the manual or study guide at least one week prior to the class.

Passing grade for the recertification is an overall grade of 80%. If an overall grade of 80% is not achieved by any student, then that student must retake the 40-hour CRMA course or the 3-day CRMA course approved by the Department.

### **Grading**

1. Transcription Exercise including MAR pass/fail
2. Mock Med. pass using tools from #1 pass/fail
3. Closed book exam (This must be passed with an 80% or better.) 80%
  1. Transcription Exercise

This portion of the competency based re-certification course tests the students ability to transcribe doctor's orders onto a MAR with 100% accuracy with only one try to pass. This is a one try situation as the student(s) may use other resources within the classroom with the exception of the instructor.

## 2. Mock Med pass using MAR from #1

This portion tests the student's ability to pass the meds transcribed from the doctor's orders using the MAR completed in #1. This portion must also be passed with 100% accuracy with a Maximum of two (2) tries. If the student cannot complete either #1 and/or #2 with 100% accuracy, they should not be allowed to continue with the 8-hour Re-Certification/Bridge course. The instructor should use the clinical checklist that accompanies the curriculum. (Document will be found at the end of the curriculum). The instructor will also be responsible to supply the students with the proper supplies to complete this task. You may be able to get your pharmacy to prepare bingo cards for this task using either M&Ms or Skittles.

The Curriculum Resource Center of Maine may be contacted for manikins and other teaching aides on 200 Hogan Road, Bangor, Maine

[crcm@utc.utc4k12.me.us](mailto:crcm@utc.utc4k12.me.us)

3. The final piece is the written exam. Instructors are to alternate the exams through their classes. The transcription exercise, clinical checklist and written exam must be kept with the student's file for the length of time as required by law. Students will have only one attempt with the written exam. If the student does not pass this final written exam with an 80% or better, they must retake the CRMA Course in its entirety.

## 4. SPECIAL BRIDGE COURSE REQUIREMENTS

Students who are being Bridged to the 40 hour Course must take the entire Re-certification Course without regard to when it was previously taken within the past 2 years.

To complete the Bridge Course, once the student has passed the Re-Cert class, they must complete a minimum of 3 actual Med Passes with an R.N. in a clinical setting within 45 days of the end of the class. The Clinical Check List from this Curriculum marked "Bridge" must be completed and sent in with the final paper work.

## Forms

Utilize the forms that are available on the CRMA protected site. Make sure to mark 8-hour Re-certification or Bridge Course at the top of the Validation Form. All students' names must be written in the middle section of the form. If a student does not want to supply his/her social security number, it is requested that at least the last 4 digits be given. Duplicate certificates are printed from the BEAS website using the student's first and last name, and the last 4 digits of their social security number. As this is the only way to get duplicate certificates, the students are required to put the 4 digits on their student information forms. Instructors, please be sure that the student fills in their student information form completely. Class size is limited to a maximum of 15 students. For permission to teach a larger class, please contact: Peter Mauro, Jr.

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Necessary forms in order for class to be processed:

Validation form

Student information form

Student Evaluations

Copy of either:

**The Student's Bridge certificate**

or

**A copy of their 3-day certificate from the Department**

or

**A copy of their 5-day 40 Hour Certificate/Re-Certification Certificate**

**(Re-cert certificates will not be processed without required copies)**

**This is required as proof that the student has taken the Department approved required Course for the type of facility they are working in.**

## Class Outline

1. Instructors should arrive at class at least ½ hour ahead of time.
2. Check environment of the classroom for appropriateness.
3. Pass out attendance sheet and have students sign in.
4. Have students fill out a Student Information Form.
5. Collect all CRMA Certificates and check to be sure that students are appropriate to be there.
6. Check a photo ID to assure that you have the right persons.
7. Read the introduction and guidelines to the class.
8. Hand out 1 of the 8 transcription exercises and necessary equipment.
9. Have students complete transcription exercise; instructor to correct.
10. If transcription is not 100% accurate the student is to be asked to leave by the instructor.
11. The instructor will have each student do a mock medication pass using the clinical check list. Each item on that list must be demonstrated or discussed. If the item is discussed use a “D” in the box on the form and a √ if the task is demonstrated.
12. If the medication pass is unsuccessful, the instructor may have the student repeat the medication pass and check list.
13. If the medication pass is unsuccessful for a second time the student will be asked to leave and must repeat a full course. The student is NOT allowed to go back and continue to pass medications, nor is the student allowed to repeat the recertification class with another instructor.
14. Give the written exam which consists of 100 answers. Correct exams. Each answer is numbered. Each answer is worth 1 point. To tally the final grade for the written exam, subtract the number of wrong answers from 100 and that will give you the final grade.

15. Have students fill out "Course Evaluation Forms".
16. Although this is an 8 hour program the time may vary on either side (under/over).
17. Collect all paper work and send in to the Department within 45 days from the end of the class.