

HR-20-0008

QUALIFIED MEDICATION ADIE (QMA) TRAINEE AGREEMENT

Heart of CarDon, LLC (“CarDon”) is offering select candidates the opportunity to attend a Qualified Medication Aide “(QMA)” Training Program and earn certification as a QMA at no cost to the candidate.

NOTE: *Once qualified, participants in the training program who demonstrated good attendance, attentiveness, attitude and timeliness during the training and clinical program may be offered full time employment as a QMA at a CarDon Community subject to the staffing needs of those communities, and, if hired, be expected to remain as a full-time associate in good standing for a minimum of 9 months.*

Candidates for the QMA Training Program must meet all guidelines below to qualify. Candidates who qualify and are accepted into the program must read and sign this agreement prior the first day of training. Candidates who meet the guidelines for the program but do not sign this agreement will be disqualified to begin the training program but may reapply to future QMA Training opportunities offered by CarDon.

REQUIREMENTS FOR QMA PARTICIPATION (YOU MUST MEET ALL REQUIREMENTS):

- Must be a CNA in good standing on the Indiana Nurse Aide Registry and have worked 1000 hours as a CNA in the last 24 months
- Be willing to fully participate in the training and become a QMA
- Have interest in working with seniors and incapacitated adults
- Have acceptable results of a background check, including criminal record and non-exclusion by the OIG
- Have acceptable results of a pre-training physical exam
- Be willing to become a full-time associate as a QMA for at least 9 months after successful completion of the program
- Understand and Agree that you will pay CarDon a portion of the cost of the training program if you fail to complete the program, fail to accept an offer of employment as a full-time QMA at a CarDon Community, or fail to remain a full-time QMA in good standing at a CarDon for at least 9 months following completion of the program. Re-payment will be based on the following schedule:

Total Qualified Medication Aide Training cost, including the 100 hours of training and state qualification test: \$_____

Length of Employment with a CarDon Community as a QMA	Amount to Pay Back
0-3 Months	(75%) \$
4-6 Months	(50%) \$
7-9 Months	(25%) \$
> 9 Months	\$0

OTHER TERMS AND CONDITIONS:

- If you fail to complete the training program, you are not guaranteed continued employment at a CarDon Community as a CNA, but you may be considered for openings on a case by case basis.
- You will be considered a CNA until you successfully receive the QMA certification and be eligible for employee benefits including Workers Compensation.
- If you are a current associate who wishes to become a QMA, you are NOT guaranteed that your current work schedule will be altered to accommodate the training times.
- CarDon reserves the right to end this program or revise the requirements for participation at any time.

MY SIGNATURE BELOW AFFIRMS THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE TERMS OF THE QMA TRAINING PROGRAM AS DESCRIBED IN THIS DOCUMENT

 TRAINEE NAME

 TRAINEE SIGNATURE

 DATE

 D.O.N. NAME

 D.O.N. SIGNATURE

 DATE

 ADMINISTRATOR NAME

 ADMINISTRATOR SIGNATURE

 DATE

CARDON COMMUNITY: _____

CC: Associate, Associate File, CarDon