## Alabama Board of Nursing Medication Assistant, Certified (MA-C) Self-Compliance Evaluation Tool

Governing Institution: Click of	or tap here to enter text.	
MA-C Program: Click or tap he		
MA-C Program of Study: Cre		
Delivery Modality: Traditional	Hybrid	
Type of Evaluation: Choose a	ın item.	
Location:		
Date of Survey:		
ABN Staff: Choose an item.		
Purpose of Survey: Choose an	n item. ABN Administrative Code §610-X-14. Choos	e an Item.
Governing Institution and MA-C	Program Participants in Survey:	
	MA-C Program Coordinator	MA-C Lead Instructor
Name		
Credentials		
Telephone		
E-mail		
Additional Representatives Part	cicipating in Survey;	
Name, Title, Role		Name, Title, Role
•		

All Evaluation Criteria delineated within this document are specified within the <u>ABN Administrative Code</u> §610-X-14, ACCS and ABN Medication Assistant Program Overview Guideline, ABN Program Training Guideline, and the National Council of State Boards of Nursing (NCSBN) Medication Assistant-Certified (MA-C) Model Curriculum.

Review: This site visit is to ensure that this course meets the ABN-approved training guidelines and fulfills the Medication Assistant, Certified (MA-C), preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the

medication assistant. Upon completion of this course, the student should be able to demonstrate satisfactory performance on written examinations, practical lab, and clinical skills with a passing score of 75.

## **CREDIT HOURS**

Theory 4 credit hours (60 contact hours)
Lab 1 credit hour (30 contact hours)
Clinical 1 credit hour (45 contact hours)

Total 6 credit hours

## Total contact hours – 135

NOTE: Theory credit hours are a 1:1 contact to credit ratio. Lab credit is 2:1. Clinical credit is 3:1

Evaluation Criteria	Responsible	Source of	Expected Outcome	For A	BN Use	Evidence
	Individual(s)/Entity	Information/		Met	Not	
		Assessment Method			Met	
MA-C Education Program						
610-X-1401(31) Board-approved	President, Chancellor,	Notification to ACCS	The program is			
Medication Assistant Education	Provost, Vice President,	Director of Health	approved by the Board			
Program is a program approved by	Dean, Nursing Program	Program regarding	to administer			
the Board to administer educational	Administrator, MA-C	establishment of MA-C	educational preparation			
preparation for MA-Cs. The Board	Program Coordinator,	program, if applicable	for MA-Cs.			
may develop guidelines for	and/or internal committees					
programmatic maintenance of	applicable to the rules.	Institution Catalog				
approval and administration or						
educational preparation for MA-Cs.		MA-C Program				
		Website				
ACCS and ABN Medication	President, Chancellor,	Job descriptions for	The MA-C program			
Assistant Program Overview	Provost, Vice President,	MA-C Program	administration will			
Guideline	Dean, Nursing Program	Coordinator and MA-C	consist of at least a			
Program Administration	Administrator, and/or MA-C	Lead Program	program coordinator			
Identify a program coordinator and	Program Coordinator	Instructor	and lead instructor.			
lead instructor for the MA-C						
program. The program coordinator		Number of MA-C	The program			
can also serve as the lead		students	coordinator may serve			
instructor and clinical instructor			as the lead instructor			
depending on the size of the		Rosters of classroom	depending on the needs			
program and individual college		and clinical instructors	of the institution.			
needs. Keep current rosters of						
classroom and clinical instructors.			The MA-C program will			
			maintain rosters of			
			classroom and clinical			
			instructors.			

Evaluation Criteria	Responsible Individual(s)/Entity	Source of Information/	Expected Outcome	For A	BN Use Not	Evidence
	, , ,	Assessment Method			Met	
ACCS and ABN Medication	President, Chancellor,	Job description for	The Program Coordinator			
Assistant Program Overview	Provost, Vice President,	MA-C Program	holds a current,			
Guideline	Dean, and/or Nursing	Coordinator	unencumbered RN			
	Program Administrator		license in the State of			
Program Coordinator		MA-C Program	Alabama.			
qualifications will include:		Coordinator/Instructor				
		Qualifications	The Program Coordinator			
1. Hold a current, unencumbered		(required form)	has a minimum of a			
RN license in the State of			Bachelor of Science in			
Alabama		Continuing education	Nursing (BSN).			
O Decease the mainiment of -		records for MA-C	The December Counting the			
2. Possess the minimum of a		Program Coordinator	The Program Coordinator has at least two years of			
Bachelor of Science in Nursing (BSN)		Curriculum Vitae	full-time experience as an			
(BSN)		Curriculum vitae	RN in a health agency or			
3. Have at least two years of full-		Faculty Evaluations	nursing education			
time experience as an RN in a		(required)	program.			
health agency or nursing		(required)	program.			
education program			The Program Coordinator			
addation program			has completed periodic			
4. Have completed periodic			training updates.			
training updates			0 1			
ACCS and ABN Medication	President, Chancellor,	Job description for	The Lead Program			
Assistant Program Overview	Provost, Vice President,	MA-C Lead Program	Instructor holds a current,			
Guideline	Dean, Nursing Program	Instructor	unencumbered RN			
	Administrator, and/or MA-C		license in the State of			
Lead Program Instructor	Program Coordinator	Qualifications of MA-C	Alabama.			
qualifications will include:		Lead Program				
1. Hold a current, unencumbered		Instructor	The Lead Program			
RN license in the State of			Instructor has a minimum			
Alabama			of two years of full-time			
Λιαυαιτία			RN experience.			
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Evaluation Criteria	Responsible Individual(s)/Entity	Source of Information/ Assessment	Expected Outcome	For A Met	Not Met	Evidence
2. Have a minimum of two years of full-time experience as an RN in a health agency or nursing education program.  3. Have completed periodic training updates.  ACCS and ABN Medication Assistant Program Overview Guideline  Quality Assurance/Quality Improvement MA-C coordinators/lead instructors will participate in initial and periodic and/or annual training with ACCS Director of Health programs (unless indicated otherwise) on the requirements set forth by the ABN regarding MA-C practice in	ACCS Director of Health Programs, Program Coordinator, and/or Lead Instructor	Method  Continuing education records for MA-C Lead Program Instructor  Curriculum Vitae  Employee files  Continuing education records	in a health agency or nursing education program.  The Lead Program Instructor has completed periodic training updates.  The MA-C program coordinator and lead instructor will participate in both initial and periodic annual training provided by the ACCS Director of Health programs on the requirements set forth by the ABN regarding MA-C practice in Alabama and program structure.			
Alabama and program structure.  ACCS and ABN Medication Assistant Program Overview Guideline  MA-C Student General Eligibility Criteria (all training programs):  1) Satisfactory criminal/consumer background check and drug screen	Nursing Program Administrator, and/or MA-C Program Coordinator	Institution Catalog  MA-C Program Website  MA-C Student Handbook  Course syllabus/materials	The published policies and procedures for the MA-C program are consistent with those reflected within the indicated evaluation criteria including, but not limited to:  Admission criteria Code of Conduct			

Evaluation Criteria	Responsible	Source of	Expected Outcome	For A	BN Use	Evidence
	Individual(s)/Entity	Information/	-	Met	Not	
		Assessment			Met	
		Method				
2) At least 17 years of age by		Student records	<ul> <li>Background check</li> </ul>			
MA-C program completion			policy			
Active Certified Nursing		Code of Conduct	Drug Screen policy			
Assistant (CNA) or			ADA policy			
certification on the Alabama		Background check	<ul> <li>Essential functions</li> </ul>			
Nurse Aide Registry		policy				
preferred but not required.		Davis Osassas as l'ass				
Credit Have Based Breamans	Number Description	Drug Screen policy	Oradit Haur Dagad			
Credit Hour Based Programs  1) Meets all criteria listed in	Nursing Program Administrator, and/or MA-C	ADA policy	Credit Hour Based			
Meets all criteria listed in general eligibility criteria	Program Coordinator	Essential functions	Programs meet general eligibility and general			
2) Meets general college	Flogram Cooldinator	ESSETTIAL TUNCTIONS	individual college			
admission criteria of the		Admission criteria	admission criteria.			
individual college as outlined		7 tarrii 551011 Critoria	damission entena.			
in the college catalog						
in the conege catalog						
Non-Credit Based Programs			Non-credit hour Based			
Meets all criteria listed in			Programs meet general			
general eligibility criteria			eligibility criteria and			
2) Completes required			required registration			
registration process for			process for college's non-			
college's non-credit training			credit training office.			
office						

Evaluation Criteria	Responsible Individual(s)/Entity	Source of Information/ Assessment Method	Expected Outcome	For A	Not Met	Evidence
Plan of Instruction NAS 102 This course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation.  Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant.  NAS 102 contains a total of 135 contact hours as delineated below: Theory- 60 contact hours Lab- 30 contact hours Clinical- 45 contact hours	Nursing Program Administrator, and/or MA-C Program Coordinator	Institution Catalog  MA-C Program Website  MA-C Student Handbook  Course syllabus/materials  Course Outline  Program Training Guideline (attached)  Three student evaluations of course and faculty/instructor (required)  Feedback from Clinical Affiliates (required)  Refer to Module Checklist  MA-C Educational Facilities Tool (required)	Course fulfills NCSBN one hundred (100) hour MA-C Curriculum requirements through competency evaluation.  Students develop the knowledge, attitudes, and skills required of the medication assistant.  The course contains a total of 135 contact hours.			

Evaluation Criteria	Responsible Individual(s)/Entity	Source of Information/ Assessment Method	Expected Outcome	For A Met	Not Met	Evidence
		Three (3) examples of the following clinical experiences (required):  Student's written work  Instructor evaluations of students  Students and instructor's information -Assignments -Clinical schedules, etc.  Clinical Affiliations Grid (required)				
ACCS and ABN Medication Assistant Program Overview Guideline  MA-C Scope of Practice MA-C scope of practice, regardless of facility, would be subject to the ABN administrative code for medication assistants found in Chapter 610-X-14: Medication Assistant, Certified Rules.	Nursing Program Administrator and/or MA-C Program Coordinator	MA-C Program Website MA-C Student Handbook Course syllabus/materials Clinical guidelines/materials Clinical evaluation tool	The MA-C program of study complies with the evaluation criteria.  The MA-C scope of practice adheres to the ABN administrative code.			

ACCS and ABN Medication Assistant Program Overview Guideline  Training Materials consistent with NCSBN MA-C Model Curriculum outline  1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training Complete Guide to the Medication Aide Training Met Not Met Met  Instructional materials are consistent with NCSBN MA-C Model Curriculum.  Course syllabus/materials  Instructional materials are consistent with NCSBN MA-C Model Curriculum.  Course syllabus/materials  Outline  1) The State of Nebraska's Medication Aide Training Program Publishing Complete Guide to the Medication Aide Training		Evidence	BN Use	For A	Expected Outcome	Source of	Responsible	Evaluation Criteria
ACCS and ABN Medication Assistant Program Overview Guideline  Training Materials consistent with NCSBN MA-C Model Curriculum outline  1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training Medication Aide Training Complete Guide to the Medication Aide Training			Not	Met	•	Information/		
ACCS and ABN Medication Assistant Program Overview Guideline  Training Materials consistent with NCSBN MA-C Model Curriculum outline 1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals 2) Hartman Publishing Complete Guide to the Medication Aide Training	ļ		Met			Assessment	. , ,	
Assistant Program Overview Guideline  Training Materials consistent with NCSBN MA-C Model Curriculum outline 1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training								
Guideline Training Materials consistent with NCSBN MA-C Model Curriculum outline 1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training								
Training Materials consistent with NCSBN MA-C Model Curriculum outline  1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training						materials		
Training Materials consistent with NCSBN MA-C Model Curriculum outline  1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training					MA-C Model Curriculum.		Program Coordinator	Guideline
NCSBN MA-C Model Curriculum outline 1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training								Training Materials consistent with
outline 1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training						syllabus/materials		
1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training								
Medication Aide Training Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training								
Program instructor and student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training	ļ							,
student training manuals  2) Hartman Publishing Complete Guide to the Medication Aide Training	ļ							
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Medication Aide Training	ļ							,
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Manual made specifically for	ļ							Manual made specifically for
Alabama								Alabama
Alabama Board of Nursing Dean, Nursing Program Course grades Credit or non-credit overall	ļ				Credit or non-credit overall	Course grades		
Program Training Guideline Administrator, and/or MA-C course average of at least	ļ							
Learning Objectives Table of Program Coordinator Student Module Test 75 percent.	ļ				75 percent.		Program Coordinator	
<u>Specifications</u> Scores	ļ					Scores		
An overall course average of 75	ļ							
is needed to successfully								
complete the course whether for								
credit or non-credit course.								credit or non-credit course.
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Evaluation Criteria	Responsible	Source of	Expected Outcome	For A	BN Use	Evidence
	Individual(s)/Entity	Information/		Met	Not	
		Assessment			Met	
		Method				
Alabama Board of Nursing	Program Coordinator, Lead	Grade sheets	Students demonstrate			
Program Training Guideline	Program Instructor, and/or	indicating numerical	satisfactory performance			
	Additional/Clinical Instructors	grades	on written examinations,			
Plan of Instruction NAS 102			practical lab, and clinical			
Upon course completion (NAS		Skills check-off	skills with a passing score			
102 Medication Assistant),			of 75.			
students should demonstrate		Clinical evaluation				
satisfactory performance on			Graduates of the MA-C			
written examinations, practical		Medication assistant	program of study will be			
lab, and clinical skills with a		certification pass	successful on the MACE			
passing score of 75.		rates since program	(certification examination).			
		began or last				
Completion of this course is		calendar year	Student roster with final			
satisfactory for candidacy for the		(required)	course grades indicating a			
Medication Assistant Certification			passing score of 75 or			
Exam (MACE) through NCSBN.			higher will be submitted to			
			the ABN by the approved			
After course completion, a			program.			
student roster with final course						
grades indicating a passing score						
of 75 or higher must be submitted						
to the ABN by the approved						
program prior to the student						
receiving ABN authorization to						
test.	Dua mana Oa andii ada a la la	In American I	O			
The course syllabus is reflective	Program Coordinator, Lead	Instructional	Course syllabus is			
of the ACCS POI for NAS 102.	Program Instructor, and/or Additional/Clinical Instructors	materials	reflective of the ACCS POI for NAS 102.			
	Additional/Clinical Instructors	Course evillabus	FUI 101 INAS 102.			
		Course syllabus				
		ACCS POI				