

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

Governing Institution: Click or tap here to enter text.

MA-C Program: Click or tap here to enter text.

MA-C Program of Study: Credit____ Non-credit____

Delivery Modality: Traditional____ Hybrid____

Type of Evaluation: Choose an item.

Location:

Date of Survey:

ABN Staff: Choose an item.

Purpose of Survey: Choose an item. ABN Administrative Code §610-X-14. Choose 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 Participating in Survey:

Name, Title, Role	Name, Title, Role

All Evaluation Criteria delineated within this document are specified within the ABN Administrative Code §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*

EXAMPLE

Evaluation Criteria	Responsible Individual(s)/Entity	Source of Information/ Assessment Method	Expected Outcome	For ABN Use		Evidence
				Met	Not Met	
MA-C Education Program						
610-X-14-01(31) Board-approved Medication Assistant Education Program is a program approved by the Board to administer educational preparation for MA-Cs. The Board may develop guidelines for programmatic maintenance of approval and administration or educational preparation for MA-Cs.	President, Chancellor, Provost, Vice President, Dean, Nursing Program Administrator, MA-C Program Coordinator, and/or internal committees applicable to the rules.	Notification to ACCS Director of Health Program regarding establishment of MA-C program, if applicable Institution Catalog MA-C Program Website	The program is approved by the Board to administer educational preparation for MA-Cs.			
ACCS and ABN Medication Assistant Program Overview Guideline <u>Program Administration</u> Identify a program coordinator and lead instructor for the MA-C program. The program coordinator can also serve as the lead instructor and clinical instructor depending on the size of the program and individual college needs. Keep current rosters of classroom and clinical instructors.	President, Chancellor, Provost, Vice President, Dean, Nursing Program Administrator, and/or MA-C Program Coordinator	Job descriptions for MA-C Program Coordinator and MA-C Lead Program Instructor Number of MA-C students Rosters of classroom and clinical instructors	The MA-C program administration will consist of at least a program coordinator and lead instructor. The program coordinator may serve as the lead instructor depending on the needs of the institution. The MA-C program will maintain rosters of classroom and clinical instructors.			

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<p>ACCS and ABN Medication Assistant Program Overview Guideline</p> <p>Program Coordinator qualifications will include:</p> <ol style="list-style-type: none"> 1. Hold a current, unencumbered RN license in the State of Alabama 2. Possess the minimum of a Bachelor of Science in Nursing (BSN) 3. Have at least two years of full-time experience as an RN in a health agency or nursing education program 4. Have completed periodic training updates 	<p>President, Chancellor, Provost, Vice President, Dean, and/or Nursing Program Administrator</p>	<p>Job description for MA-C Program Coordinator</p> <p>MA-C Program Coordinator/Instructor Qualifications (required form)</p> <p>Continuing education records for MA-C Program Coordinator</p> <p>Curriculum Vitae</p> <p>Faculty Evaluations (required)</p>	<p>The Program Coordinator holds a current, unencumbered RN license in the State of Alabama.</p> <p>The Program Coordinator has a minimum of a Bachelor of Science in Nursing (BSN).</p> <p>The Program Coordinator has at least two years of full-time experience as an RN in a health agency or nursing education program.</p> <p>The Program Coordinator has completed periodic training updates.</p>			
<p>ACCS and ABN Medication Assistant Program Overview Guideline</p> <p>Lead Program Instructor qualifications will include:</p> <ol style="list-style-type: none"> 1. Hold a current, unencumbered RN license in the State of Alabama 	<p>President, Chancellor, Provost, Vice President, Dean, Nursing Program Administrator, and/or MA-C Program Coordinator</p>	<p>Job description for MA-C Lead Program Instructor</p> <p>Qualifications of MA-C Lead Program Instructor</p>	<p>The Lead Program Instructor holds a current, unencumbered RN license in the State of Alabama.</p> <p>The Lead Program Instructor has a minimum of two years of full-time RN experience.</p>			

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<p>2. Have a minimum of two years of full-time experience as an RN in a health agency or nursing education program.</p> <p>3. Have completed periodic training updates.</p>		<p>Continuing education records for MA-C Lead Program Instructor</p> <p>Curriculum Vitae</p>	<p>in a health agency or nursing education program.</p> <p>The Lead Program Instructor has completed periodic training updates.</p>			
<p>ACCS and ABN Medication Assistant Program Overview Guideline</p> <p><u>Quality Assurance/Quality Improvement</u> 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 Alabama and program structure.</p>	ACCS Director of Health Programs, Program Coordinator, and/or Lead Instructor	<p>Employee files</p> <p>Continuing education records</p>	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.			
<p>ACCS and ABN Medication Assistant Program Overview Guideline</p> <p><u>MA-C Student General Eligibility Criteria (all training programs):</u></p> <p>1) Satisfactory criminal/consumer background check and drug screen</p>	Nursing Program Administrator, and/or MA-C Program Coordinator	<p>Institution Catalog</p> <p>MA-C Program Website</p> <p>MA-C Student Handbook</p> <p>Course syllabus/materials</p>	<p>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:</p> <ul style="list-style-type: none"> Admission criteria Code of Conduct 			

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2) At least 17 years of age by MA-C program completion 3) Active Certified Nursing Assistant (CNA) or certification on the Alabama Nurse Aide Registry <u>preferred but not required.</u>		Student records Code of Conduct Background check policy Drug Screen policy	<ul style="list-style-type: none"> Background check policy Drug Screen policy ADA policy Essential functions 			
<u>Credit Hour Based Programs</u> 1) Meets all criteria listed in general eligibility criteria 2) Meets general college admission criteria of the individual college as outlined in the college catalog <u>Non-Credit Based Programs</u> 1) Meets all criteria listed in general eligibility criteria 2) Completes required registration process for college's non-credit training office	Nursing Program Administrator, and/or MA-C Program Coordinator	ADA policy Essential functions Admission criteria	Credit Hour Based Programs meet general eligibility and general individual college admission criteria. Non-credit hour Based Programs meet general eligibility criteria and required registration process for college's non-credit training office.			

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<p><u>Plan of Instruction NAS 102</u> 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.</p> <p>Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant.</p> <p>NAS 102 contains a total of 135 contact hours as delineated below: Theory- 60 contact hours Lab- 30 contact hours Clinical- 45 contact hours</p>	Nursing Program Administrator, and/or MA-C Program Coordinator	<p>Institution Catalog</p> <p>MA-C Program Website</p> <p>MA-C Student Handbook</p> <p>Course syllabus/materials</p> <p>Course Outline</p> <p>Program Training Guideline (attached)</p> <p>Three student evaluations of course and faculty/instructor (required)</p> <p>Feedback from Clinical Affiliates (required)</p> <p>Refer to Module Checklist</p> <p>MA-C Educational Facilities Tool (required)</p>	<p>Course fulfills NCSBN one hundred (100) hour MA-C Curriculum requirements through competency evaluation.</p> <p>Students develop the knowledge, attitudes, and skills required of the medication assistant.</p> <p>The course contains a total of 135 contact hours.</p>			

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		Three (3) examples of the following clinical experiences (required): <ul style="list-style-type: none"> • Student's written work • Instructor evaluations of students • Students and instructor's information <ul style="list-style-type: none"> -Assignments -Clinical schedules, etc. Clinical Affiliations Grid (required)				
ACCS and ABN Medication Assistant Program Overview Guideline <u>MA-C Scope of Practice</u> MA-C scope of practice, regardless of facility, would be subject to the ABN administrative code for medication assistants found in <i>Chapter 610-X-14: Medication Assistant, Certified Rules</i> .	Nursing Program Administrator and/or MA-C Program Coordinator	Institution Catalog 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.			

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<p>ACCS and ABN Medication Assistant Program Overview Guideline</p> <p><u>Training Materials consistent with NCSBN MA-C Model Curriculum outline</u></p> <p>1) The State of Nebraska's Medication Aide Training Program instructor and student training manuals</p> <p>2) Hartman Publishing Complete Guide to the Medication Aide Training Manual made specifically for Alabama</p>	Dean, Nursing Program Administrator, and/or MA-C Program Coordinator	<p>Instructional materials</p> <p>Course syllabus/materials</p>	Instructional materials are consistent with NCSBN MA-C Model Curriculum.			
<p>Alabama Board of Nursing Program Training Guideline Learning Objectives Table of Specifications</p> <p>An overall course average of 75 is needed to successfully complete the course whether for credit or non-credit course.</p>	Dean, Nursing Program Administrator, and/or MA-C Program Coordinator	<p>Course grades</p> <p>Student Module Test Scores</p>	Credit or non-credit overall course average of at least 75 percent.			

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<p>Alabama Board of Nursing Program Training Guideline</p> <p><u>Plan of Instruction NAS 102</u> Upon course completion (NAS 102 Medication Assistant), students should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills with a passing score of 75.</p> <p>Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN.</p> <p>After course completion, a 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.</p>	Program Coordinator, Lead Program Instructor, and/or Additional/Clinical Instructors	<p>Grade sheets indicating numerical grades</p> <p>Skills check-off</p> <p>Clinical evaluation</p> <p>Medication assistant certification pass rates since program began or last calendar year (required)</p>	<p>Students demonstrate satisfactory performance on written examinations, practical lab, and clinical skills with a passing score of 75.</p> <p>Graduates of the MA-C program of study will be successful on the MACE (certification examination).</p> <p>Student roster with final course grades indicating a passing score of 75 or higher will be submitted to the ABN by the approved program.</p>			
<p>The course syllabus is reflective of the ACCS POI for NAS 102.</p>	Program Coordinator, Lead Program Instructor, and/or Additional/Clinical Instructors	<p>Instructional materials</p> <p>Course syllabus</p> <p>ACCS POI</p>	<p>Course syllabus is reflective of the ACCS POI for NAS 102.</p>			