**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** |
|  |  |
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**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*

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| **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**  Program Administration  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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| **Evaluation Criteria** | **Responsible Individual(s)/Entity** | | **Source of Information/**  **Assessment Method** | | | **Expected Outcome** | | **For ABN Use** | | | | **Evidence** |
| **Met** | | **Not Met** | |
| **ACCS and ABN Medication Assistant Program Overview Guideline**  Program Coordinator qualifications will include:  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 | President, Chancellor, Provost, Vice President, Dean, and/or Nursing Program Administrator | | Job description for MA-C Program Coordinator  MA-C Program Coordinator/Instructor Qualifications (required form)  Continuing education records for MA-C Program Coordinator  Curriculum Vitae  Faculty Evaluations (required) | | | The Program Coordinator holds a current, unencumbered RN license in the State of Alabama.  The Program Coordinator has a minimum of a Bachelor of Science in Nursing (BSN).  The Program Coordinator has at least two years of full-time experience as an RN in a health agency or nursing education program.  The Program Coordinator has completed periodic training updates. | |  | |  | |  |
| **ACCS and ABN Medication Assistant Program Overview Guideline**  Lead Program Instructor qualifications will include:  1. Hold a current, unencumbered RN license in the State of Alabama | President, Chancellor, Provost, Vice President, Dean, Nursing Program Administrator, and/or MA-C Program Coordinator | | Job description for MA-C Lead Program Instructor  Qualifications of MA-C Lead Program Instructor | | | The Lead Program Instructor holds a current, unencumbered RN license in the State of Alabama.  The Lead Program Instructor has a minimum of two years of full-time RN experience. | |  | |  | |  |
| **Evaluation Criteria** | | **Responsible Individual(s)/Entity** | | **Source of Information/**  **Assessment Method** | **Expected Outcome** | | **For ABN Use** | | | | **Evidence** | |
| **Met** | | **Not Met** | |
| 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. | |  | | Continuing education records for MA-C Lead Program Instructor  Curriculum Vitae | in a health agency or nursing education program.  The Lead Program Instructor has 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 Alabama and program structure. | | ACCS Director of Health Programs, Program Coordinator, and/or Lead Instructor | | Employee files    Continuing education records | 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. | |  | |  | |  | |
| **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 Individual(s)/Entity** | | **Source of Information/**  **Assessment Method** | **Expected Outcome** | | **For ABN Use** | | | | **Evidence** | |
| **Met** | | **Not Met** | |
| 1. At least 17 years of age by MA-C program completion 2. Active Certified Nursing Assistant (CNA) or certification on the Alabama Nurse Aide Registry preferred but not required. | |  | | Student records  Code of Conduct  Background check policy  Drug Screen policy | * Background check policy * Drug Screen policy * ADA policy * Essential functions | |  | |  | |  | |
| Credit Hour Based Programs   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   Non-Credit Based Programs   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. | |  | |  | |  | |
| **Evaluation Criteria** | | **Responsible Individual(s)/Entity** | | **Source of Information/**  **Assessment Method** | **Expected Outcome** | | **For ABN Use** | | | | **Evidence** | |
| **Met** | | **Not Met** | |
| 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 ABN Use** | | | | **Evidence** | |
| **Met** | | **Not Met** | |
|  | |  | | 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 | | 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. | |  | |  | |  | |
| **Evaluation Criteria** | | **Responsible Individual(s)/Entity** | | **Source of Information/**  **Assessment Method** | **Expected Outcome** | | **For ABN Use** | | | | **Evidence** | |
| **Met** | | **Not Met** | |
| **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 Manual made specifically for Alabama | | Dean, Nursing Program Administrator, and/or MA-C Program Coordinator | | Instructional materials  Course syllabus/materials | Instructional materials are consistent with NCSBN MA-C Model Curriculum. | |  | |  | |  | |
| **Alabama Board of Nursing Program Training Guideline** Learning Objectives Table of Specifications An overall course average of 75 is needed to successfully complete the course whether for credit or non-credit course. | | Dean, Nursing Program Administrator, and/or MA-C Program Coordinator | | Course grades  Student Module Test Scores | Credit or non-credit overall course average of at least 75 percent. | |  | |  | |  | |

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| **Evaluation Criteria** | **Responsible Individual(s)/Entity** | **Source of Information/**  **Assessment Method** | **Expected Outcome** | **For ABN Use** | | **Evidence** |
| **Met** | **Not Met** |
| **Alabama Board of Nursing Program Training Guideline**  Plan of Instruction NAS 102  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.  Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN.  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. | Program Coordinator, Lead Program Instructor, and/or Additional/Clinical Instructors | Grade sheets indicating numerical grades  Skills check-off  Clinical evaluation  Medication assistant certification pass rates since program began or last calendar year (required) | Students demonstrate satisfactory performance on written examinations, practical lab, and clinical skills with a passing score of 75.  Graduates of the MA-C program of study will be successful on the MACE (certification examination).  Student roster with final course grades indicating a passing score of 75 or higher will be submitted to the ABN by the approved program. |  |  |  |
| The course syllabus is reflective of the ACCS POI for NAS 102. | Program Coordinator, Lead Program Instructor, and/or Additional/Clinical Instructors | Instructional materials  Course syllabus  ACCS POI | Course syllabus is reflective of the ACCS POI for NAS 102. |  |  |  |