

# **EAST ARKANSAS COMMUNITY COLLEGE**

## **CERTIFICATE OF PROFICIENCY in MEDICATION ASSISTANT**

### ***INFORMATION PACKET***

**Spring 2011**

#### **DEADLINE FOR MEDICATION ASSISTANT APPLICANTS**

**November 15 for Spring Admission**

All information must be received by November 15

If qualified applicant pool is not met by the application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

## **ATTENTION**

The East Arkansas Community College's Certificate of Proficiency in Medication Assistant *Information Packet* presents the program and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This Information Packet is not intended to state contractual terms and does not constitute a contract between the student or prospective students and the school.

East Arkansas Community College's Certificate of Proficiency in Medication Assistant Program reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the College. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Published and issued annually by  
East Arkansas Community College  
Allied Health Science Department  
Certificate of Proficiency in Medication Assistant Program  
1700 Newcastle Road  
Forrest City, AR 72335  
Phone: (870) 633-4480 ext 270  
Fax: (870) 633-7222

## **MEDICATION ASSISTANT PROGRAM**

The Medication Assistant Program is designed to educate qualified individuals to administer certain nonprescription and legend drugs in long term care facilities under the supervision of a licensed nurse. East Arkansas Community College offers a Certificate of Proficiency in Medication Assistant. Once accepted, students will be required to participate in classroom, laboratory, and clinical settings. The program is designed to be completed in one semester.

Upon graduation, students are eligible to make application to take the certification examination offered by the Arkansas State Board of Nursing.

### **MISSION STATEMENT**

The Medication Assistant Program is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The mission of the Medication Assistant Program is to provide academic and clinical environments that will provide graduates with the knowledge to function as entry-level medication assistants and as a member of the healthcare team. The program strives to provide the community with graduates who exhibit competent, professional, ethical, and communicative skills when administering medications. The faculty believe that the graduates will pursue learning as a life long process.

### **PROGRAM GOALS**

Upon completion of the program, the graduate will be able to:

1. Integrate medication principles when administering medications to individuals in a long term care facility.
2. Practice within the legal and ethical framework of the standards for medication assistant.
3. Communicate therapeutically and effectively in both oral and written style with clients, families, significant others, and health care providers.
4. Function as part of the healthcare team.

## **ADMISSION REQUIREMENTS**

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College.
2. Be currently listed in good standing on Arkansas' certified nurse aide registry.
3. Maintain registration on Arkansas' certified nurse aide registry continuously for a minimum of one (1) year.
4. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas.
5. Be currently employed at a nursing home.
6. Take the reading skills placement test of the Asset scoring 43 or above or the Compass scoring 82 or above.

## **APPLICATION PROCESS**

All applicants must submit:

1. An application for Medication Assistant program. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Scores of Asset or Compass testing.
3. Proof of current certification as a certified nurse aide.
4. Letter from employer indicating one (1) continuous year of full-time experience as a certified nurse aide in a nursing home in Arkansas.

## **APPLICATION DEADLINES**

Students are admitted to East Arkansas Community College's Medication Assistant Program once a year for Spring Admission

### **DEADLINE FOR MEDICATION ASSISTANT APPLICANTS**

**November 15 for Spring Admission**

All information must be received by November 15

If qualified applicant pool is not met by the application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

If qualified applicant pool is not met by the application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

## **APPLICATION REVIEW/NOTIFICATION**

Applicants whose files are complete by the deadlines will be considered by the Restricted Enrollment Committee for admission to the Medication Assistant Program. Notification of the committee's action will be made by letter two weeks after the deadline. The number of students admitted will vary according to resources and space available.

## **ACCEPTANCE**

Once an applicant has been accepted to East Arkansas Community College's Medication Assistant program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Have the following required immunizations with statement of proof:
  - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
  - b. Tetanus (Must be within the last 10 years)
  - c. Measles, Mumps, Rubella (MMR)
  - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
3. Submit proof of health insurance.
4. Provide proof of malpractice insurance while in the Medication Assistant Program.

## **READMISSION**

1. The student seeking readmission must reapply to East Arkansas Community College's Medication Assistant Program.
2. Readmission is based upon space availability.
3. Any student denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission to East Arkansas Community College's Medication Assistant Program.
4. Any student, who has been dismissed from the Medication Assistant Program with a grade of 'D', 'F', or 'W' (Withdrawn), may seek readmission once. If a student has been unsuccessful in the Medication Assistant Program twice, the student may seek readmission after a period of one (1) year from last entrance into the Medication Assistant Program.

## **PROGRESSION**

In order to progress in the Medication Assistant Program, the student must:

1. Earn a grade of 'C' or better in all general education courses.
2. Earn a grade of 'C' or better in the medication assistant course.
3. Receive a satisfactory performance rating in the medication assistant clinical course.
4. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Medication Assistant Program (classroom, clinical, and laboratory settings).
5. Maintain malpractice and health insurance.

**CERTIFICATE OF PROFICIENCY  
MEDICATION ASSISTANT PROGRAM**

**CURRICULUM PLAN**

BUS 1343	Computer Keyboarding I	or	
BUS 1373	Computer Keyboarding II	or	
BUS 1603	Computer Fundamentals		3
HSC 1003	Medical Terminology		3
MED 1016	Medication Assistant		6
MED 1010	Clinical for Medication Assistant		<u>0</u>
	<b>Total</b>		<b>12</b>

**Students accepted into the Medication Assistant Program may take MED 1016 (Medication Assistant) and MED 1010 (Clinical for Medication Assistant) without taking the general education courses for the Certificate of Proficiency.**

**CLOCK HOUR DEFINED**

The clock hour is the basis for the unit of instruction. A clock hour is defined as a fifty-minute period. A credit hour is equivalent to one clock hour of classroom study or three hours of clinical practice per week.

**COURSE DESCRIPTIONS**

**MED 1016 Medication Assistant (4-6-6)**

This course will present information on medication principles, medication safety, and medication administration. Also, communication and documentation requirements will be covered. Ethical and legal issues will be explored as well as the responsibilities and certification renewal process for a medication assistant-certified. **Pre or Corequisites: BUS 1343 or BUS 1373 or BUS 1603 and HSC 1003. Corequisite: MED 1010. \$15 Malpractice Insurance fee is required.**

**MED 1010 Clinical for Medication Assistant (0-6-0)**

The student will apply the concepts from the Medication Assistant course and demonstrate safe administration of medications to clients in a nursing home setting. **Pre or Corequisites: BUS 1343 or BUS 1373 or BUS 1603 and HSC 1003. Corequisite: MED 1016.**

## GRADUATION POLICY

The Medication Assistant Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

## WITHDRAWAL POLICY

Students who no longer wish to be enrolled in the Medication Assistant Program must follow the Withdrawal Policy set for in the current East Arkansas Community College Catalog.

## FINANCIAL AID PROGRAMS

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students. (See current East Arkansas Community College Catalog for more information or the Financial Aid Office in the Betty Jo Hodges Building.)

## Costs Other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the Medication Assistant Program. These costs are approximate and may change.

<b>Item</b>	<b>Cost</b>
Textbooks	~ \$250
Malpractice Insurance	~ \$15
Uniforms, etc.	~\$50
Health Insurance	varies
Immunization Requirements	~ \$150
Certification Examination	\$75
Licensure Fee for Arkansas	\$35

~ = Approximate

## GRADING SYSTEM POLICY

The grading policy for the medication (MED) course is as follows:

1. The grading scale for the medication (MED) course is:
  - A – 92-100
  - B – 84-91
  - C – 78-83
  - D – 71-77
  - F – 70 and below
2. The minimum score to pass the medication course is 78. Fractional parts of numerical grades will be rounded off to the nearest whole number according to mathematical principles (i.e. 77.5 will become 78).
3. Both a minimum average of 78 in theory and a satisfactory in clinical/campus lab activities and assignments are required in order to pass the medication (MED) course. A satisfactory means that a student has achieved a minimum of 90% of all behaviors in clinical.
4. Failure of the medication (MED) theory, clinical, or both will result in the student repeating both theory and clinical components.
5. Students will be given a computerized average of their grade after each exam so that there will be no question as to their academic standing.

## DISMISSAL POLICY

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Medication Assistant Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College *Catalog*.

Violation of the specific policies listed below may result in dismissal from the Medication Assistant Program:

1. Any student failing (grade “D” or “F”) or Withdrawing (“W”) from the course twice will be dismissed from the Medication Assistant Program. The student may seek readmission according to the Readmission Policy.
2. Students dismissed from the Medication Assistant Program for disciplinary reasons, as outlined in the *Medication Assistant Student Handbook*, will be ineligible for readmission into the East Arkansas Community College’s Medication Assistant Program.
3. Students must maintain malpractice and health insurance for the entire program of study. Failure to do so will result in placing a hold on grades and/or dismissal from the Medication Assistant Program.

## ACADEMIC GRIEVANCE PROCEDURES

The Medication Assistant Program subscribes to East Arkansas Community College academic grievance procedure. Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure.

The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the students and faculty member, the appropriate division chairperson is contacted by the student. The student, faculty member, and the division chairperson are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective division chairperson that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective division chairperson. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may contact the chairperson of the Academic Grievance Committee. The Academic Grievance Committee will be composed of one division chairperson, two faculty members, one student, and one student affairs staff member, division chairperson, instructors, or students who are parties in the grievance may not serve as members of the Committee. The Committee is a standing committee, members of which shall be appointed by the College president at the beginning of each academic year. The President shall also appoint a corresponding set of alternate members. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The Committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President. The original grievance and final report of the Academic Grievance committee are submitted to the College president who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and committee policy and procedure based on the written information submitted.
6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).