

EAST ARKANSAS COMMUNITY COLLEGE

CERTIFICATE OF PROFICIENCY in MEDICATION ASSISTANT



INFORMATION PACKET **Spring 2018**

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 lifelong 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 Accuplacer scoring 80 or above.

APPLICATION PROCESS

All applicants must submit:

1. An application for Medication Assistant program.
2. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
3. Scores of Accuplacer testing.
4. Proof of current certification as a certified nurse aide.
5. 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

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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
 - e. Flu Vaccine or must sign waiver.
 - f. Varicella Vaccine or must sign a waiver.
3. Submit proof of health insurance.

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 current certification in CPR, malpractice insurance, 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>
Total			12

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. Malpractice Insurance fee \$15.

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.

REFUND POLICY

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions and Registration. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid program in accordance with federal regulations. **Students who fail to follow the proper withdrawal procedures will be responsible for tuition once classes begin. Failure to attend classes does not constitute an official drop/withdrawal.**

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- Spring & Fall Semester

Prior to First Day of Semester 100%

First Day of Classes Through 11th Class Day 80%

After the 11th Class Day NONE

Credit Courses- Summer

Prior to First Day of Semester 100%

First Day of Classes Through 4th Class Day 50%

After 4th Class Day NONE

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 Hodges Student Services Complex Building.)

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the American Disabilities Act Coordinator, Hodges Student Services Complex, 633-4480, ext. 304. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the ADA contact with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The ADA contact will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

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.

Item	Cost
Textbooks	~ \$250
Malpractice Insurance	~ \$15
Uniforms, etc.	~\$50
Health Insurance	varies
Immunization Requirements	~ \$150
Certification Examination	\$71
Licensure Fee for Arkansas	\$35
Matriculation	\$50

~ = 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 Nursing 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 ***EACC 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.

Date Received

By: _____

APPLICATION FOR ADMISSION
Medical Assisting Technology Program
East Arkansas Community College
(870) 633-4480, Ext. 270 or (870) 633-7222 (FAX)

Please type or print:

Name: _____
Last
First
Middle
Maiden

Address: _____

Street/P.O. Box	City	State	Zip Code
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Phone: _____

Home Cell Work

Student ID #: _____ **Email:** _____

Please indicate type of admission sought:

_____ Initial Application _____ Readmission _____ Transfer

List all college/universities/technical schools attended. It is the student's responsibility to contact all of the institutions previously attended and request your **OFFICIAL** transcript be sent to **BOTH** the **Office of the Registrar and Department of Allied Health Science – Paramedic Program**. Please use back of form, if more space is needed.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts and information must be received by the application deadline.

College	Dates Attended
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College	Dates Attended
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College	Dates Attended
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I certify that the above information is accurate. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.

SIGNATURE: _____ **DATE:** _____