



**Arizona State Board of Nursing**  
**MEDICATION ASSISTANT (MA) TRAINING PROGRAM**  
**APPLICATION FOR APPROVAL**

**PROGRAM INFORMATION**

<b>Name of MA Training School:</b>	<b>Program Code:</b>	<b>CNA Program:</b> Yes      No	
Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Telephone #:	Fax #:		
Website:			

**ENTITY**

§32-1650.01.A.  
The board shall approve medication assistant training programs pursuant to this section and rules adopted by the board. An entity that applies for approval of a medication assistant training program must be either: 1. A postsecondary education institution in this state that is accredited by an accrediting agency recognized by the United States department of education. 2. A postsecondary school that is licensed by the state board for private postsecondary education. 3. A long-term care facility that is licensed by the department of health services.

Type of Entity:

**HOURS**

R4-19-803(C)(1)  
1. A medication assistant training program shall ensure each graduate received a minimum of 100 hours of total instruction consisting of: a. Instructor-led didactic instruction for a minimum of 45 hours; b. Instructor supervised skill practice and testing for a minimum of 15 hours; c. Instructor supervised medication administration for a minimum of 40 hours in a long-term care facility licensed by the Department of Health Services.

*Minimum 100-Hour Program Divided Between Didactic, Skill Lab & Clinical*

Total Hours (Minimum 100)	Didactic (Minimum 45)	Skills Lab (Minimum 15)	Instructor Supervised Clinical (Minimum of 40)
_____	_____	_____	_____

**STUDENT DATA**

<b>Number of Students (Total for previous 2 years)</b> (Re-Approvals)	<b>Enrolled</b>	<b>Graduated</b>

## PROGRAM PERSONNEL

### ADMINISTRATOR - OWNER

Name:	
Telephone:	Email:

### INSTRUCTORS

**R4-19-803(B)(1)**

B. Instructor qualifications and duties

1. A medication assistant program instructor shall: a. Hold a current, registered nurse license that is active and in good standing or multistate privilege to practice as an RN under A.R.S. Title 32, Chapter 15; b. Possess at least two years or 3,000 hours of direct care nursing experience; and c. Have administered medications to residents of a long-term care facility for a minimum of 40 hours.

**NEW PROGRAMS MUST FILL OUT AN INSTRUCTOR CHANGE FORM (with resume attached) FOR EACH PERSON LISTED BELOW.**  
**RENEWING PROGRAMS ONLY NEED TO FILL OUT THE SECTION BELOW**  
*(please add additional pages as needed)*

*Please provide the following information for each instructor.*

<b>Name (as it appears on license):</b>	RN License #:	
Telephone:	Email:	
<i>Possess at least two years or 3,000 hours of direct care nursing experience</i>	<b>YES</b>	<b>NO</b>
<i>Have administered medications to residents of a long-term care facility for a minimum of 40 hours.</i>	<b>YES</b>	<b>NO</b>
<b>Name (as it appears on license):</b>	RN License #:	
Telephone:	Email:	
<i>Possess at least two years or 3,000 hours of direct care nursing experience</i>	<b>YES</b>	<b>NO</b>
<i>Have administered medications to residents of a long-term care facility for a minimum of 40 hours.</i>	<b>YES</b>	<b>NO</b>
<b>Name (as it appears on license):</b>	RN License #:	
Telephone:	Email:	
<i>Possess at least two years or 3,000 hours of direct care nursing experience</i>	<b>YES</b>	<b>NO</b>
<i>Have administered medications to residents of a long-term care facility for a minimum of 40 hours.</i>	<b>YES</b>	<b>NO</b>
<b>Name (as it appears on license):</b>	RN License #:	
Telephone:	Email:	
<i>Possess at least two years or 3,000 hours of direct care nursing experience</i>	<b>YES</b>	<b>NO</b>
<i>Have administered medications to residents of a long-term care facility for a minimum of 40 hours.</i>	<b>YES</b>	<b>NO</b>
<b>Name (as it appears on license):</b>	RN License #:	
Telephone:	Email:	
<i>Possess at least two years or 3,000 hours of direct care nursing experience</i>	<b>YES</b>	<b>NO</b>
<i>Have administered medications to residents of a long-term care facility for a minimum of 40 hours.</i>	<b>YES</b>	<b>NO</b>

**USE ADDITIONAL PAGES AS NEEDED**

**CLINICAL AGENCIES**

Copies of cooperating agency agreements must be included in your application and remain on file with the Arizona State Board of Nursing.  
(Non-Facility Programs Only)

Name of long-term care facility that is licensed by the department of health services:

Medicare Certification Status:

Facility Address:	City:	State:	Zipcode:
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Name of Contact Person:	Telephone:
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Name of long-term care facility that is licensed by the department of health services:

Medicare Certification Status:

Facility Address:	City:	State:	Zipcode:
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Name of Contact Person:	Telephone:
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Name of long-term care facility that is licensed by the department of health services:

Medicare Certification Status:

Facility Address:	City:	State:	Zipcode:
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Name of Contact Person:	Telephone:
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Name of long-term care facility that is licensed by the department of health services:

Medicare Certification Status:

Facility Address:	City:	State:	Zipcode:
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Name of Contact Person:	Telephone:
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**USE ADDITIONAL PAGES AS NEEDED**

*I hereby certify that I have read this application and further certify that the information provided is true and correct. I also certify that I have read current rules (R4-19-801 and R4-19-803) and understand the requirements and responsibilities of the medication assistant training program, and the qualifications and responsibilities of the medication assistant training program instructor.*

\_\_\_\_\_  
Program Administrator Name (Print)

\_\_\_\_\_  
Program Administrator Signature



*Arizona State Board of Nursing*  
**MEDICATION ASSISTANT (MA) TRAINING PROGRAM**  
**APPLICATION CHECKLIST**

<b>Program Name:</b>	<b>Code:</b>
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**R4-19-804(A) Initial Approvals of Training Programs**

An applicant for initial training program approval shall submit an application packet to the Board at **least 90 days before** the expected starting date of the program. An applicant shall submit application documents that are unbound, typed or word processed, single-sided, and on white, letter-size paper plus one electronic copy of the entire packet. The Board does not accept notebooks, spiral bound documents, manuals or books.

**R4-19-804(D)(1) Re-Approvals of Training Programs**

A training program applying for re-approval shall submit a **paper** and **electronic** application with accompanying materials to the Board **before expiration\*** of the current approval. The applicant program shall ensure that all documents submitted are **unbound**, typed or word processed, **single-sided**, and on white, **letter-size paper**. The Board **does not accept** notebooks, spiral bound documents, manuals or books. A program **or** site of a consolidated program that did not hold any classes in the previous approval period is **not** eligible for renewal of approval.

**\*R4-19-804(B)**

*The Board may impose disciplinary action including denial on any training program that has advertised, conducted classes, recruited or collected money from potential students before receiving Board approval or after expiration of approval except for completing instruction to students who enrolled before the expiration date.*

**1. POLICIES**

**R4-19-801(B)(1)** A training program shall promulgate and enforce written policies and procedures that comply with state and federal requirements, and are consistent with the policies and procedures of the parent institution, if any. The program shall provide effective and review dates for each policy or procedure.

**R4-19-801(B)(2)** A training program shall provide a copy of its policies and procedures to each student on or before the first day the student begins the program.

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(A)(5)</b> a. Make all program costs readily accessible on the school's website with effective dates, b. Publically post any increases in costs on the school's website 30 days in advance of the increase; c. Include in the cost calculation and public posting, all fees directly paid to the program including but not limited to tuition, lab fee, clinical fee, enrollment fee, insurance, books, uniform, health screening, credit card fee and state competency exam fee; and d. Provide a description of all program costs to the student that are not directly paid to the program.</p>	<p><b>Fees and Financial Aid Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(A)(6)</b> Before collecting any tuition or fees from a student, a training program shall notify each prospective student of Board requirements for certification including legal presence in the United States, criminal background check requirements, and ineligibility for certification under A.R.S. § 32-1606 (B) (17).</p>	<p><b>Notification of Board Requirements</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)</b> Admission requirements including: i. Criminal background, health and drug screening either required by the program or necessary to place a student in a clinical agency; and ii. English language, reading and math skills necessary to comprehend course materials and perform duties safely.</p>	<p><b>Admission Requirements Policy</b> Effective and Review Dates on Policy</p>	

## 1. POLICIES cont.

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(B)(3)(b)</b> Student attendance policy, ensuring that a student receives the hours and types of instruction as reported to the Board in the program's most recent application to the Board and as required in this Article. If absences are permitted, the program shall ensure that each absence is remediated by providing and requiring the student to complete learning activities that are equivalent to the missed curriculum topics, clinical experience or skill both in substance and in classroom or clinical time.</p>	<p><b>Attendance Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(c)</b> A final examination policy that includes the following provisions; i. Require that its students score a minimum 75% correct answers on a comprehensive secure final examination with no more than one re-take. The program may allow an additional re-take following documented, focused remediation based on past test performance. Any re-take examination must contain different items than the failed exam, address all course competencies, and be documented with score, date administered and proctor in the student record.</p>	<p><b>Final Exam Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(c)(ii)</b> ii. Require that each student demonstrate, to program faculty, satisfactory performance of each practical skill as prescribed in the curriculum before performance of that skill on patients or residents without the instructor's presence, direct observation, and supervision.</p> <p><b>R4-19-801(C)(8)(e)</b> Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistant and R4-19-803(D)(4) for medication assistant before allowing a student to perform the skill on a patient or resident without the instructor's presence at the bedside.</p> <p><b>R4-19-802(H)</b> Skills: A nursing assistant instructor shall verify and document that the following skills are satisfactorily performed by each student before allowing the student to perform the skill on a patient or resident without the instructor present: 1. Hand hygiene, gloving and gowning; and 2. Skills in subsection (F)(7), (8) and (11)(a), (c), (d), (f), and (g).</p>	<p><b>Skill Exam Policy</b> Effective and Review Dates on Policy</p>	
	<p><b>Skill Exam Checklist</b></p>	
<p><b>R4-19-801(B)(3)(d)</b> Student record maintenance policies consistent with subsection (D) including the retention period, the location of records and the procedure for students to access to their records.</p> <p><b>R4-19-801(D)</b> A training program shall maintain the following program records either electronically or in paper form for a minimum of three years for CNA programs and five years for CMA programs: a. Curriculum and course schedule for each admission cohort; b. Results of state-approved written and manual skills testing; c. Documentation of program evaluation under subsection (A)(10); d. A copy of any Board reports, applications, or correspondence, related to the program; and e. A copy of all clinical contracts, if using outside clinical agencies.</p> <p>2. A training program shall maintain the following student records either electronically or in paper form for a minimum of three years for CNA programs and five years for CMA programs: a. A record of each student's legal name, date of birth, address, telephone number, e-mail address and Social Security number, if available; b. A completed skill checklist containing documentation of student level of competency performing the skills in R4-19-802(F) for nursing assistant, and in R4-19-803 (D)(4) for medication assistants; c. An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course; and d. Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.</p>	<p><b>Student Record Maintenance Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(f)</b> Student conduct policies for expected and unacceptable conduct in both classroom and clinical settings.</p>	<p><b>Student Conduct Policy</b> Effective and Review Dates on Policy</p>	

## 1. POLICIES cont.

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(B)(3)(e)</b> Clinical supervision policies consistent with clinical supervision provisions of this Section, and: i. R4-19-802 (C) and (D) for CNA programs, or ii. R4-19-803 (B) and (C) for CMA programs.</p> <p>Also, <b>R4-19-801(C)(10)</b> A qualified RN instructor shall supervise any student who provides care to patients or residents by: a. Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences; b. Providing the instructor's current and valid contact information to students and facility staff during the instructor's scheduled teaching periods; c. Observing each student performing tasks taught in the training program; d. Documenting each student's performance each day, consistent with course skills and clinical objectives; e. During the clinical session, engaging exclusively in activities related to the supervision of students; and f. Reviewing all student documentation.</p>	<p><b>Clinical Supervision Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(g)</b> Dismissal and withdrawal policies</p>	<p><b>Withdrawal and Dismissal Policies</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(h)</b> Student grievance policy that includes a chain of command for grade disputes and ensures that students have the right to contest program actions and provide evidence in support of their best interests including the right to a third party review by a person or committee that has no stake in the outcome of the grievance.</p>	<p><b>Student Grievance Policy</b> Effective and Review Dates on Policy</p>	
<p><b>R4-19-801(B)(3)(i)</b> Program progression and completion criteria</p>	<p><b>Program Progression &amp; Completion Policy</b> Effective and Review Dates on Policy</p>	

## 2. Misc. Program Requirements

Rule Citation	Document	Location in Packet (Page# ONLY)
<p><b>R4-19-801(A)(4) - NON LTC FACILITY PROGRAMS</b> A training program that uses external clinical facilities shall execute a written agreement with each external clinical facility that: a. Provides the program instructor the ability to assign patient care experiences to students after consultation with facility staff, and b. Contains a termination clause that provides sufficient time for enrolled students to complete their clinical training upon termination of the agreement.</p>	<p><b>Clinical Contracts</b> (Non-Facility Programs)</p>	
<p><b>R4-19-801(C)(6)</b> A training program shall utilize an electronic or paper textbook corresponding to the certification level of the course that has been published within the previous five years. Unless granted specific permission by the publisher, a training program shall not utilize copies of published materials in lieu of an actual textbook.</p>	<p><b>Textbook, Author, Publisher and Year</b> (copy of the front of book &amp; copyright pg)</p>	
<p><b>R4-19-801(C)(7)(a)</b> A training program shall provide, to all program instructors and enrolled students, access to the following instructional and educational resources: a. Reference materials, corresponding to the level of the curriculum.</p>	<p><b>List of Current Reference Materials</b></p>	
<p><b>R4-19-801(C)(1)</b> During clinical training sessions, a training program shall ensure that each student is identified as a student by a name badge or another means readily observable to staff, patients, and residents.</p>	<p><b>Name Badge (copy)</b></p>	
<p><b>R4-19-804(D)(2)(i)</b> Copies of the redacted records of one program graduate</p>	<p><b>Redacted Student Record</b></p>	

### 3. EVALUATIONS

Rule Citation	Document	Location in Packet (Page# ONLY)
<b>R4-19-801(A)(9)</b> A training program shall provide each student with an opportunity to anonymously and confidentially evaluate the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook and resources of the program.	<b>Student Evaluation Policy</b> Effective and Review Dates on Policy	
	<b>Blank Student Evaluation Form</b>	
<b>R4-19-801(A)(10)</b> A training program shall provide and implement a plan to evaluate the program that includes the frequency of evaluation, the person responsible, the evaluative criteria, the results of the evaluation and actions taken to improve the program. The program shall evaluate the following elements at a minimum every two years: a. Student evaluations consistent with subsection (A)(9); b. First-time pass rates on the written and manual skills certification exams for each admission cohort; c. Student attrition rates for each admission cohort; d. Resolution of student complaints and grievances in the past two years; and e. Review and revision of program policies.	<b>Program Evaluation Plan with Outcomes</b> <i>(RENEWING PROGRAMS ONLY)</i>	

### 4. SYLLABUS

Rule Citation	Document	Location in Packet (Page# ONLY)
<b>R4-19-801(C)(4)</b> A training program shall provide, in either electronic or paper format, a written curriculum to each student on or before the first day of class that includes a course description, course hours including times of instruction and total course hours, instructor information, passing requirements, course goals, and a topical schedule containing date, time and topic for each class session.	<b>Syllabus with Course Description, Course Objectives, Instructor Information, Passing Requirements, Hours &amp; Times of Instruction, and Topical Schedule</b>	
<b>R4-19-801(C)(5)</b> For each unit or class session the program shall provide, to its students, written: a. Measurable learner-centered objectives, b. An outline of the material to be taught, and c. The learning activities or reading assignment.		
<b>R4-19-801(C)(8)</b> a. Plan each learning experience; b. Ensure that the curriculum meets the requirements of this Section; c. Prepare written course goals, lesson objectives, class content and learning activities; d. Schedule and achieve course goals and objectives by the end of the course; and e. Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistant and R4-19- 803(D)(4) for medication assistant before allowing a student to perform the skill on a patient or resident without the instructor's presence at the bedside.	<b>Curriculum Including:                      Unit objectives, Unit outline, Learning activities and Hours of instruction for each unit of instruction - May use Board template with activities and hours completed by the program.</b>	

### 5. STANDARDIZED CURRICULUM

Rule Citation	Location in Packet (Page# ONLY)
<b>R4-19-803(D)</b> A medication assistant training program shall provide classroom and clinical instruction in each of the following subjects:	
Terminology	
Laws affecting drug administration	
Drug references	
Medication action	
Medication administration across the human lifespan	
Dosage calculation	
Medication safety	
Asepsis	
Documentation	

<b>Medication properties, uses, adverse effects, administration and care implications for the following types of medications:</b>	
Vitamins, minerals, and herbs	
Antimicrobials	
Eye and ear medications	
Skin medications	
Cardiovascular medications	
Respiratory medications	
Gastrointestinal medications	
Urinary system medications and medications to attain fluid balance	
Endocrine/reproductive medications	
Musculoskeletal medications	
Nervous system/sensory system medications	
Psychotropic medications	
<b>Medication administration theory of:</b>	
Oral tablets, capsules, and solutions	
Ear drops, eye drops and eye ointments	
Topical lotions, ointments and solutions	
Rectal suppositories	
Nasal drops and sprays	

<b>6. THIS SECTION IS FOR INITIAL PROGRAMS ONLY</b>		
<b>Rule Citation</b>	<b>Document</b>	<b>Location in Packet (Page# ONLY)</b>
<b>R4-19-804(C)(4)</b> 4. Name, license number, telephone number, e-mail address and qualifications of each program instructor including clinical instructors as required in either R4-19-802 for NA programs or R4-19-803 for CMA programs	<b>Instructor Forms</b>	
<b>R4-19-804(C)(9)(b)</b> List and description of classroom facilities, equipment, and instructional tools the program will provide.	<b>Classroom Facilities and Equipment</b>	
<b>R4-19-804(C)(9)(i)</b> An implementation plan including start date and a description of how the program will provide oversight to ensure all requirements of this Article are met.	<b>Implementation Plan</b>	
<b>R4-19-801(A)(10)</b> A training program shall provide and implement a plan to evaluate the program that includes the frequency of evaluation, the person responsible, the evaluative criteria, the results of the evaluation and actions taken to improve the program. The program shall evaluate the following elements at a minimum every two years: a. Student evaluations consistent with subsection (A)(9); b. First-time pass rates on the written and manual skills certification exams for each admission cohort; c. Student attrition rates for each admission cohort; d. Resolution of student complaints and grievances in the past two years; and e. Review and revision of program policies.	<b>Blank Program Evaluation Plan</b>	

**By signing, I verify this information is complete and true to the best of my knowledge. I have read the rules associated with this document. *I have also verified that each document provided corresponds with the page number in the right hand column of this checklist.***

\_\_\_\_\_  
**Program Administrator Name (Print)**

\_\_\_\_\_  
**Electronic Signature**