



UA-Pulaski Technical College
Medication Assistant Student
Handbook
2025-2026

Table of Contents

Medication Assistant Program Vision and Mission	3
Criminal Background Check	6
Academic Due Process	7
College Policies and Procedures	8
Contact Information.....	8
Social Networking	Error! Bookmark not defined.
Social Networking Policy.....	Error! Bookmark not defined.
Communication.....	9
Clinical Conduct Standards	Error! Bookmark not defined.
Clinical Conduct and Behavior Standards:	Error! Bookmark not defined.
Clinical Requirements and Behavior Expectations:	Error! Bookmark not defined.
Unprofessional and/or inappropriate conduct in clinical may include but is not limited to the following:	Error! Bookmark not defined.
Clinical Grading	10
Clinical Grading:	Error! Bookmark not defined.
Attendance:.....	Error! Bookmark not defined.
Personal Appearance & Dress:.....	Error! Bookmark not defined.
Environmental Control/Safety:	19
Break and Lunches:	20
Dress Code	Error! Bookmark not defined.
Dress Code:	20
Clinical Dress Code:.....	Error! Bookmark not defined.
Student Health Requirements	Error! Bookmark not defined.
Health requirements are as follows:.....	Error! Bookmark not defined.
Special considerations:	22
Medication Assistant-Certified Student Handbook 2021-2022 Agreement (Initial each line).....	23

Medication Assistant-Certified (MA-C) Mission Statement

The UAPTC Medication Assistant program fully supports and reflects the mission and vision of the College. The faculty are committed to delivering high-quality instruction across all methods of instruction. Through this comprehensive approach, students gain the knowledge, skills, and professional values necessary to contribute effectively to the healthcare workforce and meet the evolving needs of the community.

Medication Assistant-Certified (MA-C) Vision Statement

The vision of the UAPTC Medication Assistant program is to be recognized as a leader in medication assistant education by fostering excellence in teaching, clinical practice, and professional development. The program aspires to graduate highly competent, ethical, and compassionate medication assistants who enhance the quality of care and improve health outcomes within the communities they serve.

Admission Criteria – Medication Assistant Program

To be considered for admission, applicants must:

- Be a current student at UA-PTC.
- Be at least 18 years of age.
- Hold a current, active listing in good standing on the Arkansas Certified Nurse Aide (CNA) Registry.
- Have at least one (1) year of continuous full-time employment as a CNA in the state of Arkansas.
- Be currently employed at a designated facility (e.g., skilled nursing facility, long-term care facility).
- Provide a high school transcript or GED certificate showing date of graduation/completion.
- Provide official transcripts from all institutions of higher education previously attended.
- Submit ACT or Accuplacer that meets program standards.
- Provide immunization records showing proof of two (2) MMR vaccinations.
- Successfully complete all developmental coursework required by UA-PTC prior to program entry.

In order to be certified as a Medication Assistant, the student must submit written evidence that the applicant is:

- Currently listed in good standing on the Arkansas Certified Nurse Aide (CNA) Registry.
- Has maintained registration on the state’s certified nurse aid registry continuously for a minimum of one year.
- Has at least one (1) continuous year of full-time experience as a CNA in the state of Arkansas.
- Currently employed at a designated facility, such as a skilled nursing facility or long-term care facility, at the time of application.
- A graduate of an ASBN-approved 115-hour Medication Assistant training program.
- A holder of a high school diploma or GED certificate.
- Has successfully completed an ASBN-approved literacy and reading comprehension screening.
- Has passed the Arkansas State Board of Nursing–approved certification examination for medication assistants.
- Applicant has been issued a valid United States Social Security number or has been issued a federal Form I-766 United States Citizenship and Immigration Services-issued Employment Authorization Document

Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination.

Acceptance is contingent on meeting the standards listed above.

**All admissions decisions are subject to ASBN regulations and UA-PTC program policies.

Program Learning Outcomes

At the conclusion of the medication assistant-certified program, the student is prepared to:

1. Demonstrate competency in safe medication administration, including oxygen therapy and insulin injections.
2. Apply legal, ethical, and professional standards related to delegated medication tasks.
3. Integrate knowledge of pharmacology, pathophysiology, and observation of resident conditions to support safe medication administration and timely reporting to the supervising nurse.
4. Communicate effectively with supervising nurses, healthcare teams, residents, and families.
5. Exhibit professionalism and accountability consistent with Medication Assistant practice standards.

Drug Testing and Substance Use Policy

The UA-Pulaski Technical College Medication Assistant Program maintains a zero-tolerance policy regarding the use of illegal drugs, unauthorized controlled substances, and alcohol. The safe care of patients requires students to be free from the influence of any substance that may impair judgment or performance.

Drug Testing Requirements

- Students may be required to submit to drug testing prior to clinical placement and at any time during enrollment in the program.
- Drug testing may be conducted on a random basis or for reasonable suspicion, including but not limited to observed impairment, odor of alcohol or drugs, or erratic behavior.
- Testing may also be required following any incident or exposure that occurs during clinical or lab activities.

Prescription Medications

- Students taking prescription medications that may impair cognitive or motor function (including but not limited to narcotics, barbiturates, sedatives, or amphetamines) must provide documentation of a valid prescription when requested by faculty.
- It is the student's responsibility to discuss with their healthcare provider whether a prescribed medication may affect their ability to safely participate in clinical activities.

Positive Test Results

- A positive drug or alcohol test, or refusal to submit to testing, will result in removal from the clinical site and may lead to dismissal from the program.
- Any attempt to tamper with, falsify, or otherwise interfere with the testing process will result in immediate dismissal.

Substance Use Prohibition

- The use, possession, or distribution of illegal substances, unauthorized controlled substances, or alcohol on campus or at clinical sites is strictly prohibited.
- Students may not report to any program-related activity under the influence of alcohol, drugs, or any substance that impairs safe performance.
- Compliance with this policy is a condition of participation in the MA-C Program. Students who violate the policy will face disciplinary action, up to and including dismissal, and may be reported to appropriate authorities if required.

Criminal Background Check Policy

Participation in the UA-Pulaski Technical College Medication Assistant program may require completion of a criminal background check. This requirement ensures compliance with the standards of the Arkansas State Board of Nursing (ASBN) and the policies of clinical affiliates.

Program Admission Requirement

- All students may be required to complete and pass a criminal background check prior to beginning the program.
- If required, failure to complete the background check or failure to meet the eligibility standards established by clinical affiliates will void the student's acceptance into the program.
- Clinical facilities may have additional screening requirements. Students must meet both college and facility standards to participate in clinical rotations.

Academic Due Process

UA-Pulaski Technical College Academic Appeals process can be found in the Academic Catalog located on the UA-Pulaski Technical College website.

College Policies and Procedures

Students are responsible to review the online UA-Pulaski Technical College Academic Catalog for information on current College wide policies and procedures.

Contact Information

Students may reach the UA-Pulaski Technical College Medication Assistant Program by calling (501) 812-2211 or (501) 812-2785. Voicemail is activated 24 hours per day. Please leave a clear and complete voice message, including contact information.

Social Media and Online Communication Policy

The UA-Pulaski Technical College Medication Assistant Program recognizes that social media is widely used for personal communication. However, students must understand that their online presence can reflect on the program, the college, and affiliated clinical facilities. This policy is designed to protect patient confidentiality, maintain professional standards, and safeguard the integrity and reputation of the program.

Expectations for Online Conduct

- Confidentiality of patients, students, faculty, and staff must be maintained at all times. Patient information or clinical situations must never be discussed on social media or any online platform.
- Posting, sharing, or transmitting any unauthorized pictures, videos, logos, documents, or other materials related to UA-Pulaski Technical College or its clinical affiliates is strictly prohibited.
- Social media use, texting, and other personal electronic communications are only permitted during designated breaks and never in patient care areas.
- Students identifying themselves as associated with the Medication Assistant Program must clearly state that any views expressed are their own and do not represent the program or college.

Use of Campus Technology

The use of campus computing resources and network capacity must comply with college policies. Illegal or unauthorized activities, including harassment, data destruction, disruption of communications, or unauthorized copying of copyrighted material, are strictly prohibited.

Professional Judgment

Before posting any content online, students should ask themselves:

- Is the information protected under HIPAA?

- If I were the patient, would I want this information shared?
- Could this post harm my professional reputation or that of the program?

Consequences of Violations

Any breach of this policy, particularly one involving patient confidentiality, may result in disciplinary action up to and including dismissal from the program, as well as possible legal consequences under HIPAA regulations.

Communication

UA-Pulaski Technical College student email accounts are an official means of communicating college-related information. Course and/or program specific information may also be sent to Blackboard email accounts. Students and faculty are responsible for regularly reading messages to both email accounts. (We suggest that you check your email each morning and each evening at a minimum.)

- It is the student's responsibility to maintain current contact information within the program office. This information includes: address, telephone number, and emergency contact.
- Students are required to adhere to the UA-Pulaski Technical College code of student conduct in addition to the Clinical Conduct and Behavior standards.

Program Delivery and Technology Requirements

The UA-PTC Medication Assistant Program is delivered in an in-person format.

Students are expected to:

- Log into Blackboard LMS regularly and complete all assignments by the posted deadlines.
- Participate in scheduled in-person sessions for discussion, labs, and exams.
- Maintain reliable access to a computer or loaner laptop, as well as a stable internet connection.

Technology support is available through the UAPTC IT Helpdesk. Students without personal devices may apply for the Laptop Loan Program, and those with limited home internet access may request a mobile hotspot through the IT Department's Hotspot Loan Program. Instructions for requesting these resources are provided during program orientation.

Technology and Online Testing Requirements

Students enrolled in the MA-C Program must have access to reliable technology to participate in the LMS components of the course. This includes a computer or laptop with current operating software, a compatible web browser, and a stable internet connection. Tablets and mobile devices may not meet all testing requirements and are not recommended for exam use.

All online testing is conducted through the Blackboard Learning Management System (LMS) and must be taken in person under faculty proctoring. Students are responsible for ensuring their technology functions properly prior to scheduled exams and assignments. Technical issues must be documented by the UA-PTC IT Helpdesk to be considered for exam rescheduling.

Students are expected to log into Blackboard regularly, complete all assignments, and adhere to posted deadlines. Failure to meet technology requirements or complete online components as scheduled may result in course failure.

Evaluation and Testing Policy

Student performance in the UAPTC Medication Assistant Program is evaluated through a combination of didactic, lab, and clinical assessments. To successfully complete the program, students must achieve a passing score in all components.

All unit exams and the comprehensive final exam are administered electronically through the Blackboard Learning Management System (LMS) and are proctored in person. Exams are timed at two minutes per question to align with testing standards.

Students are required to attend all scheduled exam sessions. Makeup exams may be granted only in cases of documented emergencies and must be approved by the course instructor. Failure to pass any component of the program, including exams, lab skills check-offs, or clinical evaluations, may result in dismissal from the program in accordance with program policies.

The grading policy, including grade scale, is outlined in the handbook's academic policies section. Students are encouraged to seek academic support through tutoring services if needed.

Academic Policies

Students enrolled in the UAPTC Medication Assistant Program are expected to follow all academic policies outlined by the college and the program. These policies promote fairness, consistency, and uphold the integrity of the educational process.

Attendance is required for all scheduled classes, labs, and clinical experiences. Excessive absences or tardiness may result in dismissal from the program. Students must notify the instructor in advance when unable to attend a scheduled session.

Grading for the MA-C Program is based on performance in didactic, lab, and clinical components. A minimum final course grade of 77 percent is required to successfully complete the program. In addition, students must pass all lab skills check-offs and receive a satisfactory evaluation in the clinical component to meet program completion requirements.

Academic honesty is expected at all times. Any form of cheating, plagiarism, or falsification of documentation will result in disciplinary action according to UAPTC policies. All exams are proctored and must be completed independently without unauthorized assistance.

Professional behavior is required in all learning environments. Disruptive conduct, failure to follow instructor directions, or violations of program or facility policies may result in removal from class, clinical, or dismissal from the program.

Students who fail to meet academic or clinical standards may be eligible for remediation when available. If remediation is unsuccessful or not an option, dismissal from the program will occur. Appeals of academic decisions must follow the official grievance process outlined by the college.

Professional Conduct in Online Environments

Professionalism is required not only in clinical and classroom settings but also in online learning environments. Students are expected to conduct themselves in a manner that reflects the standards of the healthcare profession at all times.

Students must:

- Participate actively in online modules, discussions, and assignments as scheduled.
- Use professional and respectful communication in all online interactions, including emails, discussion boards, and virtual meetings.
- Submit assignments on time and complete all online requirements independently, upholding the highest standards of academic integrity.
- Avoid sharing or distributing program content, exam materials, or any course-related intellectual property without permission.
- Disruptive behavior, academic dishonesty, or unprofessional conduct in any online setting will be addressed according to program and institutional policies, and may result in disciplinary action, up to and including dismissal from the program.

Remediation Policy

The Medication Assistant Program provides remediation opportunities to support students in meeting course requirements and achieving competency. Remediation is intended to correct deficiencies in knowledge, skills, or performance; however, it is not guaranteed and is subject to instructor availability and program policies.

- **Skills Lab Remediation**

Students who do not successfully demonstrate a required skill during check-off will be allowed one additional attempt after remediation. Remediation may include additional practice, review sessions, or individualized instruction as determined by the instructor. Failure to pass the skill will result in dismissal from the program.

- **Clinical Remediation**

Students who receive an unsatisfactory performance evaluation in the clinical setting may be offered remediation at the discretion of the clinical instructor. This may include additional supervision, focused practice, or supplemental assignments. Unsafe clinical practice that places others at risk will result in immediate failure of the clinical course and dismissal from the program.

- **Didactic Remediation**

Students who struggle with didactic content are encouraged to use tutoring services and faculty office hours. While remediation may improve understanding, it does not replace the requirement to achieve the minimum passing grade of 77 percent.

Students who fail to meet competency standards after remediation, or who engage in unsafe practice, will not be permitted to progress in or complete the program.

Grading Scale

The UAPTC Medication Assistant Program follows the same grading scale as the Practical Nursing Program to maintain consistency across nursing education programs. Grades are determined by performance on didactic, lab, and clinical components. A minimum final course grade of 77 percent in all courses is required to successfully complete the program.

Percentage	Letter Grade
92 – 100	A
85 – 91.99	B
77 – 84.99	C
70 – 76.99	D
0 – 69.99	F

Clinical and Skills Lab Evaluation

The clinical portion of the Medication Assistant program is graded as a separate course and requires successful completion to progress and graduate. Students must pass both the skills lab and the clinical component to receive a passing grade. A minimum final grade of 77 percent is required for all courses.

Skills Lab Evaluation

Students are required to demonstrate competency in all required skills prior to participating in clinical rotations. These skills include oral, topical, inhalation, instillation, oxygen therapy, and subcutaneous insulin administration. Competency is determined using standardized checklists. Students must pass all skill check-offs to successfully complete the skills lab portion. Failure to demonstrate competency may result in dismissal from the program.

Clinical Evaluation

Clinical performance is evaluated by the clinical instructor. Evaluation criteria include safe medication administration, accurate documentation, effective communication, infection control, professionalism, and adherence to program and facility policies, etc.

Students who place themselves, other students, residents, patients, patients' family members, staff, or faculty in an unsafe situation may receive a failing grade (F) and may be dismissed from the program.

Clinical expectations are provided to students at the beginning of the course by their clinical instructor. These expectations are designed to guide students in developing safe practices, professional behavior, and positive interactions with patients, families, and healthcare providers.

To successfully complete this course, students must:

- Receive a satisfactory evaluation in all clinical competencies.
- Demonstrate consistent safe practice in all settings.
- Achieve a minimum grade of 77 percent based on clinical performance.

Attendance Policy

Attendance is essential for the successful completion of the MA-C Program. Students are required to meet the minimum required hours for didactic instruction, skills lab, and clinical practice to remain in good standing.

Attendance Requirements

- Students must complete at least 50 classroom (didactic) hours, 20 skills lab hours, and 45 clinical hours to meet program requirements.
- Students who do not meet the minimum required hours must retake the corresponding course in a future term.

Punctuality

- Students must arrive on time for all in-person sessions, including labs and clinical rotations, prepared to participate fully.
- Arriving late to any session will result in a tardy. Multiple tardies may lead to loss of points or dismissal from the course.

Clinical Attendance

- Students must attend all scheduled clinical hours and remain on duty for the entire shift.
- In the event of an emergency, students must contact their clinical instructor at least 30 minutes prior to the scheduled start time. Leaving a voicemail does not guarantee receipt of the message; students must follow the communication procedure outlined by their instructor.
- Students must attend clinical pre-conference and post-conference meetings. Late arrivals must be communicated to the instructor.

Absences

- A clinical absence, no call/no show, or early departure will result in loss of points as outlined in the clinical syllabus and grading rubric.
- No call/no show incidents may result in dismissal from the program.

Clinical Site Policies

- Students are not permitted to remain on the clinical site after the clinical day has ended and the instructor has left.
- Personal use of unit telephones is not allowed.
- Upon completion of assigned patient care, students should make themselves available to assist unit staff as directed.

Clinical Dress Code and Behavior Policy

The Medication Assistant Program at UA-Pulaski Technical College is a professional training program that prepares students for roles in healthcare settings. The dress code and behavioral expectations are designed to instill professional attributes, maintain patient safety, and uphold the standards of both the college and clinical affiliates.

Clinical Dress Code

- Students must wear the designated program scrubs purchased through the UAPTC Bookstore. Only the approved style and color are permitted.
- White scrub jackets are optional and must be clean and professional in appearance.
- Pants must not drag on the floor. Only plain white or black long-sleeve shirts may be worn under the scrub top.
- The UAPTC name badge is a required part of the uniform and must be visible at all times.
- Shoes must be predominately white and/or black, clean, and professional. Nursing shoes or tennis shoes may be worn. Open-toed or backless shoes are not allowed; shoes with straps across the heel are required if open-backed. Socks or hose must match the predominate color of the shoe (black or white) and must cover the ankles.
- Tattoos that are visible must be covered if required by the clinical facility. Students may use a long-sleeve undershirt, turtleneck, or waterproof makeup as necessary.
- Facial piercings and tongue jewelry are not permitted. Only one small pair of stud earrings in the earlobes (one per ear) and a plain wedding band may be worn.
- Hair must be clean, neat, and pulled back so it does not fall into the face. Hairstyles must fit under a surgical cap. Hair color must be natural tones.
- Nails must be kept clean and short. Artificial nails, tips, appliques, and any nail polish, including clear, are prohibited.
- Makeup must be minimal and natural in tone.
- Students must avoid perfumes, colognes, or strongly scented products that may cause discomfort to patients or staff.

- Students who present to the clinical site in attire that does not meet program or facility standards will be sent home. If the issue cannot be corrected on-site, the student will accrue an absence or early departure for that day.

Clinical Conduct and Behavior Standards

Students are accountable for following the policies of UA-Pulaski Technical College, the Medication Assistant Program, and all clinical affiliates. Professional behavior is required at all times.

- Faculty have the authority to remove a student from the clinical site if their behavior is disruptive, unsafe, or interferes with patient care or facility operations.
- Students must be certified in American Heart Association Basic Life Support (BLS/CPR) prior to beginning clinical rotations.
- Universal infection control precautions must be followed at all times.
- Students must comply with the smoking policies of the clinical site and may not smell of smoke, alcohol, or illicit substances.
- Gum chewing, tobacco use, and eating or drinking in patient care areas are prohibited.
- Sleeping during clinical hours is not allowed.
- Students must park only in designated areas and adhere to facility rules.
- The student must report to both the faculty and appropriate clinical staff (nurse) before leaving for breaks and at the end of the clinical day.

Unprofessional or Unsafe Conduct

Unprofessional and unsafe behaviors include but are not limited to:

- Failure to follow directions from instructors, staff nurses, or physicians.
- Disrespectful or argumentative behavior toward patients, families, peers, instructors, or facility staff.
- Dishonesty in any form.
- Being out of uniform or noncompliance with dress code.
- Medication or procedural errors, omissions, or neglecting patient safety measures.
- Providing unsafe care or leaving patients in unsafe conditions.
- Unauthorized cell phone use or use of other electronic devices in clinical areas.
- Performing tasks without appropriate supervision.
- Breaching patient confidentiality or violating HIPAA regulations.
- Drug or alcohol use, or presenting with the odor of drugs, alcohol, or cigarette smoke.
- Clinical no call/no show.

- Any behavior that places the student, patients, families, staff, or the program at risk.

The faculty retains the right to determine what constitutes unprofessional or unsafe behavior. Students who engage in conduct deemed unsafe or inappropriate may receive a failing grade for the clinical course and may be dismissed from the program. Clinical affiliates have the authority to request that a student be removed from their facility. Students removed from a clinical site for behavior or safety reasons will not be reassigned to another facility.

The MA-C Program reserves the right to suspend or dismiss any student whose actions compromise patient safety, violate ethical standards, or jeopardize the reputation or contractual agreements of the program.

Safety and Incident Reporting Policy

The safety of students, patients, faculty, and staff is a top priority of the UA-Pulaski Technical College Medication Assistant Program. All students are responsible for practicing safely in classroom, lab, and clinical settings and for immediately reporting any unsafe conditions, injuries, or incidents.

Incident Reporting Expectations

- Any injury, accident, exposure, or unsafe situation that occurs during class, lab, or clinical must be reported immediately to the supervising instructor or preceptor.
- Examples of reportable incidents include, but are not limited to, needle sticks, medication errors, patient falls, or exposure to blood or body fluids.
- Students must complete a written incident report as directed by the instructor and, if required, by the clinical facility.

Emergency Response

- In the event of an emergency, students should follow the established emergency procedures of the college or clinical facility.
- Students should remain calm, seek help, and assist as directed by faculty or facility staff.

Medical Evaluation

- Students may be required to seek medical evaluation following an incident involving exposure to bloodborne pathogens or other potential hazards.
- In case of a medical situation, documentation from a licensed healthcare provider may be required to confirm the student's ability to safely return to program activities.

Failure to report an incident or unsafe condition may result in disciplinary action, up to and including dismissal from the program. Prompt reporting ensures timely intervention, protects all individuals involved, and maintains compliance with program and facility policies.

Use of College and Clinical Facility Resources

Students in the Medication Assistant Program are expected to use all college and clinical facility resources responsibly and in accordance with institutional policies. These resources are provided to support learning, skill development, and safe clinical practice.

College Resources

- Students have access to the nursing skills lab, simulation equipment, medication carts, and other instructional materials.
- All equipment must be used under faculty supervision or with prior authorization. Students are responsible for returning equipment to its proper location and reporting any malfunction or damage immediately to the instructor.
- The college provides access to computers, printers, library databases, and online learning platforms. Misuse of technology, including unauthorized access or inappropriate use, is prohibited and may result in disciplinary action.

Clinical Facility Resources

- Clinical sites provide access to patient care equipment, supplies, and electronic medical records. Students may use only the equipment and systems they have been trained and authorized to operate.
- All resources must be used solely for educational purposes under the supervision of faculty or designated preceptors.
- Students must follow the policies of the clinical facility regarding equipment handling, documentation, and patient care protocols.
- Any damage to facility property or misuse of resources may lead to removal from the clinical site and possible dismissal from the program.

Confidentiality and Security

- Students are prohibited from removing any equipment, supplies, patient records, or facility documents from the premises.
- Access codes, login information, and other secure credentials provided by the facility or college must be protected and not shared with others.
- Failure to comply with these expectations for resource use will result in corrective action, up to and including dismissal from the program.

Confidentiality and HIPAA Compliance

Students enrolled in the MA-C Program are required to uphold the highest standards of confidentiality when handling patient information. All students must comply with the Health Insurance Portability and Accountability Act (HIPAA) and the privacy policies of both UA-Pulaski Technical College and the clinical facilities where they train.

Expectations for Confidentiality

- Patient information obtained during clinical experiences must be treated as strictly confidential.
- Students may access patient information only as necessary to perform assigned duties under supervision.
- Patient information must never be discussed outside of the clinical setting, including in public areas, on social media, or with individuals not directly involved in the patient's care.
- Written assignments must not contain patient identifiers such as name, date of birth, room number, or other identifying information.

HIPAA Compliance

- Students must complete all required HIPAA training as part of program orientation and prior to beginning clinical rotations.
- HIPAA regulations prohibit sharing, photocopying, photographing, or removing any patient records from the facility.
- Students must log off from electronic medical record systems when not in use and never share login credentials.

Consequences of Violations

- Any breach of confidentiality or violation of HIPAA regulations is considered a serious offense. Violations may result in:
 - Immediate removal from the clinical site
 - Failure of the clinical course
 - Dismissal from the Medication Assistant Program
 - Possible legal and financial penalties as determined by the clinical facility or governing authorities
- Maintaining patient confidentiality is a legal and ethical obligation and an essential component of professional practice.

Environmental Control/Safety

- The student will keep the unit clean and uncluttered. The bed will be in a low position with side rails up per institutional policy. Personal items and call light will be within reach of the patient.
- The student will follow standard precautions in providing patient care, including handwashing before, after and between patient contacts.
- The student will follow CDC universal precautions for infection control and COVID-19.
- The student will use hospital equipment safely, as it is intended, and will properly dispose of sharps.

Break and Lunches:

- Students will be given one (1) 30-minute lunch period taken at the appropriate time.
- Students **may not** leave the clinical site for break or lunch. Students should bring their own lunch and/or have it delivered to the facility.

Each instructor may have their own guidelines for their particular clinical situation. Students are to abide by them. Students are expected to follow directions given by their clinical instructor. Any questions or concerns will be directed to the clinical instructor first, then to the Program Director, Students must follow the chain of command. Every effort will be made to resolve issues at the lowest level possible.

Dress Code

The Medication Assistant Program at UA-Pulaski Technical College is professional training program. It is the intent of the program to instill professional attributes and attitudes in each student consistent with the requirements and expectations of employers and the community we serve. Student dress codes are components of this intent.

- Uniforms worn in clinical area are purchased from the UAPTC Bookstore. The bookstore has the appropriate style and color order numbers available for students.
- Students will wear only designated scrubs and white jackets (jackets are optional). Pant hems may not drag on the floor. Long sleeve or short sleeve white t-shirts may be worn under the scrub top.
- UA-Pulaski Technical College name badges are a required part of the uniform and must be worn at all times.
- Shoes will be all white. Nursing shoes or an all-white tennis shoe may be worn. Open-toed shoes are not allowed. Crocs or other rubber shoes may not be worn. If open-backed nursing shoes are chosen, the shoe must have a strap on the back. Shoes and shoe strings will be clean at all times. Solid white socks or pantyhose that cover the ankles must be worn with shoes.

- Tattoos are often not appropriate for the healthcare and professional work environment. The nursing faculty and the clinical affiliates have the right and authority to require the student to cover the tattoos (s) with a white long sleeve crew neck shirt, turtle neck or waterproof makeup.
- Nursing faculty has the right and authority to request that students cover up visible tattoos and remove piercings.
- Be mindful of perfumes, colognes, after shaves, or perfumed soaps worn in the clinical area. For many patients and families, these items may be irritating.
- Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

Student Health Requirements

Students entering the UA-Pulaski Technical College Medication Assistant Program must be in good physical, mental, and emotional health. Health requirements are in place to ensure students can provide safe, effective care without placing themselves, patients, or others at risk. Principles of infection control and risk reduction are integrated throughout the program curriculum.

Students may be required to comply with the following:

- Current documentation of a negative Tuberculin (PPD) skin test or QuantiFERON-TB blood test within 12 months prior to beginning clinical rotations.
- Initiation of the Hepatitis B vaccine series prior to the start of clinical rotations.
- Seasonal influenza immunization as recommended by the Arkansas Department of Health.
- Proof of current CPR certification (American Heart Association BLS), Tetanus vaccination, MMR immunity, and completion of the COVID vaccine series as required by clinical affiliates.

Continuous maintenance of all required immunizations and certifications. Expired immunizations or CPR certification will make the student ineligible to attend clinical, resulting in a grade of zero (0) for any missed clinical time.

Functional Abilities Required for Participation

- Visual ability sufficient to read fine print and interpret data on medical equipment and supplies, with or without corrective lenses.
- Hearing ability adequate to communicate with clients, families, and healthcare team members in a normal speaking voice at short distances, with or without hearing aids.
- Verbal ability to communicate effectively and safely with faculty, staff, clients, and families.
- Freedom from communicable or infectious diseases while participating in clinical rotations.
- Physical ability to safely transfer and assist an average-sized adult patient, with or without additional personnel.
- Mental and emotional stability to handle stressful and crisis situations in both classroom and clinical settings.
- Freedom from illegal or unauthorized nonprescription drugs at all times.

- Students who do not meet these health and functional requirements, or who fail to maintain documentation of compliance, may be removed from clinical rotations and may not progress in the program.

Inclement Weather and Emergency Policy

The Medication Assistant Program follows the official inclement weather and emergency closure policies of UA-Pulaski Technical College. Students are expected to stay informed of campus closure announcements and any program-specific instructions during adverse conditions.

College Closures

- If the college is closed due to inclement weather or other emergencies, all on-campus classes, labs, and clinical rotations scheduled for that day will be canceled.
- Online coursework and assignments remain due as scheduled unless otherwise notified by the instructor.
- Notifications regarding college closures will be communicated through the UAPTC website, local media outlets, and the college emergency alert system.

Delayed Start or Early Dismissal

- If the college announces a delayed opening, students are expected to report to class, lab, or clinical at the adjusted time.
- If the college closes early, students will be dismissed from campus or clinical sites as instructed by faculty.

Clinical Site-Specific Closures

- Clinical sites may remain open even when the college is closed. Students must follow instructions provided by their clinical instructor regarding whether to report to the clinical site during adverse conditions.
- If a student is unable to travel safely, they must notify their instructor as soon as possible. The safety of students is the top priority.

Emergency Situations During Class or Clinical

- In the event of an emergency while on campus or at a clinical site, students must follow all facility emergency procedures and the directions of faculty and staff.
- Students are expected to remain calm, assist as directed, and ensure their own safety and the safety of those around them.
- Missed time due to weather or emergencies will be handled on a case-by-case basis. Make-up sessions may be required to meet program and ASBN clock hour requirements. Students should plan accordingly to fulfill all required instructional hours.

Student Responsibilities and Special Considerations

Students in the Medication Assistant Program are expected to take personal responsibility for meeting all program requirements and maintaining the highest standards of professional conduct. The following special considerations apply to all students:

- Students are financially responsible for the cost of program health requirements, screenings, and immunizations.
- Students who do not obtain and provide documentation of seasonal influenza vaccination within the timeframe specified by the Program Director will be ineligible to continue in the clinical component of the program.
- Students taking prescription medications classified as barbiturates, amphetamines, hypnotics, narcotics, sedatives, or any other controlled substances must provide proof of a valid prescription upon request by faculty or staff.
- Students who become ill or injured while enrolled in the program may be required to seek medical care and provide written documentation from a licensed healthcare provider verifying their ability to safely return to the program.
- Falsification of any medical information, documentation, or records will result in dismissal from the program.
- Students are responsible for maintaining copies of all required medical documentation for their personal records and ensuring timely submission to the program when requested.
- Students are also expected to maintain professional behavior, adhere to all program and clinical policies, and accept accountability for their learning and conduct in all settings.

Withdrawal and Readmission Policy

Students who are unable to continue in the Medication Assistant Program may request to withdraw. Withdrawal requests must be submitted to the records office and must follow all UA-PTC policies and deadlines regarding course withdrawal. Students are responsible for understanding the academic and financial implications of withdrawing from the program.

A student who withdraws from the Medication Assistant Program, or who does not successfully complete the program, may request readmission in a future term. Readmission is not guaranteed and is contingent upon available space, current admission requirements, and approval by the Program Director.

To be considered for readmission, the student must:

- Submit a new application to the program.
- Meet all current admission criteria at the time of reapplication.
- Provide documentation of any continuing education, remediation, medical release, or skill development completed since withdrawal or dismissal.

- Demonstrate readiness to meet program expectations, which may include a written statement or a faculty interview.

Students dismissed for unsafe clinical practice, academic dishonesty, or unprofessional conduct are not eligible for readmission.

Medication Assistant Student Handbook 2025-2026 Agreement

_____ I do hereby agree to abide by the rules, regulations, policies and procedures of UA-Pulaski Technical College and the Medication Assistant Program.

_____ I do hereby agree to abide by the rules, regulations, policies and procedures of affiliating hospitals and other health care facilities where I receive clinical experience.

_____ I agree to submit to the UA-Pulaski Technical College Administrative Rule for "Student Drug Testing" random screening. I also agree to submit to drug screening at any time while enrolled in the program when requested by the faculty and/or the clinical facility.

_____ I understand and agree the drug screen may be collected immediately upon request or within a specified time frame. I understand that positive results will lead to dismissal from the Medication Assistant Program at the UA- Pulaski Technical College.

_____ Authorization is hereby given to UA-Pulaski Technical College and the Medication Assistant Program to release information from my records to prospective employers, licensing agencies, regulatory agencies, or other educational institutions.

_____ I understand that failure of a course (Less than a C) within the program will lead to being administratively withdrawn from the program.

_____ I understand that I am responsible for my grade and progress within the program. I understand that I must achieve a grade of a C or greater to be considered successful in the Medication Assistant Program.

_____ I know and understand that I am responsible to complete all assignments in the allotted timeframe, I understand that skipping or not completing assignments can lead to progressive disciplinary action up to and including course failure or administrative withdrawal from the Medication Assistant program of study.

_____ I understand that I am responsible to have all textbooks purchased before the course(s) begin. I understand that I will be unlikely to pass courses without the required text.

_____ I understand that this program of study is time consuming and that my success is related to the amount of time I read, study, and prepare for class and exams.

_____ I understand that if any UA-Pulaski Technical College clinical affiliate refuses to allow my attendance for any reason that I will be administratively withdrawn from the program. Students do not have the option to be moved to another clinical site once a site has deemed them ineligible to return.

_____ I have access to and I have received a copy of ACA CAR 17-87-704

Students Name

(Print) _____ (Signature) _____ Date _____

Student ID# _____