



## JOB DESCRIPTION

### CMA (Certified Medication Aide) Instructor

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**Division:** Instruction

**Department:** Allied Health

**Classification:** Adjunct Faculty

**Pay Grade:**

**Accountability:** Coordinator of Allied Health Continuing Education

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### JOB SUMMARY

The CMA instructor is responsible for leading and directing students toward their goal of satisfactory completion of the Certified Medication Aide (CMA) course.

### QUALIFICATIONS

1. Registered Nurse, Kansas license
2. Minimum two years of clinical experience as a registered nurse
3. Eligible for instructor certification through the Kansas Department of Aging and Disability Services/Health Occupations Credentialing (KDADS/HOC)
4. Proof of negative TB testing
5. Background check

### RESPONSIBILITIES

1. Coordinates and instructs assigned CMA courses at the locations and times designated.
2. Promotes the mission, philosophy, instructional goals and objectives of MATC; utilizes the online learning management system.
3. Develops and maintains an environment conducive to effective learning within the limits of resources provided.
4. Prepares for classes and clinical sites assigned and shows written evidence of preparation upon request of immediate supervisor.
5. Employs a variety of instructional techniques and instructional media, consistent with the physical resources of the teaching site, and consistent with student needs/capabilities.
6. Encourages students to meet acceptable performance standards as defined in course syllabi and by state guidelines.
7. Takes all necessary and reasonable precautions to protect students, patients, equipment, materials, and facilities.
8. Evaluates student progress on a continuing basis, reporting in writing at designated times.
9. Works to establish and maintain open lines of communication with students concerning their progress.

10. Maintains accurate and auditable records of student attendance and performance as required by law, Board, and school policy.
11. Assists in upholding and enforcing Board and college policy and procedure.
12. Prepares course application forms and maintains student enrollment and test registration records.
  
13. Establishes and maintains cooperative relationships with college staff and with clinical site staff.
14. Performs other tasks as assigned by the Vice President of Instruction and/or Coordinator for Allied Health Continuing Education

**LENGTH OF CONTRACT:** Adjunct faculty contract for 3 credit hour course, including additional clinical time. Work schedule to be flexible as required to provide planned courses.

**SALARY:** Adjunct faculty salary plus hourly contract for clinical hours.

**GENERAL STATEMENT OF FUNCTION:** This course follows the guidelines specified by the Kansas Department of Aging and Disability Services (KDADS) for instruction related to employment as a CMA in long-term care facilities. Students participate in classroom, lab, and clinical settings. Prerequisite: Kansas CNA certificate and CASAS reading test (administered at MATC). Students must be at least 18 years of age.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of adjunct faculty.

WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE COMPLY WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972. WE COMPLY WITH THE REHABILITATION ACT OF 1973, THE VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.

Updated: 9-28-2016