UMass Chan Medical School | Eunice Kennedy Shriver Center
Center for Developmental Disabilities Evaluation and Research (CDDER)

Certified Medication Aide (CMA) Student Employment and Clinical Site Separation Policy

Purpose

The purpose of this policy is to establish the procedures and responsibilities to be followed when a CMA student's employment is ended or discontinued at the long-term care (LTC) facility where the student is completing their clinical training.

Policy

Employment decisions, including termination, dismissal, or removal from a facility, are determined by the facility and are independent of the CMA program. The CMA training program does not guarantee employment or continued placement at any facility.

If a CMA student is terminated, dismissed, removed or voluntarily separated from their employment from their assigned facility, the preceptor or designated facility representative must notify the CMA Program Director promptly (within 3 business days). The notification should include the date of separation and any relevant information that may affect the student's clinical participation.

The student must also promptly notify the CMA Program Director if they are no longer employed by the facility.

If a CMA student is on full leave of absence from employment for any reason, they may not continue their clinical training during the period of their full leave. Students on intermittent leave may continue their clinical training, as permitted and negotiated with their facility.

Upon notification, the student's access to the online course and program materials will be suspended while the Program Director reviews the student's status. The Program Director will notify the student of their status and any required next steps. Students may not resume clinical activities at the facility after the end date of their employment.

Preceptor Responsibility

The preceptor or designated facility representative is responsible for:

- Notifying the CMA Program Director within **three (3) business days** of the student's separation from the facility.
- Providing the date of separation and relevant information regarding the student's clinical status.
- Communicating any concerns or circumstances that may affect the student's ability to continue clinical training.

- Notifying the program if the student is permitted to return to the facility or resume clinical activities.

Student Responsibility

The student is responsible for:

- Promptly notifying the CMA Program Director of their separation from the facility.
- Reporting any changes that may affect their ability to complete required clinical hours or assignments.
- Not participating in clinical activities at the facility following separation unless authorized to return to the facility.

Refund Policy

No refund will be issued if a student is terminated, dismissed, removed or voluntarily separated from their assigned facility during their clinical training. Suspension of course access or removal from a clinical placement does not constitute grounds for a refund.