



New Mexico Board of Nursing Certified Medication Aide Program Survey Checklist 16.12.5 NMAC Medication Aides

**This checklist is a surveyor tool. It is provided as a courtesy and not intended to replace the regulation at 16.12.5 NMAC.*

Date: _____ Nurse Surveyor: _____

Committee Member/Staff Volunteer: _____ Visit Type: _____

TAB 1: Pertinent Information	
Name of Agency/Address/ Contact Number/Corporate Ownership	
Total # of Beds Certified	Current Census:
Copy of DOH operating license No.	Expiration date:
Copy of BOP custodial license No.	Expiration date:
Initial CMA Program approval date	
BON program approval letter/certificate	
Most recent BON site visit report	
Medication aide rules 16.12.5 NMAC	
Most current BON review checklist	

Name of the following agency/facility staff

Nurse Educator (NE)	
Administrator	
Director of Nursing (DON)	
Assistant DON	
Medical Director (MD)	
Clinical Preceptor(s)	

Total current number of facility/agency staff

Title	Total	Title	Total	Title	Total	Title	Total	# CMA's with dual functions	Students over duration of approval period	Current Students
RN		LPN		CMA I		CMA II			# Students	

Comments: _____

COMPLIANCE (C) OR NON-COMPLIANCE (NC)

TAB 2: Administration and Organization:	C/NC
16.12.5.17.C.(1) Copy of current organizational chart – There shall be a current organizational chart showing the position of the medication aide program within the overall structure of the agency, clearly indicating the lines of authority and responsibility and channels of communication.	
16.12.5.17.C.(2) The agency administration shall provide support for the medication aide program to obtain the resources needed for the program to achieve its purpose.	
16.12.5.17.C.(3) There shall be a nurse educator to administer the program that shall be responsible for: (a) through (f). 16.12.5.17.C.(4) Should the nurse educator leave their position, the administrator shall notify the board.	
16.12.5.16 BON correspondence regarding the CMA program; notification of change	
16.12.5.10 Job Description of the CMA I/CMA II – The purpose of this section is to establish standards for the supervision/direction of medication aides; to identify basic authorized functions for the medication aide; to identify prohibited functions for the medication aide.	

Comments: _____

TAB 3: CMA Program Objectives:	C/NC
16.12.5.17.A. Copy of Objectives – there shall be written objectives for the medication aide program which serve as the basis for the planning, implementation, and evaluation of the program. Objectives should be specific for CMA I and if applicable, CMA II	
16.12.5.17.A.(1) The Objectives shall be developed by the medication aide program nurse educator and shall describe the competencies of the medication aide and shall include: (a) through (r).	
16.12.5.17.A.(2) The Objectives shall be written clearly, and shall identify expected competencies of the beginning medication aide.	
16.12.5.17.A.(3) The Objectives shall be reviewed annually and revised as necessary by the nurse educator.	

Comments: _____

TAB 4: Curriculum and faculty:	C/NC
16.12.5.17.B.(1) The curriculum shall be developed, implemented, evaluated by the medication aide program nurse educator within the frame work of the objectives; 16.12.5.17.B.(4) The nurse educator shall develop a written plan for curriculum and program evaluation	
16.12.5.17.B.(2).(a) CMA I – There are 60 hours of classroom study of which 40 is medication administration curriculum and 20 hours population specific; identify document utilized to provide evidence of classroom attendance	
16.12.5.17.B.(2).(d) CMA II (if applicable) – There are 16 hours of classroom study; identify document utilized to provide evidence of classroom attendance	
16.12.5.17.B.(3) The curriculum shall provide, at a minimum, instruction in the subject areas listed in 16.12.5.19 NMAC	
16.12.5.17.D.(7) List of faculty – other health care providers, in addition to the nurse educator, may be appropriate faculty for classroom instruction such as physician, nurse practitioners and pharmacists.	

Comments: _____

TAB 5: Clinical experience:	C/NC
16.12.5.17.B. (2).(b) CMA I – Identify document utilized to provide evidence student completed a minimum of 20 hours of supervised clinical experience; 16.12.5.19.F Medication administration procedures/skills checklist	
16.12.5.17.B. (2).(d) CMA II (if applicable) – Identify document utilized to provide evidence student completed a minimum of 20 supervised insulin injections; 16.12.5.19.J CMA II procedures/skills checklist	

Comments: _____

TAB 6: The nurse educator record shall include:	C/NC
16.12.5.17.E.(1).(a) Copy of RN License – verification of current licensure as an RN in NM or Compact State; 16.12.5.17 D.(1) Each program shall have a nurse educator that is a registered nurse and holds a current license to practice in NM or a current compact state license.	
16.12.5.17.D.(2) NE current resume – The nurse educator shall have at least two (2) years of recent, within the last five (5) years, nursing practice experience. 16.12.5.17.E.(1).(d) teaching experience	
16.12.5.17.E.(1).(f) Copy of BON NE appointment letter – board of nursing appointment letter to position of nurse educator	
16.12.5.17.E.(1).(e) Copy of the BON NE orientation certificate – verification of board of nursing orientation for nurse educator	
16.12.5.17.E.(1).(b) NE continuing education record	

Comments: _____

TAB 7: The student record shall include:	C/NC
16.12.5.17.E.(2).(a) Admission date	
16.12.5.17.E.(2).(b) Testing and evaluation records	
16.12.5.17.E.(2).(c) Evidence of student classroom attendance meets 60 hour minimum; (student, instructor, date, and hours identified)	
16.12.5.17.E.(2).(c) CMA I – Evidence of student clinical experience supervised by clinical preceptor meets 20 hour minimum (or BON approved hours); (student, clinical preceptor, date, and hours identified); 16.12.5.17 D.(5) The ratio of faculty to students, during supervised clinical experience shall not be more than one faculty to two students; 16.12.5.17 D.(4) The nurse educator or clinical preceptor must be physically present in the agency while students are engaged in clinical experience	
16.12.5.17.B.(2).(d) CMA II - Evidence student completed a minimum of 20 supervised insulin injections; (student, clinical preceptor, date, hours identified) 16.12.5.10.E.(5): CMA II authorized functions shall include subcutaneous injection of insulin by prefilled insulin pens only; 16.12.5.17 D.(5) The ratio of faculty to students, during supervised clinical experience shall not be more than one (1) faculty to two (2) students; 16.12.5.17 D.(4) The nurse educator or clinical preceptor must be physically present in the agency while students are engaged in clinical experience	
16.12.5.17.E.(2).(d) Final course grade; completed clinical skills checklist	
16.12.5.17.E.(2).(e) Certificate that documents proof of attendance and successful program completion	
16.12.5.17.E.(2).(h) Copy of student’s current CPR certification	

Comments: _____

TAB 8: The clinical preceptor record shall include:	C/NC
16.12.5.17.E.(3).(a) Copy of current Licensure – verification of current licensure as an RN or LPN in NM or Compact State	
16.12.5.17.E.(3).(b) Copy of Clinical Preceptor(s) current – resume	
16.12.5.17.E.(3).(c) Copy of Clinical Preceptor(s) – verification of orientation for clinical preceptors conducted by nurse educator.	

Comments: _____

TAB 9: The CMA record shall include but not limited to:	C/NC
16.12.5.17.E.(4).(a) Evidence of CMA – current NM certifications	
16.12.5.17.E.(4).(b) Evidence of CMA – biannual med pass observations	
16.12.5.10.D.(1).(b) Evidence of CMA annual evaluation – yearly performance evaluation of each CMA; the performance evaluation shall be based upon the standards listed in these rules; the performance evaluation shall also include review of the number of medication errors committed by the CMA.	
16.12.5.17.E.(4).(d) Evidence of CMA - current CPR certification	
16.12.5.17.E.(4).(c) Evidence of CMA - continuing education records	

Comments: _____

TAB 10: Requirements for medication aide recertification:	C/NC
16.12.5.9.E.(2).(a) Evidence of CE trainings conducted or offered to CMAs during the renewal period – The agency shall grant opportunities for CE	
16.12.5.9.E.(2).(b) Review of continuing education training material/posttests. Evidence of acceptable courses with topics related to medications and medication administration; 16.12.5.9.E.(2) CMA I – 16 clock hours; 16.12.5.9.E.(2).(e) CMA II – 4 contact hours specific to expanded scope of function	

Comments: _____

TAB 11: Supervision/direction:	C/NC
16.12.5.10.D.(1) Review of nursing schedule – A nurse educator shall periodically provide supervision/direction to the certified medication aide administering medication(s); 16.12.5.10 C.(5) – shall administer medication with the supervision/direction of a licensed nurse.	
16.12.5.10.D.(1).(a) Copy of RN on call log if indicated – a licensed nurse shall be available 24 hours a day (on call) to supervise medication aides as determined by the agency work hours;	
16.12.5.10.D.(2).(a) Copy of all medication administration errors / incident reports with evidence that the NE reviewed – review all medication administration errors and incident reports filed since the nurse educator’s last review; policies related to reporting of medication errors	
16.12.5.10.D.(2).(c) Copies of the BON QA Quarterly Reports submitted – prepare and submit to the board of nursing a written, signed report of findings, observations, problems, irregularities, safety violations and recommendations in medication administration.	

Comments: _____

Conduct random review of the MARs, observe medication pass of the CMA, and interview the CMA assessing for 16.12.5.10 Standard Functions for the Medication Aide	C/NC
16.12.5.10 Medication aides who have been certified by the NM BON may under the supervision/direction of RN administer routine medications.	
16.12.5.10 C.(1) shall not administer medication by intramuscular, intravenous, subcutaneous or nasogastric routes; CMA II may administer insulin with a prefilled insulin pen	
16.12.5.10 B.(2) The medications must be prepared by the person who will administer it.	
16.12.5.10 B.(3) Medication administration errors must immediately be reported to the licensed nurse by the medication aide.	
16.12.5.10 B.(4) Adverse reactions must immediately be reported to the licensed nurse by the medication aide.	
16.12.5.10 C.(2) shall not take medication orders.	
16.12.5.10 C.(3) shall not alter medication dosage as ordered by the prescriber.	
16.12.5.10 C.(4) shall not perform any function or service for consumers for which a nursing license is required under the Nurse Practice Act.	
16.12.5.10 C.(5) shall not administer medication without the supervision/direction of a licensed nurse.	
16.12.5.10 C.(6) shall not administer medication in any agency other than a board approved agency.	
16.12.5.10 B.(5) Administer PRN medications only after contacting and receiving authorization from licensed nurse to administer the PRN medication. Authorization is required for each individual instance of PRN administration of a medication.	

Acronyms:

1	BON	New Mexico Board of Nursing	7	CE	Continuing Education
2	DOH	New Mexico Department of Health	8	MAR's	Medication Administration Records
3	BOP	New Mexico Board of Pharmacy	9	PRN	As Needed
4	NMAC	New Mexico Administrative Code	10	CPR	Cardiopulmonary Resuscitation
5	RN	Registered Nurse	11	QA	Quality Assurance
6	LPN	Licensed Practical Nurse	12	CMA	Certified Medication Aide