



New Mexico Board of Nursing

MEDICATION AIDE I or II PROGRAM INITIAL APPROVAL APPLICATION CHECKLIST

Documentation must be relevant to the specific program (CMA I or CMA II) for which the application is being submitted. Submit the following documents on a flash drive, numbered and named as follows. Submit no fewer than 30 days in advance of the Medication Aide Advisory Committee meeting. The meeting schedule may be found on the home page of the NMBON website.

1. Program objectives - CMA I or CMA II. Refer to **16.12.5.17.A.(1) (a-r) NMAC** for specific program objectives content requirements.

2. Organizational chart. The organizational chart should be current and show 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. Refer to **16.12.5.19.C (1) NMAC**.

3. Resumes.

- Nurse Educator. Refer to **16.12.5.19.D. NMAC** for specific Nurse Educator requirements and qualifications.
- Clinical Preceptors
- Faculty

2. Program curriculum. Refer to **16.12.5.19 (A-H) NMAC** for specific didactic and clinical curriculum subject area requirements for CMA I and **16.12.5.19 (I-J) NMAC** for specific didactic and clinical curriculum subject area requirements for CMA II. The program curriculum includes the following:

- Unit objectives
- Content outline
- Teaching learning activities, i.e., textbooks, lecture, demonstration, simulations, films, practice training assignments
- Hours to be spent on each content area
- Describe the student clinical experience and include the location where it will be conducted. Provide supporting documentation if utilizing any clinical affiliation sites.

3. Evaluation tools - student. Evaluation tools that demonstrate written and clinical proficiency of the Medication Aide I or II Student.

- Student tests, quizzes, presentations and demonstrations of competency.
- Student clinical skills checklist. Refer to **16.12.5.19.F (1-8) NMAC** for specific requirements

4. Evaluation tools - CMA I or CMA II. Evaluation tools that demonstrate clinical proficiency of the Certified Medication Aide I or II.

- Biannual medication pass observation tool. Must include a review of clinical skills. Refer to **16.12.5.19.F (1-8) NMAC** for specific requirements.
- Annual evaluation tool which must include a review of the number of medication errors

committed by the CMA. Must include a review of clinical skills. Refer to **16.12.5.19.F (1-8) NMAC** for specific requirements.

5. Job description - CMA I or II. Job description and role of the Certified Medication Aide I or II that outlines the standards of function of the CMA I or CMA II. Refer to **16.12.5.10 NMAC** for specific requirements.

6. Policies - student. Policies for the Medication Aide I or II student.

- Policy on medication aide student eligibility requirements for the training program
- Policy in effect for instruction and evaluation of student achievement, grading, and progression.

7. Policies - CMA I or CMA II.

- Policies for the already certified medication aide that include the reporting of medication errors.
- Policy to ensure a Quality Assurance Program that includes the submission of the Quality Assurance Progress Report to the BON quarterly, refer to **16.12.5.10.D.(2).(c) NMAC**.
- Policy regarding how the CMA program will be reviewed by the facility to ensure it is maintaining quality and standards.

8. Continuing education plan for providing continuing education opportunities for the CMA I or CMA II, refer to **16.12.5.9.E.(2).(a-e) NMAC**.

The flash drive may be mailed or delivered to

NM Board of Nursing
Attn: CMA Programs
6301 Indian School Rd. NE
Suite 710
Albuquerque, NM 87110

APPLICATION CHECKLIST

- Reviewed Board of Nursing Rules for Certified Medication Aides
- Completed and submitted the online application and paid the required fee
- Submitted required documents

PROCESS

- Application and documents received by the Board of Nursing (BON) 30 days prior to the next Medication Aide Advisory Committee meeting.
- Application reviewed at the next scheduled Medication Aide Advisory Committee (MAAC). Facility representatives are encouraged to attend the meeting.
- Based on the MAAC's recommendation, the Executive Director may approve new programs provided they meet current standards. The Executive Director may also defer the decision to the Board at the next scheduled meeting*.
- The BON will mail a letter with Board approval or a request for more information.
- If the application is approved, the Nurse Educator will register for the required Nurse Educator Training class. Preceptors and other faculty or facility personnel are welcome to attend

*Committee and Board meeting schedules are available at <http://nmbon.sks.com/>.