



New Mexico Board of Nursing

MEDICATION AIDE I and/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. Number and name the documents following the list below and submit them no fewer than 30 days in advance of the Medication Aide Advisory Committee meeting. Contact Patricia Fernandez, MSN, RN at patricia.fernandez2@state.nm.us for submittal instructions. The MAAC meeting schedule may be accessed from the home page of the NMBON website in the Meetings section.

- **Program objectives - CMA I and/or CMA II.** Refer to **Subsection A of 16.12.5.17 NMAC** for specific program objectives content requirements.
- **Organizational chart.** Refer to **Subsection C of 16.12.5.19 NMAC:**
 - A current organizational chart that shows 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
- **Resume/Licensure verification.**
 - Nurse Educator, refer to **Subsection D of 16.12.5.19 NMAC** for specific requirements
 - Clinical Preceptors
 - Faculty
- **Program curriculum.** Refer to **16.12.5.19 NMAC** for specific didactic and clinical curriculum subject area requirements for medication aide I and/or and 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
 - Description of the student clinical experience to include the location where it will be conducted
 - Supporting documentation if utilizing clinical affiliation sites
 - Certificate that documents proof of successful program completion
- **Evaluation tools – medication aide I and/or medication aide II 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 **Subsection F of 16.12.5.19.F NMAC**
 - Classroom and clinical attendance documentation tool

- **Evaluation tools – CMA I and/or CMA II.** Evaluation tools that demonstrate clinical proficiency and competency:
 - Biannual medication pass observation tool
 - Yearly performance evaluation tool that is based upon the standards listed in the rules and includes a review of the number of medication errors committed by the CMA, refer to **Subsection D of 15.12.5.10 NMAC**

- **Job description - CMA I and/or II:**
 - Job description and role of the CMA I and/or II that outlines their standards of function Refer to **16.12.5.10 NMAC** for specific requirements.

- **Policies for the Medication Aide I and/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

- **Policies for the CMA I and/or CMA II:**
 - Policy 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 **Subsection D of 16.12.5.10 NMAC**
 - Policy regarding how the CMA program will be reviewed by the facility to ensure it is maintaining quality and standards

- **Continuing education plan:**
 - Agency plan for providing continuing education opportunities for the CMA I and/or CMA II, refer to **Subparagraph (a-e) of Paragraph (2) of Subsection E of 16.12.5.9 NMAC**



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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 staff 30 days prior to the next Medication Aide Advisory Committee (MAAC) meeting.
- Application reviewed at the next scheduled MAAC meeting*. Representatives should be prepared to attend the meeting and present their proposed program to the MAAC.
- Based on the MAAC's recommendation, the Executive Director may approve new programs provided they meet current standards or may defer the decision to the Board at their next scheduled meeting*.
- Correspondence regarding the proposed program approval status will be emailed or mailed to the administrator.
- If the application is approved, the Nurse Educator will register for the required nurse educator orientation conducted by Board of Nursing staff. Preceptors and other faculty or facility personnel are welcome to attend.

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