

Massachusetts Department of Public Health  
Bureau of Health Professions Licensure-Drug Control Program  
250 Washington Street, Boston MA 02108-4619  
Medication Administration Program (MAP)  
Service Provider / Clinical Review Form

<b>Provider:</b>  <b>Address:</b>  <b>Phone Number:</b>  <b>Registrant: DDS_____ DMH_____ DCF_____</b> <b>MassAbility_____</b>	<b>Contact:</b>  <b>Title of Contact:</b>  <b>Clinical Reviewer:</b>  <b>Date of Visit:</b>
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REVIEW KEY:    C-In Compliance                      V- In Violation                      N/A-Not Applicable (at time of review)

A. Provider.... Verification	C	V	N/A	Correction Timeline	Citation 105CMR700
1. Provider has registered all sites with DPH. A copy of current DPH registration (MCSR) is accessible on site and at main office..				10 days	004(A)(4)(e)
2. Provider maintains a current file of all sites including addresses and telephone numbers.				10 days	004(A)(4)(e)
3. Provider maintains a current list of agencies supplying relief staff, including their telephone numbers and addresses.				10 days	003(E)(1)(b) 003(E)(1)(c)
<b>Certification</b>					
4. Provider maintains copies of all Certified staff members' medication administration Certification, Recertification, and Specialized training with documentation of current status.				10 days	003(E)(1)(c)
				<b>Correction</b>	<b>Citation</b>

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A. Provider....	C	V	N/A	Timeline	105CMR700
5. If required for medication administration, provider has trained Certified staff to take Vital signs and maintains documentation of their training and competency, including the name, telephone number, and address of the trainer.				10 days	003(E)(2) 003(E)(2)(c)
6. Relief staff are Certified to administer medications. Provider maintains copies of Certification, Recertification and Specialized training for all relief staff including documentation of current status.				10 days	003(E)(1)(c)
<b>Education</b>					
7. Provider maintains a policy for identifying and educating persons responsible for off-site medication administration (e.g., family members; staff at work programs). Provider identifies and educates persons responsible for off-site medication administration.				30 days	003(E)(5)(g)
8. Provider offers ongoing medication education to Certified staff members on a regular basis.				30 days	003(E)(2)
9. Provider maintains a current list of staff who have attended the ongoing medication education.				30 days	003(E)(2)(c)
<b>Medication Emergencies</b>					
10. Provider maintains a detailed policy specifying administrative procedures, clinical protocols and procedures for medical emergencies related to medication administration.				Immediately	003(E)(5)(c)
<b>A. Provider....</b>	<b>C</b>	<b>V</b>	<b>N/A</b>	<b>Correction Timeline</b>	<b>Citation 105CMR700</b>

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<b>Medication Occurrences</b>					
11. Provider utilizes a DPH approved medication occurrence report for documenting medication administered inconsistent with the practitioner's prescription.				Immediately	003(E)(1)(f)
12. Provider reports medication occurrences requiring medical intervention, illness, injury or death to DPH within 24 hours and utilizes the online DPH Medication Occurrence Reporting system.				Immediately	003(E)(1)(f)
13. Provider reports all medication occurrences to DMH/DCF/MassAbility/ DDS within 7 days.				Immediately	003(E)(1)(f)
14. Copies of the completed medication occurrence reports are kept on file by the provider (original completed MOR forms are kept on site).				Immediately	003(E)(1)(f)
<b>Preparation of Medication for Administration</b>					
15. Provider maintains a written LOA policy that is in conformance with DPH guidelines. Provider implements the DPH LOA policy when preparing medications for LOA.				10 days	003(E)(4)(b)
16. Provider maintains a written policy for obtaining properly labeled containers when an individual receives medication in two or more locations or when there is a change in the medication order.				10 days	003(E)(4)(c)
17. Provider obtains properly labeled containers when an individual receives medication in two of more locations or when there is a change in the medication order.				10 days	003(E)(4)(c)
<b>A. Provider.....</b>	<b>C</b>	<b>V</b>	<b>N/A</b>	<b>Correction Timeline</b>	<b>Citation 105CMR700</b>
18. Provider maintains a written policy on access to the medication				10 days	003(E)(3)(a)

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area.					
19. Provider maintains a written policy for medication disposal.				10 days	003(E)(3)(c)
20. Provider utilizes a DPH approved Medication Disposal Record.				10 days	003(E)(3)(c)
21. Provider utilizes a DPH approved <i>Countable Controlled Substance Book</i> with an index.				Immediately	006(A) 003(E)(6)(g)

**Key:**

**C** item in compliance with policy and/or regulations

**V** Item in violation of policy and/or regulations

**N/A** Item not applicable at time of review

**NOTE: Regulations of the Department of Public Health at 105 CMR 700.008 require that any theft or loss of controlled substances must be reported to the Drug Control Program. Reports must be made no later than the next day following discovery.**

**Comments/Recommendations:**

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