

## El Paso - Ambulatory Clinic Policy and Procedure

Title: <b>MEDICATION ADMINISTRATION FOR CERTIFIED MEDICAL ASSISTANTS IN AMBULATORY CARE</b>	Policy Number: <b>EP 4.4</b>
Regulation: Fundamental & Advanced Nursing Skills, Texas Nursing Reference: Practice Act, Texas Medical Board Rules	Effective Date: <b>1/2014</b>

### Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) Ambulatory Clinics to allow Faculty Physicians to delegate the administration of medication, as per this policy, to designated Certified Medical Assistants (CMA).

### Scope and Distribution:

This policy applies and will be distributed to all TTUHSC at El Paso Ambulatory Clinics.

### Definitions:

1. CMA: A graduate of an accredited Certified Medical Assistant (CMA) program who has passed the national certification exam and has been designated by their Department Chairperson and/or Medical Director in writing (to be maintained in employee's personnel file) as a CMA to function in an expanded role to administer meds as per this policy (see attachment 4.4.A, Physician Delegation Statement).
2. Complete medication order: Includes drug, dose, route, frequency, indication date, time, and signature.
3. Nursing designee: for purposes of this policy, the nursing designee maintaining the competency record could be the charge nurse, nurse manager, or clinic manager or Administrator.

### Procedure:

1. Designated Certified Medical Assistants (CMA) are permitted to administer only immunizations, oral or injectable medications, or aerosol treatments as specified in attachment 4.4.B, CMA-Administered Approved Medication List. CMAs are not permitted to administer intravenous medications.
2. The CMA must have successfully passed a CMA medication administration quiz and competency skills check list. Initial and annual competency verification for approved medications administered by the CMA must be maintained by a nursing designee within the clinic.
3. Only physicians may delegate medication administration to CMAs. Advanced Practice Registered Nurses (APRNs), Nurse Practitioners, RNs and LVNs cannot delegate the administration of medication or aerosol treatments to CMAs.
4. Only injectable medications that meet the following criteria can be administered by the CMA:
  - a. Prefilled single dose syringes.
  - b. Single dose vials, including those that require a simple reconstitution procedure with provided diluents.
  - c. Flu vaccine is the only acceptable multi-dose vial.
5. Only single dose aerosolized respiratory medications may be administered by a CMA via small volume nebulizer. Medications may not be mixed.

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6. Before being added to the CMA Approved Medication List, additional medications must be approved by the Nurse's Committee and Clinical Operations Committee. Additional competency testing may be required.
7. Upon receipt of a complete medication order, the CMA will administer single dose oral, topical, subcutaneous, intramuscular medications or aerosol treatments that do not require dosing calculations.

\*Note: If a medication ordered by the physician should require a dosing calculation, the physician must perform the dosing calculation for the CMA and check prepared medication prior to administration by the CMA.

8. Before administration of medications:
  - a. The CMA will verify correct drug/dose with the order, and draw up and label syringe (labeling does not need to be done if drawing up at bedside and immediately administered).
  - b. The patient will be identified with two (2) unique identifiers (name and date of birth) prior to administration.
  - c. The Five Rights of Medication Administration will be followed, including the right patient, right drug, right dose, right time and frequency of administration, and the right route of administration.
9. The medication name, dose, route, location, time and date given must be documented in the medical record **after** administration.
10. Vaccines must include documentation of the lot number, expiration date, and manufacturer. Vaccine Information Sheets are given to patients/guardians prior to vaccine administration.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinical Operations Committee Chair Texas Tech University Health Sciences Center at El Paso	