

Annual Direct Supervision Form (NDP-3)

This form is used to document direct supervision (*face-to-face*) of MAC Workers by the MAS RN/LPN. ABN regulation 610-X-2-.06(19), "Supervision, Direct" states: "*Responsible licensed nurse physically present in facility and readily accessible to designate or prescribe a course of action or to give procedural guidance, direction and periodic evaluation.*"

- The MAS Nurse must provide direct supervision, face-to-face, at least annually and/or PRN.
- The direct supervision shall be completed no more than 30 days after the previous documented direct supervision.
- Direct supervision will be documented as needed, in addition to the annual requirement
- The rating scale ranges from "1" - very poor, to "5" - outstanding. A "1" or "5" rating must be accompanied by comments documented by the MAS Nurse

The MAS Nurse must assess and rate the following areas at a minimum:

1. Competency
2. Documentation
3. Error Reporting
4. Identification of the 7 Rights
5. Professionalism
6. Reliability
7. Respect

Guidelines to Assist With Assessment of MAC Workers

Quality Monitors

1. Competency
 - Assists with medications without serious, avoidable errors.
 - Any Level III medication error is considered to be serious and requires immediate re-assessment of competency.
 - Demonstrates appropriate techniques for assisting with all types of medications.
 - Demonstrates appropriate technique for use and care of all medical/nursing equipment.
 - Adherence to NDP guidelines.
2. Documentation
 - Appropriate documentation on the MAR and all other NDP/agency required forms in a timely manner.
 - Legible handwriting.
 - Appropriate correction of any documentation errors without using whiteout or destroying incorrect documentation.

3. Error Reporting
 - Appropriate recognition of medication errors.
 - Reports medication errors correctly and timely.
4. Identification of the 7 Rights
 - Ability to state the 7 Rights of assisting with medications.
 - Demonstrates using the 7 rights when assisting with medications.
 - No medication errors due to noncompliance with the 7 rights of assisting with medication administration.
5. Professionalism
 - Follows directions/instructions of the MAS Nurse.
 - Monitors for side effects of medications.
 - Provides assistance and encouragement to consumers as needed.
 - Willingness to accept constructive criticism/correction from the MAS Nurse.
 - Maintains confidentiality of all health information
6. Reliability
 - Abides by the self reporting systems for medication errors and any other mistakes
 - No falsification of information or documentation
 - Demonstrates personal integrity (moral principles)
 - Dependable
7. Respect
 - Considers the rights and individual dignity of all consumers
 - Communicates and responds to consumers and others with a positive attitude

**THE MAS NURSE SHOULD ADDRESS ANY OTHER PERTINENT ISSUES DURING THE ANNUAL DIRECT SUPERVISION SESSION.*

A rating of “1” or “5” in any area must be accompanied by supporting documentation in the “Comment” section of the Direct Supervision Form. The MAS Nurse and the MAC Worker must sign and date the form.

Level II/III Medication Error Report Form (NDP 4)

The Level II/III Medication Error Report Form should be **completed by the MAS RN/LPN any time a Level II/III error occurs.** The form should be emailed or faxed directly to the ADMH/NDP office within 3-5 days of notification/discovery of the error. All requested information should be provided with a “description of the error” focusing on the outcome to the consumer – signs, symptoms, ER visit, hospital admission, etc.

Anytime “other” is noted a clear explanation should be provided.

Forms included in the Divisional Incident Prevention and Management Policies and Procedures must be used to report *ALL medication errors, Level I, II AND III*, to the ADMH.

THIS FORM IS FOR NURSES ONLY

Only **LEVEL 2 OR LEVEL 3** errors are to be reported using this form. The purpose is to get information from the MAS Nurse related to the consumer's status after a Level 2 and Level 3 error. This is in addition to the reporting to ADMH using the required divisional reporting forms.

The form should be faxed to the NDP office or emailed to the NDP Director within 3-5 days of notification/discovery of a Level 2/3 medication error

REMEMBER

ALL MED ERRORS, LEVEL 1, 2 AND 3 MUST BE REPORTED TO ADMH. THE DIVISIONAL INCIDENT AND PREVENTION MANAGEMENT PROCEDURE AND FORMS MUST BE USED TO REPORT ALL MED ERRORS.

Client Self Administration Assessment Form (NDP 5)

This form documents the assessment of a consumer's ability to self administer medications by a MAS RN/LPN. This form should be completed within seventy-two hours of admission, annually and any time the consumer has a change in status. Until the self administration assessment form is completed, the consumer shall not be allowed to self medicate and should be assisted with medication administration by a MAC Worker who is supervised by a MAS RN/LPN.

This form must be included in the consumer's medical record. The agency's policies and procedures must state where in the medical record the form will be filed. The assessment must be available for review by ADMH Certification Surveyors and/or other authorized personnel upon request.