



ALABAMA DEPARTMENT OF MENTAL HEALTH
Nurse Delegation Program
Certification Score Sheet

DATE _____ AGENCY _____ SURVEYOR _____

Regulation #	Regulation	Y	N	NA	Points	Comments
610-X-7-.06(1)	The RN/LPN who provides care in residential community mental health programs certified by the ADMH is accountable and responsible for the nursing care delivered to patients in those settings					
	<i>Compliance Criteria</i>	All policies and procedures available = 5pts If agency needs to develop any policy during SV= 3points No policies = 0 points				
	1. Board approved agency policies and procedures related to NDP including at a minimum:					
	a. Emergency Management Plan					
	b. Seizure Management Plan					
	c. Process to facilitate consumer's accessibility to a local licensed hospital for emergency care					
	d. Compliance with Federal and State regulations regarding storing, dispensing and/or administration of prescription legend					

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	and/or controlled substances					
	e. Accurate accounting/tracking of all controlled substances received and administered at the agency					
	f. Compliance with CDC guidelines related infection control					
	g. Compliance with ADMH AND other applicable Federal and State regulations					
	h. Use of the MAR, MAC Call Log and other agency required forms					
	i. Authorized access to the medication area/room					
	j. Management of meds away from the agency					
	k. Identifying/documenting/reporting medication errors					
	l. Documenting/reporting/investigating the loss/theft of meds, including controlled substances					
	m. Medication security					
	n. Medication disposal including controlled substances					
	o. Decertification of MAC Workers					
	p. MAC Files and maintenance of NDP forms for a minimum of 5 years					

Regulation #	Regulation	Y	N	NA	Points	Comments
	q. Completion and documentation of the RN assessment					
	r. Agency participation in ABN annual report					
	2. Agency employs (FT/PT/Contract) a RN/LPN licensed in AL with current MAS certification					Name of MAS Nurse(s)
	3. For residential programs, the agency has a MAS RN/LPN available 24/7 as evidenced by staff schedule/on call schedule. Is alternate coverage available?					Ph# for MAS Nurse(s) including area code
610-X-7-.06(2)	The RN/LPNs who provide nursing care in the residential community mental health setting and the community extensions including day habilitation programs, may delegate specific limited tasks to designated unlicensed assistive personnel.					
	<i>Compliance Criteria</i>	All criteria met = 5 points If any criteria is not met = 0 points				
	1. Any agency that does not have a MAS Nurse has a policy approved by the agency's Board of Directors stating <i>"no medications are given at the agency, including self administration of medication"</i>					

Regulation #	Regulation	Y	N	NA	Points	Comments
	NOTE: The assessment of whether a consumer can self medicate must be completed by a MAS Nurse					
	2. Consumer records contain a current assessment of consumer's ability to self medicate					
	3. Agency has a Board approved policy stating <i>all</i> meds are given by a nurse licensed in AL					
	4. There is no documented/verbal evidence of medication administration, including self administration at the agency					
610-X-7-.06(3)	The RN is responsible and accountable for the completion of a comprehensive assessment and evaluation of patients nursing care needs. The LPN may initiate and document data elements of the comprehensive assessment. The outcome of the comprehensive assessment determines the tasks that may be safely performed by unlicensed assistive personnel in residential community mental settings					

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	<i>Compliance Criteria</i>	All criteria met = 5 points If any criteria is not met = 3 points No criteria met – 0 points				
	1. Nursing assessment noted in consumer records reviewed					
	a. On admission					
	b. At change of status					
	c. Annually					
610-X-7-.06(4)	The specific delegated tasks shall not require the exercise of independent nursing judgment or intervention. Specific tasks that require independent nursing judgment or intervention that shall not be delegated include, but are not limited to:					
	(a) Catheterization, clean or sterile					
	(b) Administration of injectable medications, with the exception of injectable medication for anaphylaxis such as the Epi-pen					
	(c) Calculation of medication dosages other than measuring a prescribed amount of liquid medication or breaking a scored tablet					
	(d) Tracheotomy care, including suctioning					
	(e) Gastric tube insertion, replacement, or					

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	feedings					
	(f) Invasive procedures or techniques					
	(g) Sterile procedures					
	(h) Ventilator care					
	(i) Receipt of verbal or telephone orders from a licensed prescriber					
	<i>Compliance Criteria</i>	Criteria met = 5 points Criteria not met = 0 points				
	1. No documented/verbal evidence of above noted tasks being delegated					
610-X-7-.06(5)	The task of assisting with the delivery of prescribed eye, ear, nose oral, topical, inhalant, rectal or vaginal medication may only be delegated to a mental health worker by the RN/LPN only when the following conditions are met:					
	(a) The RN/LPN identifies the appropriate individual(s) to assist in providing prescribed medications					
	<i>Compliance Criteria</i>	Criteria met = 5 points Criteria not met = 0 points				
	1. MAC Worker has GED/HS Diploma as evidenced by documentation in the MAC Worker's personnel/HR file					

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	2. MAC Worker successfully completed MAC I, as evidenced by certificates noted in MAC File					
	3. MAC Worker successfully completed MAC II as evidenced by certificate noted in MAC File					
	4. Competency skills check sheet completed by MAS Nurse noted in MAC File					
	(b) The MHW selected by the RN/LPN shall complete six (6) courses of MAC 1 training via e-learning computer modules with a minimum score of 90% on all testing. Successful completion of MAC 1 training shall be followed by the successful completion of eight (8) hours of MAC II training conducted by a MAS trained RN/LPN					<i>All NDP training must be completed within 60 days of initiation of training. All Recertification (MAS and MAC) must be completed within 90 days of the current expiration date</i>
	<i>Compliance Criteria</i>	All criteria met = 5 points Criteria not met = 0 points				
	1. 6 Certificates of successful completion of MAC I training noted in MAC File					
	2. Certificate of completion of MAC II training signed by MAS RN/LPN noted in					

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	MAC File					
	3. MAC Worker verbalizes 8 hours of MAC II training					
	4. Skills checklist for all delegated tasks signed by a MAS RN/LPN noted in MAC File					
	5. MAC Worker verbalizes signing delegation form					
	6. A delegation form signed by the current delegating MAS RN/LPN is noted in the MAC File					
	7. MAC Worker verbalizes name and contact info for MAS Nurse					
610-X-7-.06(6)	The RN/LPN shall provide and document annual evaluation and monitoring of the unlicensed MWH performing the delegated tasks. The RN/LPN shall assess and document annually at a minimum:					
	(a) Competency					
	(b) Documentation					
	(c) Error reporting					
	(d) Identification of the seven (7) rights of assisting with medication					
	(e) Professionalism					
	(f) Reliability					

Regulation #	Regulation	Y	N	NA	Points	Comments
	(g) Respect					
	<i>Compliance Criteria</i>	All criteria met = 5 points Criteria not met = 0 points				
	1. Annual and PRN supervision signed by the current delegating MAS Nurse, addressing the above noted items noted in the MAC File					
	2. MAC Worker verbalizes face-to-face supervision					
610-X-7-.06(7)	The RN/LPN delegating the task may at any time, suspend or withdraw the delegation of specific tasks to MHWs					
	<i>Compliance Criteria</i>	All criteria met = 5 points Criteria not met = 0 points				
	1. Decertification noted in MAC Files as evidenced by revocation form					
	2. MAS Nurse verbalizes process for decertification at agency					
	3. Agency has policy and procedure related to MAC decertification					
610-X-7-.06(8)	The Commissioner of the ADMH shall submit a report to the ABN in a format specified by the Board upon request to include but not limited to:					
	(a) Total # of residential community facilities					

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	(b) Total # of residents served					
	(c) Total # of RNs					
	(d) Total # of LPNs					
	(e) Total # of MHWs trained to assist with delivery of medications					
	(f) Total # of MHWs trained during the reporting period to assist with delivery of medications. (APRIL 1 PREVIOUS YEAR TO APRIL 1 OF THE CURRENT YEAR)					
	(g) Total # or medication errors in each category					
	<i>Compliance Criteria</i>	Criteria met = 5 points Criteria not met = 0 points				
	1. Provider has documentation of data sent to ADMH					
	2. Documented evidence of all Level 2 and 3 medication error documented by MAS Nurse on NDP standardized form # 4, NDP Level 2/3 medication error report, and sent to NDP office					

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LPN SUPERVISION BY RN/MD						
610-X-6-.05(1)(g)	The practice of practical nursing includes, but is not limited to provision of care UNDER the direction of a RN, MD or dentist who considers the following elements:					
	(i) Evaluation of knowledge, skills and experience of the LPN					
	(ii) Complexity of the assigned tasks					
	(iii) Health status of the patient					
<i>Compliance Criteria</i>		Criteria met = 5 points Criteria not met = 0 points				
	1. Documentation of LPN supervision noted in personnel file at least annually					Name or supervising RN/MD