

Prohibited Activities for MAP Certified Staff Working at a MAP Registered Site



Certified staff may not practice any of the following prohibited activities including, but not limited to:

- altering or falsifying documents or documentation, including but not limited to:
 - altering Health Care Provider (HCP) Orders after the orders have been signed and dated by the HCP.
 - signing or initialing for a task that the staff did not do or witness.
 - correcting another staff's documentation error.
 - forging another staff's signature, name, initials, etc.
- accepting an HCP order that has dose and/or frequency ranges
- pre-pouring medication(s).
 - (No) 'pre-pouring' includes:
 - (no) preparing more than one person's medication at a time.
- (no) packaging of medication by a Certified/licensed staff for a person who is learning to self-administer their medication.
- splitting a tablet, capsule, pill, etc. to equal a dose ordered.
- administering a medication prepared by another staff.
- administering medication to a person for which the medication is not prescribed (e.g., the same medication, ordered for one person, may not be administered to another person).
- administering medication via any route without first receiving training.
- administering medication with food (e.g., apple sauce, pudding, etc.) or altering the formulation (e.g., crushing, dissolving, etc.) of the medication without an HCP Order stating to do so.
- preparing and administering medication by memory.
- packaging medication into a pill-organizer.
- administering a PRN medication for symptoms other than for the PRN target signs and symptoms ordered by the HCP.
- administering a PRN medication without follow-up documentation of the effectiveness of the PRN medication.
- returning a medication back into its container or package once it has been removed.
- consolidating multiple prescriptions of the same medication into a single container.
- measuring liquid medication with a measuring device not specifically calibrated to measure the dose ordered.
- measuring more than one liquid medication into the same measuring device at the same time.
- disposing of medication alone.

- accepting a pharmacy delivery without verifying and securing the medication.
- writing or highlighting on a pharmacy label.
- highlighting on a Medication Administration Record (MAR).
- applying a 'directions change sticker' covering a pharmacy label or using a 'directions change sticker' on a MAR.
- altering medication packaging (e.g., no cutting, gluing, stapling, taping, etc.).
- sharing medication administration responsibilities between more than one staff at the same time.
- accepting or obtaining the Medication Storage Keys without first conducting a Two-Person count or a Single Person Count if alone.
- transporting medication for persons they do not work with and/or during non-work hours.
- releasing (i.e., transferring) medication without completing the required Medication-Release (e.g., Leave of Absence [LOA] Form or Transfer Form) documentation.
- delay in reporting medication occurrences once discovered.
- documenting in the 'past' or 'future'.
- obtaining a blood glucose when specific to insulin or insulin coverage (e.g., sliding scale insulin administration, etc.).
- using an 'Items List'
- administering medications that are not labeled per MAP Policy
- using generic 'Standing Orders', i.e., PRN HCP orders that have not been individualized.