

MEDICATION ADMINISTRATION PROGRAM POLICY MANUAL

Policy No. & Issue 01-1 MAP Policy Manual as Required Reference Material
Policy Source MAP Policy Manual
Issued Date: 9/01/10 **Last Revision Date:** 10/01/13

- 1 The Departments of Public Health, Mental Health, Developmental Services, and Children and Families have compiled all existing Medication Administration Program advisories and policies into one comprehensive document, the MAP Policy Manual.
 - a. For an explanation of terms frequently used within the MAP Policy Manual, see *Definition of Terms* on page 7.
- 2 The MAP Policy Manual is intended to provide Service Providers, trainers, staff and other interested parties with a single, topically organized source for MAP policies. As a condition of registration, each site registered with DPH must maintain a copy of this policy manual, as well as the current MAP Training Curriculum, as part of the required reference materials for MAP Certified staff.
- 3 A Program Site may elect to keep a virtual electronic copy provided:
 - a. latest version is readily accessible;
 - b. documentation is available that 'all' Certified staff know how to access it;
 - c. must be accessible twenty-four hours a day, seven days a week; and
 - d. must have a contingency plan in place in the event the site's computer is not functioning.

Definition of Terms

The following definitions are intended to explain terms used within the MAP Policy Manual.

- 1 **Individual**: An adult person, over the age of 18, supported by programs funded, operated, or licensed by the Department of Developmental Services; or a person (adult or youth) supported by programs funded, operated, or licensed by or the Department of Mental Health; or a person (adult or youth) supported by programs funded, operated, or licensed by the Department of Children and Families, who receives medications through the Medication Administration Program.
- 2 **Health Care Provider (HCP)**: A Massachusetts authorized prescriber (e.g., physician, dentist, podiatrist, advance practice registered nurse, physician assistant, registered pharmacist, etc.) who is currently authorized to prescribe controlled substances in the course of their professional practice.
- 3 **Certified Staff**: A direct support worker, who has been trained in the Medication Administration Program, and possesses a current MAP Certificate authorizing him/her to administer medications for MAP registered sites.
- 4 **Licensed Staff**: A nurse (RN, LPN) currently licensed in the state of Massachusetts, who is legally authorized to practice nursing.
- 5 **Nurse Monitor**: A Registered Nurse meeting the requirements for Medication Administration Program (MAP) Approved Trainer as set forth in MAP Policy 3-1, who provides additional MAP clinical monitoring to Department of Mental Health (DMH)/Department of Children and Families (DCF) youth programs.