



Los Angeles County Department of Health Services

Policy & Procedure Title:		CMA Medication Administration	
Category:	300-399 Operation Policy	Policy No.:	310.203
Originally Issued:	1/14/2015	Update (U)/Revised (R):	
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Distribution: DHS-wide <input checked="" type="checkbox"/>	If not DHS-wide, other distribution:		

PURPOSE:

All professional health care personnel must be qualified and trained for assigned responsibilities. This policy provides standard procedures to ensure compliance with regulations governing medication administration by Certified Medical Assistants.

POLICY:

I. MEDICAL ASSISTANTS

- A. Certified Medical Assistants (CMA) are unlicensed health personnel who perform basic administrative, clerical, and non-invasive routine technical supportive services under the supervision of a licensed physician. A licensed physician must be physically present in the treatment facility during the performance of authorized medication administration procedures by the CMA.

- B. Onsite training and orientation may be administered under a licensed physician; or under a RN, LVN, PA, or other qualified medical assistant acting under the direction of a licensed physician. The supervising physician is responsible for determining the training content and ascertaining proficiency of the CMA. Training documentation must be maintained on-site.

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

II. MEDICATIONS

CMA staff must have evidence of appropriate training and supervision in all medication administration methods performed within their scope of work.

- Medication administration by a CMA means the direct application of pre-measured medication orally, sublingually, topically, vaginally, or rectally; or by providing a single dose to a patient for immediate self-administration, and includes the administration of vaccinations.
- To administer medications by subcutaneous or intramuscular injection, or to perform intradermal skin tests or venipuncture for withdrawing blood, a CMA must have completed at least the minimum number of training hours established in CCR, Title 16, Section 1366.1.
- CMAs may not place an intravenous needle, start or disconnect the intravenous infusion tube, administer medications or injections into an intravenous line, or administer anesthesia.
- Prior to administration, the MD, DPM, or other authorized licensed person shall verify the correct medication and dosage. An authorized person may be a licensed nurse as long as the nurse is acting consistent with standard procedures as outlined in this policy or developed by the facility consistent with this policy.
- The pre-verification by a licensed nurse of medication and dosage does not shift clinical supervisory duties to the licensed nurse.
- Each facility may develop standard procedures for medication administration consistent with this policy.

III. PROCEDURE

- Upon receipt of a complete medication order by a provider, the CMA will administer oral, topical, subcutaneous, intramuscular medication or inhalation treatments that do not require dosing calculations.
- If a medication ordered by a provider requires a dosing calculation, the physician (or other licensed person) must perform the dosing calculation for the CMA and verify prepared medication prior to administration by the CMA.
- Before administration of medications:
 - the CMA will verify the correct medication/dosage with the provider or other person authorized by law. (In accordance with the California Medical Board, a provider or other authorized person does not have to verify a pre-packaged single dose if the CMA is pulling the dose into a syringe directly from the pre-packaged bottle or vial.)
 - the patient will be identified with two (2) unique identifiers (name and date of birth) prior to administration.
 - the Eight 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.

- The medication name, dose, route, location, time and date given must be documented in the medical record after administration.
- Any safety concerns regarding medication administration shall be reported immediately to the supervising physician.

REFERENCE(S)/AUTHORITY:

California Code of Regulations (CCR), Title 16, Section 1366-1366.4, 1366.31-1366.33
Board of Registered Nursing, Title 16, CCR Section 1474
Medical Board of California, Title 16, CCR Section 1379
California Business and Professions (B&P) Code Sections 2069-2071, 2544
California Health & Safety Code Sections 1204, 104900
Medical Board of California <http://www.mbc.ca.gov>
California Board of Registered Nursing <http://www.rn.ca.gov>