

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



Certified staff may not do any of the following:

1. altering or falsifying documents or documentation. This includes:
 - 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.
2. accepting an HCP order that has dose and/or frequency ranges.
3. pre-pouring medication(s).
 - 'pre-pouring' includes:
 - preparing more than one person's medication at a time.
 - packaging of medication for a person who is learning to self-administer their medication.
4. splitting a tablet, capsule, pill, etc. to equal a dose ordered.
5. administering a medication prepared by another staff.
6. administering one person's medication to another person who has an order for the same medication.
7. administering medication via any route other than oral without first receiving training.
8. administering medication with food (for example, apple sauce, pudding, etc.) or altering the formulation (for example, crush, dissolve, etc.) of the medication without an HCP Order stating to do so.
9. preparing and administering medication by memory.
10. packaging medication into a pill-organizer.
11. administering a PRN medication for symptoms other than for the PRN target signs and symptoms ordered by the HCP.
12. administering a PRN medication without follow-up documentation of the effectiveness of the PRN medication.
13. returning a medication back into its container or package once it has been removed.
14. combining multiple prescriptions of the same medication into a single container.

15. measuring liquid medication with a measuring device that does not have the specific amount marked to measure the dose ordered.
16. measuring more than one liquid medication into the same measuring device at the same time.
17. disposing of medication alone (by yourself).
18. accepting a pharmacy delivery without verifying and securing the medication.
19. writing or highlighting on a pharmacy label.
20. highlighting on a Medication Administration Record (MAR).
21. covering a pharmacy label with a 'directions change sticker' or using a 'directions change sticker' on a MAR.
22. altering medication packaging (for example, cutting, gluing, stapling, taping, etc.).
23. sharing medication administration responsibilities between more than one staff at the same time.
24. accepting or obtaining the Medication Storage Keys without first conducting a Two Person count or a Single Person Count if alone.
25. transporting medication for people they do not work with and/or during non-work hours.
26. releasing (i.e., transferring) medication without completing the required Medication Release (e.g., Leave of Absence [LOA] Form or Transfer Form) documentation.
27. delay in reporting medication occurrences once discovered.
28. documenting in the 'past' or 'future'.
29. using an 'Items List'
30. administering medications that are not labeled per MAP Policy
31. using generic 'Standing Orders', i.e., PRN HCP orders that have not been individualized.