

Massachusetts Department of Public Health  
 Bureau of Health Professions Licensure- Drug Control Program  
 239 Causeway Street, Suite 500, Boston, MA 02114  
 Medication Administration Program (MAP)  
 MAP Site / Clinical Review Form

**Needed for Clinical Review**

1.  Contact person: name \_\_\_\_\_ title \_\_\_\_\_  
 address \_\_\_\_\_
2.  Drug Reference (dated within last two years)
3.  Administering Medications the Right Way Training Manual (Version 5.1.1)
4.  MAP Policy Manual (Version 2010 9-01 Revised 1-01-15)
5.  Mass Controlled Substance Registration (MCSR)
6.  Emergency Contact Numbers (Copy near phone)
7.  Service Provider Policy Manual (specific to MAP)
8.  Agency's policy for medication emergencies specifying administrative procedures
9.  Countable Controlled Substance Book
10.  List of program staff: assigned \_\_\_\_\_ relief \_\_\_\_\_
  - i.  Staff Certifications
  - ii.  CPR cards
  - iii.  First Aid cards
  - iv.  Training competencies (if required)

<input type="checkbox"/> Vital Signs <input type="checkbox"/> G-tube/J-tube <input type="checkbox"/> Respiratory treatments <input type="checkbox"/> Oxygen Therapy <input type="checkbox"/> Blood Glucose Monitoring <input type="checkbox"/> Hospice	<input type="checkbox"/> High Alert-Warfarin Sodium <input type="checkbox"/> High Alert-Clozapine <input type="checkbox"/> High Alert-Buphenorphine/Naloxone <input type="checkbox"/> Epinephrine via Auto-Injection / Epi-pen <input type="checkbox"/> Other specialized trainings
---	---

11.  Medication Book
  - i.  Health Care Provider Orders
  - ii.  Medication and Treatment Sheets
  - iii.  Pharmacy Labels
  - iv.  Medication Information Sheets
  - v.  Emergency Fact Sheets listing current medications name and dose
12.  Seizure records (If Applicable)
13.  Medication and Treatment Sheets for each individual for the past year
14.  Medication Occurrence Logs
15.  Medication Disposal Logs
16.  Pharmacy Ordering and Receiving Logs
17.  LOA documents (If Applicable)
18.  Drug Loss Incident Reports (If Applicable)
19.  Backpacking of medication documents (If Applicable)
20.  Learning to self-administer documents (If Applicable)