



## Instructions For CMA Program Quality Assurance Progress Report

- Under 16.12.5.10.D.(2).(c). NMAC (rules for medication aides) – A nurse educator shall monitor an agencies medication aides by “preparing and submitting to the board of nursing a written, signed report of findings, observations, problems irregularities, safety violations and recommendations in medication administration”.
- This report is to be filled out and submitted to the Board of Nursing no later than the 10<sup>th</sup> of the month. (example: The report is due April 10<sup>th</sup> for the prior three months of January, February and March as the reporting months).
- This report pertains to medication administration by Certified Medication aides ONLY.
- All areas must be addressed; place a zero in the space provided if there were no incidents reported.
- There is NO need to provide any additional reports with this report.
- To calculate the number of medications passed use the following formula:
  - Average number of medications per client X the number of medication passes per day X 30 days X average monthly census.

(example: average number of meds 6 X(times) 2 passes a day  
X(times) 30 days X(times) 48 clients receiving medications = 17280  
meds passed for that month)
- Census = the number of clients receiving medications (including over the counter and PRNs).