What Certified Medication Aides Need to Know
This booklet will help you understand what it means to be a medication aide in Oregon and work lawfully in this state. It also explains why the Oregon State Board of Nursing exists, how it functions, and its importance to you as a Certified Medication Aide.

Oregon CMAs provide care to patients, residents and clients in a variety of settings. Each state regulates its own practice of nursing; therefore, the duties medication aides perform vary from state to state. It is your responsibility to understand Oregon’s CMA authorized duties. It also is your responsibility to be familiar with changes as they occur in the Oregon Nurse Practice Act.

You are invited to attend OSBN board meetings. Please visit our website at www.oregon.gov/OSBN, or call or write the OSBN office if we can be of assistance to you.
7. A CMA may not act as a preceptor to a student in a medication aide training program.
8. The CMA may, as an unlicensed person, provide care as delegated or assigned by a licensed nurse pursuant to the terms and conditions in OAR 851-047-0000 through 851-047-0040.
9. Standards of Care for Certified Medication Assistants. In the process of client care the CMA shall consistently apply standards set for CNAs and:
   a) Establish competency as a CMA;
   b) Maintain competency as a CMA;
   c) Perform within Authorized Duties;
   d) Follow written instructions of a licensed health care professional authorized to independently diagnose and treat as transcribed in the Medication Administration Record (MAR); and
   e) Accurately record on the Medication Administration Record (MAR) medications administered, medications withheld or refused and the reason why a medication was withheld or refused.

Conduct Unbecoming a Certified Medication Aide

OAR 851-063-0100: Certified Medication Aides are subject to discipline as CNAs as described in OAR 851-063-0080 and 851-063-0090. In addition, CMAs are subject to discipline for conduct unbecoming a medication aide. Conduct unbecoming a medication aide includes, but is not limited to:
1. Failing to administer medications as ordered by a health care professional authorized to independently diagnose and treat;
2. Failing to document medications as administered, medications withheld or refused and the reason a medication was withheld or refused.
3. Altering/falsifying medication administration record;
4. Altering/falsifying CNA or CMA certificate;
5. Diverting drugs for use by self or others;
6. Accepting a verbal order or telephone order for medication from a licensed health care professional who is authorized to independently diagnose and treat, except as allowed in authorized duties;
7. Performing acts beyond the authorized duties for which the individual is certified;
8. Working as a CMA without CMA Certification;
9. Performing client care tasks other than authorized in these rules;
10. Representing oneself as a CMA without current CMA certification; or
11. Failing to conform to the standards and authorized duties in these rules.
About The Board of Nursing

The mission of the Oregon State Board of Nursing (OSBN) is to safeguard the public’s health and wellbeing by providing guidance for, and regulation of, entry into the profession, nursing education and continuing safe practice.

The nine OSBN Board members are appointed by the Governor and include: four Registered Nurses, one Licensed Practical Nurse, one Nurse Practitioner, one Certified Nursing Assistant and two public members. They represent a variety of geographic locations and areas of nursing practice, and may serve a maximum of two three-year terms. The OSBN is an agency within Oregon state government that licenses and regulates Licensed Practical Nurses, Registered Nurses, Nurse Practitioners, Certified Registered Nurse Anesthetists, Clinical Nurse Specialists, Certified Nursing Assistants and Certified Medication Aides.

The law that regulates nurses and nursing assistants is known as the Oregon Nurse Practice Act (Oregon Revised Statutes, Chapter 678.010-678.445). Any changes in the law must be made by the legislature. This law grants the OSBN authority to write administrative rules that further define the law (Oregon Administrative Rules, Chapter 851). These rules have the effect of law and help define safe and competent practice. There is an opportunity for public comment and input during the rulemaking process, in accordance with the Oregon Administrative Procedures Act.

The Board meets 11 times a year and may hold special meetings if necessary. Board meetings are open to the public. A schedule of meetings is available from the OSBN office or on its website at www.oregon.gov/OSBN. The Board employs a staff of more than 45 who assist Board members and provide customer service.

The Board, with the help of its staff:
- determines licensure and certification requirements;
- interprets the Oregon Nurse Practice Act, including scope-of-practice;
- evaluates and approves nursing education programs and nursing assistant training programs;
- issues licenses and renewals;
- investigates complaints and takes disciplinary action against licensees who violate the Oregon Nurse Practice Act;
- maintains the nursing assistant registry, approves competency evaluations and imposes disciplinary sanctions for nursing assistants;
- provides testimony to the legislature and other organizations as needed.

B) A licensed nurse assesses the patient following the administration of the PRN medication.

3. CMAs may:
   a) administer regularly scheduled controlled substances;
   b) jointly witness wasted controlled substances with a licensed nurse;
   c) count controlled substances with a licensed nurse or another CMA;
   d) Perform capillary blood glucose (CBG);
   e) Turn oxygen on and off at predetermined, established flow rate;
   f) Add fluid to established jejunostomy or gastrostomy tube feedings and change established tube feeding bags; and
   g) Accept verbal or telephone orders for medication from a licensed health care professional who is authorized to independently diagnose and treat. Such acceptance can occur only when the CMA is working in the following settings under the specified administrative rule(s):
   A) Adult Foster Homes, as permitted under OAR 411-050-0447(4)(b);
   B) Residential Care Facilities, as permitted under OAR 411-055-0210(f)(D); and
   C) Assisted Living Facilities, as permitted under OAR 411-056-0015(4).

4. CMAs may not administer medications by the following routes:
   a) Central lines;
   b) Colostomy;
   c) Intramuscular;
   d) Intrathecal;
   e) Intravenous;
   f) Nasogastric;
   g) Nonmetered inhaler;
   h) Subcutaneous;
   i) Intradermal;
   j) Urethral;
   k) Epidural; or
   l) Endotracheal.

5. CMAs may not administer the following kinds of medications:
   a) Barium and other diagnostic contrast media; or
   b) Chemotherapeutic agents except oral maintenance chemotherapy.

6. Certified Medication Aides may not administer medication by, nor assume responsibility for, medication pumps, including client-controlled analgesia.
Who is a Certified Medication Aide?
Certified Medication Aides (CMAs) are CNAs who have had additional training and are authorized to administer non-injectable medications. Oregon CMAs must pass an OSBN-approved medication aide training program, pass an examination approved by the OSBN and receive CMA certification before administering medications.

Certification is Required In Oregon
CMAs are required by law to have valid Oregon CNA 1 and CMA certificates prior to assuming CMA duties.

The Certification Process for CMAs
CMA certification may be obtained in one of the following ways:

1) Training and competency examination:
   a) Hold a current unencumbered Oregon CNA certificate. An applicant with an encumbered CNA certificate may be considered on an individual basis.
   b) Submit evidence of completion of an 84-hour Board-approved medication aide training program.
   c) Document, within the two years preceding application for medication aide examination:
      A) Six months full-time experience as a nursing assistant; or
      B) Equivalent experience in part-time employment as a nursing assistant.
   d) Pass the Board-administered medication aide examination.

2) Enrollment in an approved nursing program in any U.S. state or jurisdiction:
   a) Obtain CNA 1 certification according to these rules;
   b) Show evidence of satisfactory completion of three terms of nursing school, each of which must have included a clinical nursing component.
      A) The three terms combined must have included:
         i) Basic clinical skills;
         ii) Basic pharmacology;
         iii) Principles of medication administration; and
         iv) Math competency.
B) The following will be considered satisfactory evidence of meeting the requirements for satisfactory completion of three terms:
   i) Official transcript of the nursing program verifying successful completion of three terms; or
   ii) A letter from the Dean or Director of the school of nursing verifying the completion of the required course content.
   c) Submit application and fee for CMA certification;
   d) Pass the medication aide examination.
   e) Nursing students are exempt from the requirement to:
      A) Complete a medication aide training program;
      B) Have six months experience as a nursing assistant.

3) Graduation from an approved nursing education program in the U.S.
   a) Obtain CNA 1 certification according to these rules; and
   b) Pass the medication aide examination.
   c) A graduate nurse is exempt from the requirements to:
      A) Complete a medication aide training program;
      B) Have six months experience as a nursing assistant.

4) Medication aide training in another state.
   a) Obtain Oregon CNA 1 certification according to these rules; and
   b) Submit evidence of successful completion of a medication aide training program equal in content to the Board-approved medication aide curriculum; and
   c) Document at least six months full-time experience performing CNA1 authorized duties, or the equivalent in part-time experience, since completion of nursing assistant training and within the last two years preceding application; and
   d) Pass the medication aide examination.

5) Military corpsman or medic training and experience and competency examination:
   a) Obtain Oregon CNA 1 certification according to these rules; and
   b) Submit evidence of training that is equal in content to the Board-approved medication aide curriculum; and
   c) Verify at least six months full-time experience performing CNA 1 authorized duties or the equivalent in part-time experience in the two years prior to application; and
   d) Pass the medication aide examination.

Since January 1996, LEDS inquiries have been conducted for every application received. Read the questions on the application carefully and answer them truthfully. It is against the law to provide false, incomplete, inaccurate or misleading information to, or withhold pertinent information from, the OSBN. **If you have ever been arrested, charged, convicted or sentenced, you should answer “yes” and give details.** The fact that a conviction has been pardoned, expunged, dismissed or that civil rights have been restored **does not** mean you should answer “no” to the question(s) about convictions. If you have questions about personal circumstances, call the OSBN office and speak to one of the Practice Advisors.

**Criminal Conviction History or Falsification of Application**
A Notice to Deny Certification will be sent to an applicant for certification or for recertification as a nursing assistant for the following crimes:
- Aggravated murder, as in ORS 163.095 and 115;
- First Degree Manslaughter, as in ORS 163.118;
- Second Degree Manslaughter, as in ORS 163.125;
- First Degree Assault, as in ORS 163.185;
- Second Degree Assault, as in ORS 163.175;
- First Degree Criminal Mistreatment, as in ORS 163.205;
- Second Degree Criminal Mistreatment, as in ORS 163.200;
- First Degree Kidnapping, as in ORS 163.235;
- First Degree Rape, as in ORS 163.375;
- Second Degree Rape, as in ORS 163.365;
- Third Degree Rape, as in ORS 163.355;
- First Degree Sodomy, as in ORS 163.405;
- Second Degree Sodomy, as in ORS 163.395;
- Third Degree Sodomy, as in ORS 163.385;
- First Degree Unlawful Sexual Penetration, as in ORS 163.411;
- Second Degree Unlawful Sexual Penetration, as in ORS 163.408;
- First Degree Sexual Abuse, as in ORS 163.427;
- Second Degree Sexual Abuse, as in ORS 163.425;
- Contributing to the Sexual Delinquency of a Minor, as in ORS 163.435;
- Sexual Misconduct, as in ORS 163.445;
- Child Abandonment, as in ORS 165.535.
6) RN or LPN Licensure in Oregon:
   a) Obtain CNA 1 certification according to OAR 851-062-0050(3); and
   b) Submit application and fee for CMA certification.
   c) A RN or LPN is exempt from the requirements to:
      A) Complete a medication aide training program;
      B) Have six months experience as a nursing assistant; and
      C) Pass the medication aide examination.

7) CMA Testing Eligibility:
   a) An applicant shall be eligible for examination for one year from the
date of completion of the medication aide training program.
   b) A completed application shall be valid for the period of eligibility to
test.
   c) An application process not completed within one year becomes void.
   d) An applicant who fails to pass the Board-administered medication
aide examination within one year of completion of the training
program and within three attempts shall not be eligible to reapply for
the examination except that the applicant may re-enroll and success-
fully complete a Board-approved medication aide training program.

Medication Aide Training Programs
The required curriculum for medication aides includes subjects related to
medication administration. Medication aide programs are available in sev-
eral areas—visit the OSBN website at www.oregon.gov/OSBN (click on
Educational Programs) or call 971-673-0685for a complete listing.

CMA Competency Examination Information
The Oregon State Board of Nursing contracts with Headmaster Testing
Service to provide the medication aide competency exam. For information
on exam procedures, obtain a copy of Headmaster’s Oregon Medication Aide
Candidate Handbook from a medication aide training program instructor,
or from Headmaster’s website. To access a copy of the handbook, navigate
your web browser to www.hdmaster.com. Then simply select Oregon from
the list of states under “Medication Aide.”

You are eligible to take the OSBN-approved Medication Aide Competency
Examination if you:
• hold current, unencumbered Oregon CNA 1 certification;
• are within one year of having successfully completed an OSBN-approved
84-hour medication aide training program;

Types of Acceptable Continuing Education For CMAs
• Facility-based classes dealing with the medications used at that facility;
• Medication classes taught by a licensed nurse, pharmacist or
  representative of a pharmaceutical company;
• Repeating classes offered for medication aide students;
• Video material when used as part of a presentation by an instructor;
• Infection control classes when the content is medication related;
• Noninjectable medication-related continuing education in recognized
  nursing journals; or
• Individual tutoring sessions by a nurse or pharmacist.

Not Acceptable Continuing Education for CMAs
• TV programs;
• Reading articles in non-nursing magazines;
• CPR classes;
• Classes dealing with injectable medications or IV medications; or
• Job orientation.

OSBN Staff Responsibilities and Limitations
OSBN staff process completed exam applications as quickly as possible and
respond to inquiries as accurately as possible. However, there are some
things staff cannot do:
• Disclose the results of a Oregon State Police Law Enforcement Data
  System (LEDS) report.
• Give examination results over the telephone to anyone.

The Regulatory Process
Law Enforcement Data System (LEDS)
By Executive Order, the Oregon State Board of Nursing is designated as a
criminal justice agency. This designation provides authority for the OSBN
to access the Law Enforcement Data System (LEDS). This authority is lim-
ited in the following ways:
• The Board may only access LEDS for information on those individuals
  it licenses or certifies or intends to license or certify;
• The information obtained from LEDS may be used only to determine
  eligibility for licensure or certification, not for other purposes;
• The Board has no authority to disclose the information found on LEDS.
• apply for the exam and pay the appropriate fees;
• have documented a total of six months (either six months fulltime or
equivalent part-time hours totaling six months) paid experience as a NA.

Background Checks
The OSBN conducts a criminal records check through the Law Enforce-
ment Data System (LEDS) on every application. A national fingerprint-
based criminal records check is required for all Exam, Endorsement, and
Reactivation applicants, and for late Renewals that are 61 or more days past
expiration date. You are required to work with an OSBN investigator if
you have a criminal record. Providing details of your criminal history (if
any) or previous disciplinary actions taken against your license or certificate
by another state’s Board of Nursing (if any) is part of the application pro-
cess and must be completed before your license or certificate will be issued.
Some individuals may be denied licensure/certification based on their
criminal or disciplinary histories.

Verifying CMA Certification
Automated Verification Information
The OSBN maintains a registry of CMAs that can be accessed through the
OSBN website at www.oregon.gov/OSBN. Click on “License Verification”
and follow the prompts.

OSBN disciplinary actions and complaints of abuse substantiated by the
state Senior and People with Disabilities (SPD) department are public
record and are indicated on the website.

Interstate Verification
If you are moving from Oregon to another state, you may need written ver-
ification of your Oregon CMA certification. Send a verification form with
the required fee to the Oregon State Board of Nursing. The Board will
complete the verification form and mail it to the appropriate state’s registry.

Fees Paid to the OSBN
Fees paid to the OSBN are nonrefundable and deposited when received. A
canceled check is notification that an application has been received. Fees
paid to the OSBN may be in the form of personal check, facility check,
certified check or money order. Cash and credit card payment are accepted
in the OSBN office.

CMA Renewal Requirements
Paid Employment as a CMA
To renew CMA certification, a CMA must:
• work and be paid for at least 400 hours (approximately three months,
full-time) of CMA duties in the two years immediately preceding the
expiration date on the CNA/CMA certificate. Employment as a CMA
counts toward renewing your CNA certificate. However, work as a CNA
does not count toward renewing your CMA certification. Volunteer
work does not count for renewal.
• Perform authorized duties as listed in the OSBN’s rules (see page 13
for more information) under the supervision of a licensed nurse or
under monitoring by a Registered Nurse.

Qualifying Medication-Related Continuing Education
Medication-related continuing education hours are required to renew your
CMA certificate. The number of hours required is pro-rated, depending on
how long you’ve held your CMA certificate:

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The continuing education must be accrued in the two years immediately
preceding your certificate’s expiration date.

The inservice or continuing education requirement for CMAs may be met
by participation in any program in which:
• the content of the program is primarily related to non-injectable
medications;
• the CMA is an active participant, and
• the instructor is present during the entire inservice.

The class or inservice taught should pertain to those medications the CMA
administers as part of his/her job.
Responsibilities of a CMA

Provide Accurate Information

Providing complete and accurate information helps the Board process your application quickly. Please be aware that all certification and renewal requests are run through the Oregon Law Enforcement Data System (LEDS). Submitting false or misleading information on your application may result in denial of certification and/or disciplinary action.

Renew Your CNA/CMA Certificate on Time

Your CNA/CMA certificate expires biennially at midnight before your birthday, in odd years if you were born in an odd year or in even years if you were born in an even year. You may not work as a CNA/CMA with an expired certificate.

You should receive a courtesy renewal notice from the OSBN approximately six weeks before your current CNA/CMA certificate expires. **It is your responsibility to renew your CNA/CMA certificate on time, even if you do not receive the renewal notice.**

To renew your certificate, you may use the OSBN internet renewal system. Navigate your web browser to: www.oregon.gov/OSBN and click on “License Renewal,” located under “Online Services.” Simply follow the on-screen instructions through the secure renewal process. If you do not want to use the internet renewal system, you may call the OSBN at 971-673-0685 and request that a paper application be mailed to you, or you can print an application from the OSBN website (click on “Forms”).

To renew CMA certification, a CMA must:
- **Participate in at least eight hours** of medication-related continuing education in the 24-months immediately prior to the expiration of the CMA certificate.
- **Work and be paid for at least 400 hours** (approximately three months, full-time) of CMA duties in the two years immediately preceding the expiration of the CMA certificate. Volunteer work does not count for renewal. Caring for a family member counts for renewal only when it is paid employment.
- **Perform authorized duties** as listed in the OSBN’s rules (see page 13) under the supervision or monitoring of a licensed nurse.

4. **Disciplinary Sanctions:** The OSBN can impose a range of disciplinary sanctions:
- **Reprimand**—A formal notice to the CNA/CMA that OSBN standards have been violated. Their certificate is not “encumbered” since there are no terms or conditions with which the CNA/CMA must comply.
- **Civil Penalty**—A fine of up to $5,000.
- **Probation**—An imposition of restrictions or conditions under which a CNA/CMA must practice, including the type of employment setting or job role.
- **Suspension**—A period of time during which a person may not practice nursing.
- **Revocation**—A removal of certification for an unspecified period of time, perhaps permanently.
- **Voluntary Surrender**—An action on the part of the CNA/CMA to give up her/his certificate instead of facing potential suspension or revocation.
- **Denial of Licensure**—An action by the OSBN not to issue a certificate.

If the Board issues a Notice of Proposed Disciplinary Action to a nurse or CNA/CMA, that Notice is a public document and may be requested by the complainant. The Notice is essentially a statement of charges against the nurse or CNA/CMA in question.

Approximately 70 percent of all complaints received by OSBN staff members are closed without disciplinary action. Upon investigation, OSBN investigators may determine the nature of a case doesn’t warrant action, based on board disciplinary policies. Or, it might be determined that no violations of statute or administrative rule occurred. Complainants may request a written explanation for cases that are closed without disciplinary action.

Unfortunately, due to the state law mentioned earlier, OSBN staff members are not allowed to discuss specific investigations. Any disciplinary action taken by the OSBN during a Board Meeting is public information, however details of the investigations leading up to such actions are not.

If you have questions concerning the complaint investigation process and disciplinary options, please contact the OSBN office at 971-673-0685.
If you do not meet the practice requirements, you will be required to pass the state competency examination. If you wish to reactivate your certificate within two years after the expiration date, you will be subject to late fees. Individuals whose CMA certificate has been expired for more than two years are required to take a OSBN-approved mediation aide training program and pass the state competency examination.

Call the OSBN office if you have questions about your eligibility to renew.

**Notify the OSBN Office When You Change Your Name, Address or Employer**

According to Oregon Administrative Rule, certificate-holders must keep their current name, home address and employer(s) on file with the OSBN at all times. If you change your name, complete a Name Change Form (found on the OSBN website—click on “Forms”), attach a copy of a legal document showing your name change with the appropriate fees, and send it to the OSBN. You can easily make an address or employer change, using our online services system. Go to [www.oregon.gov/OSBN](http://www.oregon.gov/OSBN) and click on “Online Services,” and follow the on-screen instructions. Or, you can send your old and new addresses or employer to the OSBN office via fax, e-mail, US mail or telephone (you must speak directly with a representative—voicemail messages are not accepted for address changes).

By keeping the Board informed, you can help to ensure you receive license renewal notifications, newsletters and other information in a timely manner.

**Report Care Violations**

Contact the OSBN if you have questions, or to report incompetent, unethical or illegal practice of any health care provider.

**Understand the Complaint Investigation Process & Disciplinary Options**

According to Oregon state law, all information about specific investigations is confidential, including who makes a complaint, when the complaint is made, the nature of the complaint and who the complaint is filed against. This encourages consumers and licensees to make valid complaints because they need not fear reprisal or other negative acts based on their complaint.

1. **Complaints:** Complaints may be filed anonymously, in writing, over the phone or in person. Approximately 50-60 percent of complaints come from nursing employers. The remainder come from state agencies, other professionals, coworkers or patients/families.

2. **Investigations:** Investigations into complaints are performed by OSBN staff investigators. In the case of an anonymous complaint, investigators first validate whether there is concern about the certificate-holder’s practice or conduct. The investigation includes:
   - the gathering of pertinent documents, such as a written summary of the incident;
   - interview(s) with the complainant(s), coworkers or employer; and,
   - a review of patient records, the nurse’s personnel record or court records.

If there is evidence of a practice or conduct problem, staff meet with the nursing assistant or medication aide in person or by phone. If there are grounds for disciplinary action, the investigator of record makes a recommendation to the Board based on the OSBN discipline theory model and past OSBN decisions.

3. **Resolution:** Disciplinary cases may be resolved by:
   - **Stipulated agreement**—The certificate-holder signs a document acknowledging the facts of the incident, violations of law and OSBN rules, the proposed disciplinary action and any terms and conditions to be imposed. The agreement goes to the OSBN for adoption and a Final Order is issued. Most disciplinary cases (98 percent) are resolved by stipulated agreement.
   - **Notice**—If agreement is not reached, a “Notice” document is sent to the CNA/CMA. The Notice contains a time frame within which a hearing can be requested, and specifies the level of sanction that has been proposed. The CNA/CMA is entitled to a hearing and is granted every opportunity to exercise that right. If the CNA/CMA does not request a hearing within the allotted timeframe, the case goes to the OSBN for a decision by default. If the CNA/CMA has a hearing and does not agree with the OSBN’s final decision, she/he can appeal to the Oregon Court of Appeals. If there is disagreement with the Court’s decision, the CNA/CMA can appeal to the Oregon Supreme Court.