



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.  
COMMISSIONER

To: All MAS/MATT Nurses

From: Vanessa B. Prater  
Director, Nurse Delegation Program

Date: July 11, 2014

Re: MAC Update/Recertification

Effective October 1, 2103, the four (4) hour MAC Update/Recertification is required two (2) years. The MAC Update/Recertification completed every two (2) years must cover all of the following topics:

1. Principles of First Aid
2. Principles of Infection Control
3. Rights and responsibilities of the MAC Worker
4. Medication errors
5. Documentation on the MAR
6. Annual face-to-face supervision (Must be documented on the Annual Supervision Form-NDP 3)
7. Review of all special procedures – glucometer, nebulizer, colostomy, etc. performed at the agency
8. Review of basic information related to population served at the agency
9. Review of the agency's emergency and seizure management plan
10. Review of agency policies and procedures related to the Nurse Delegation Program
11. Observation of a med pass completed by the MAC Worker must be documented by the MAS Nurse on the Skills Checklist – NDP #13

The MAC Education Log (NDP 11) must be used to document **ALL** MAC education. Check the box next to the “every two year recertification” on the MAC Education Log. All NDP forms must be maintained for a minimum of five (5) years.

Thank you for your continued compliance with the Nurse Delegation Program Guidelines and the Nurse Practice Act. If you have any questions or concerns, please contact me at (334) 242-3217 or [Vanessa.Prater@mh.alabama.gov](mailto:Vanessa.Prater@mh.alabama.gov).