

The DCF Medication Administration Training Program

Located in *Health Care Standards of Practice for Children and Youth in Care*

Section: *Medication Management of Youth in Care* – page 110

Eligibility for Certification

- Participants must be employed by a DCF licensed or operated child caring facility or extended day treatment center.
- Participants must be recommended by their facility director or designee as indicated by a completed, signed course recommendation form.
- Participants must have a high school diploma or equivalent; in the absence of a diploma or equivalent, the director of the employing facility must approve the person's eligibility. A copy of this approval must be placed in the employees file and available upon request.
- Participants must be capable of reading and understanding complex information and be able to perform basic math calculations

Endorsed Instructor

The DCF Medication Administration Training Course can only be taught by a certified Endorsed Instructor. Licensed nurses (LPNs, RNs, and APRNs), pharmacists, or physicians who have completed the Endorsed Instructor Training Program and have been approved by DCF may teach the DCF med admin certification course at their employing facility or a contracted DCF licensed facility. The Endorsed Instructor training is offered periodically through the year on an as-needed basis by the DCF Medication Training Program. Announcements of upcoming EI training classes are sent via email to nurses and program directors.

Endorsed Instructor Training

Endorsed Instructor (EI) training is a one day training for nurses and other medical professionals allowed by Connecticut law to become instructors for the Medication Certification training. The training includes:

- Adult Learning Principles
- Effective presentation and training skills
- Overview of the Learning Objectives and Skills Verification of the Basic Certification Course
- Practice and a return presentation of training skills (practicum)

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Basic Medication Administration Training Course Components

Four Steps of DCF Medication Certification Process

Step One

Recommendation by Congregate Care Program's Program Director or Designee (On-line *password protected* recommendation form)

Information required for recommendation

- Employee's legal name (no nicknames allowed)
- Employee's email address
- Employing Facility
- Name of Supervisor recommending employee for certification

Step Two

Successful completion of DCF Basic Medication Certification Course which consists of Course/curriculum and Skills Verification

- **Course/curriculum – 10 Units**
 - Basics for Safe Medication Administration
 - Medication Terminology
 - Know the Medication
 - Medication Administration Documentation
 - Math for Medication Administration
 - Asthma
 - Medications to Treat Medical and Psychiatric Conditions
 - Safe Storage and Control
 - Medication Errors
 - Medication Administration Techniques
- Students must pass quizzes at the end of each unit (100%) and a Cumulative **Mandatory** quiz at the end (pass at 85%) to move to Skill Verification
- **Skills Verification (see description below)** completed and verified by DCF Endorsed Instructor

Step Three

Successful passing of Medication Certification Exam (85%) All tests proctored by DCF at Central Office Training Academy

Step Four

Successful Internship at employing facility

Approved Methods Employees to Receive the Course/Curriculum

- **In-person** with an Endorsed Instructor. Includes teaching the class using the approved curriculum and training materials and conducting the **DCF-2274 DCF Medication Administration Program Skills Verification** (see below for description)
 - EIs are provided with all training materials necessary for teaching the class
 - PowerPoint Presentation
 - Copies of Quizzes to administer (with answer keys)
 - Hard copies of the Skills Verification

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- Endorsed Instructors who decide to teach the class in person with their employees will be responsible for:
 - Arranging the location
 - Communicating with DCF regarding results of training and skills verification
 - Communicating with employees requirements of the certification process
- **Combination** of on-line training (see below) and in-person Skills Verification.
 - Self-directed on-line learning of Basic Medication Administration Curriculum
 - Skills Verification completed by Endorsed Instructor (see below for description)

Online Training Format

The on-line format is a self-directed training that can be completed on a computer, smart phone and other electronic devices. There are securities put in place to assure completion of the entire online course – one must pass the unit quizzes in order to proceed to the subsequent units. Only after completion of the entire on-line course an employee will be eligible for the skills verification. Employees must provide proof of successful completion of the on-line course before advancing to the Skills Verification Portion. – These verifications can be;

- A printed certificate of course completion (this is not the medication administration certificate; an employee cannot administer medications yet)
- A screenshot of the certificate of course completion
- An automatically generated email of course completion

Under no circumstances an employee can start the Skills Verification based on a verbal guarantee of course completion from the employee or the employee's supervisor/program manager.

DCF Medication Administration Program Skills Verification

Only nurses who are endorsed by the DCF med admin program are eligible to provide the Skills Verification; programs without an Endorsed Instructor (EI) should contact the Med Admin Program for options to complete the practicum.

The practicum includes the following:

At a minimum the practicum must include the following:

1. Opportunity for review of material covered in the Medication Administration Course (Optional based on student need)
2. Demonstration of skills by the EI: (required)
 - 5 Rights and Rule of Three
 - Steps of the Medication Administration Procedure
 - Techniques taught in the Medication Administration Training Course Curriculum
3. Opportunity for employees to practice demonstrated skills (required)

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4. Successful "return presentation" of all listed techniques by student/employee (required)

Upon successful completion of the skills verification both, the nurse and the student/employee must sign and date the **DCF-2274**, *DCF Medication Administration Program Skills Verification Form*. This form must be then placed in the employee's training file and made available to the DCF regulatory/nurse consultants upon request.

In addition, the Endorsed Instructor must submit the online **DCF-2274** to DCF Medication Administration Program. This online form is located on the DCF medication Administration Program Website and provides a confirmation to the DCF Medication Administration Program that the employee successfully completed the practicum.

Once submitted, the employee becomes eligible for the exam.

DCF Written Exam

Registering for Exam

- Employees are not eligible for a medication administration certification exam until they have received confirmation from their facility nurse that they have successfully completed their practicum.
- Upon receiving notification employees must consult their direct supervisor to determine a testing date that meets the need of the facility and the employee
- Employees or their supervisor register for the exam using the on-line registration system
- If any cancellations or changes must be made to the exam registration employee or their supervisor must contact the DCF Medication Administration Program
- If DCF needs to cancel or change an existing exam (for a non-weather related event) an email notification will go out to all employees registered. For weather related events see *DCF Inclement Weather Policy* ([link](#))

All exams are proctored at the DCF Training Academy, Central Office, Hartford CT.

A score of 85% or better is required to pass. Employees who passed the exam cannot start the internship until the results notification from the Med Admin Program is received by the program supervisor.

Exam venue driving, parking and sign-in directions are attached to the exam confirmation email.

All visitors to the DCF Central Office are expected to follow professional conduct policy that includes appropriate dress code and behaviors.

- Employee who exhibit hostile, angry and/or aggressive behaviors to any person on site will be turned away.
- Anyone suspected of being under influence of alcohol/drugs will be asked to leave.
- We reserve the right to turn away anyone who's dressed inappropriately, for example:
 - any clothing with lewd graphics and/or language is considered inappropriate
 - tight, form-fitting, see-through, low-cut or too short
 - apparel that is considered inappropriate

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Employees are expected to arrive on time. No admits after posted time of exam.

Facility Internship

Upon successful completion of steps 1, 2 and 3 participants must complete an internship. This step is performed under the supervision of the facility director (or designee) and a program nurse. The purpose of the internship is to provide the participants with the opportunity to practice and apply the skills learned in the Medication Administration course in their own work setting. It also allows them to strengthen those skills and gain the confidence they need to competently and safely administer medications. The facility will provide the staff adequate time to complete this internship.

Requirements of the Internship

1. A thorough orientation to facility medication policy and procedure.
2. Observation of experienced medication certified staff or program nurse during at least two complete medication passes
3. The program nurse will determine if the candidate may progress to the next step of the internship; complete the steps of the med admin checklist
 - For the purposes of the internship, *a complete medication pass* refers to the time period during which medications are routinely administered to all the children at a given medication pass - preferably a medication pass that the medication certified staff will routinely be conducting after they become certified. For example: If, when the employee becomes certified, he/she will be responsible for 7:00 am medication passes, the internship shadowing experiences should be for an entire 7:00 medication pass and include all the children receiving medication during that pass.
4. Performing two complete medications passes with direct, immediate supervision by the program nurse or an experienced medication certified staff person. The medication passes must be documented on the **DCF 2275 – DCF Medication Administration Program Procedure Checklist**.
5. The internship must be successfully completed within 90-days of passing the written exam.
 - a. **Candidates who do not successfully complete the internship within the 90-day timeframe must re-take the entire Medication Administration training and pass the written exam before attempting the internship again.**
6. Successful completion of the Internship is indicated by the signatures of the candidate, the program nurse and the program director on the Internship Verification Form. Incomplete forms will not be accepted

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7. Internship must be documented on the **DCF-2276** *DCF Medication Administration Program Facility and Internship Objectives and Criteria* form. This form is located on the DCF Website.
8. All training related documentation must be kept in the employee's file and made available upon request.

Awarding of Medication Administration Certificate

Upon receipt of the Internship Verification Form the DCF med admin certificate will be issued and emailed to one, designated person in the employee's program. Program managers/supervisors are responsible for making copies of the certificate for the personnel file and for giving the certificate immediately to the employee. **No employee is allowed to administer medications until in possession of the med admin certificate.**

DCF Medication Administration Program will not replace any lost certificates

Recertification

Recertification for medication administration is required every two years. Medication certified staff currently employed at a DCF licensed or operated child caring facility *and* whose certification is in good standing may recertify. Staff may recertify any time before or, on the certificates expiration date.

All recertification eligible employees must be recommended by the facility program director/designee before testing. This recommendation can be found on the DCF medication Administration Website.

- Staff whose DCF Medication Certification is under suspension may not recertify until the suspension is lifted. If the certificate expires while under suspension, the employee is no longer medication certified and must retake and pass the entire Medication Administration Training.
 - **Employees** are expected to prepare themselves for the recertification exam. Materials are available on the DCF Medication Administration webpage. Endorsed instructors and supervising nurses are encouraged to offer comprehensive reviews for their staff needing recertification.

Recertification Exam

All tests are proctored at the DCF Training Academy, Central Office, Hartford CT. Employees who are eligible to test must register online for the test of their choice. A link to the registration can be found on the DCF Medication Administration Website

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A score of 85% or better is required to pass. A new certificate effective for two years will be issued to those who pass the Recertification exam. The original certificate is to be given to the staff person after copies are made for facility records.

Failing a Recertification Exam or allowing certificate to expire:

A DCF Medication Certified staff person who fails the Recertification Exam or who allows his or her DCF Medication Certification to expire is no longer certified as of the date of expiration or failure of recertification exam and may not administer medication.

Employee must go through the entire Medication Administration Certification Training if they wish to become medication certified.

New Employees with Current DCF Medication Administration Certification

If a newly hired employee presents a DCF Medication Administration certificate, the facility **MUST** verify the status of that certificate, and provide a thorough orientation to the facility's medication administration policies and procedures before the new employee is permitted to administer medications independently.

Facility Responsibilities:

- Obtain a copy of the employee's current DCF Medication Administration Certificate for facility records.
- Contact the Medication Administration Program to verify the status of the certificate. Written confirmation of the employee's certification status is available from the DCF Medication Program.
- Conduct an internship.
- Maintain documentation at the facility of the orientation and internship. Do not send this documentation to the DCF Medication Administration Training Program.

Special Accommodations

The Department of Children and Families recognizes its legal obligation to meet the learning needs of medication certification candidates who have disabilities including documented learning disabilities or special needs. Participants requesting special accommodations must submit to the Medication Administration Training program appropriate documentation as required by law. Training program representatives will consult with DCF specialists in the requirements and applicable laws regarding the American's with Disabilities Act.

Submit requests and documentation as soon as possible so that timely responses can be made.

For further details and information please refer to the following statutes:

Section 504 of the Rehabilitation Act of 1973.

42 U.S.C. Section 12101 et seq. of the Americans with Disabilities Act of 1990.

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Mandatory and Continuing Education

DCF regulation requires the facility licensed medical professional (RN, LPN, APRN, PA or MD) to provide specific training for both non-certified and DCF Medication certified staff.

Mandatory Training for All Staff

- Annual Emergency Medication Administration - Epi-pens and Asthma Rescue Medication.
 - This training must be provided at least annually and whenever necessary to maintain a safe environment for children.

Continuing Education for Medication Certified Staff

DCF Reg: 17a-145-75 (d): "There shall be periodic reviews and updating of staff's knowledge about medications and other treatments and their administration."

DCF Reg: 17a-6(g) -16 (c): "Day programs and residential facilities shall provide continuing education on administration of medication to trained person staff members."

Facility nurses and/or appropriate personnel must offer continuing education opportunities for DCF medication certified staff. The facility nurse must document on a quarterly basis all continued education opportunities offered in the past 3 months. See Forms section for suggested form to document quarterly offerings.

DCF Medication Certified staff has an obligation to maintain their skills and knowledge in safe medication administration and are expected to attend facility sponsored continuing education offerings whenever possible.

Facilities must maintain documentation and attendance of trainings.

- Quarterly trainings should be related to safe medication administration and should include (but are not limited to):
 - Properly accessing the chain of command and when to do so
 - Correct medication administration procedure
 - Proper documentation
 - Medication administration techniques
 - Updates in practice including new medications
 - Ordering and receiving medications from the pharmacy
 - Storage and documentation of controlled medications
 - Specific areas identified by Risk Management and/or quality assurance reviews.

Training for Program Supervisors and Managers

There is a mandatory training for Supervisor and Managers of Licensed Child Caring/Congregate Care Facilities. This is available as an online training and consists of:

- Overview of Medication Certification Process
- Program Responsibilities
- Supervisory Responsibilities
- Contact Information