

Employee's LAST Name:	Employee's FIRST Name:	Date:
Program Name:	Instructor's LAST Name:	Instructor's FIRST Name:

The goal of the DCF Medication Administration Certification Training is to assure safe administration of medication to youth who reside in DCF licensed child caring facilities.

The Certification process includes:

1. Basic Medication Administration Curriculum – in person by DCF Endorsed Instructor or self-directed on-line
2. Skills Verification by DCF Endorsed Instructor
3. Basic Medication Administration exam – must pass with 85% or better
4. Successful completion of facility internship

Minimum Requirements
for Endorsed Instructor to include in Skills Verification

- Opportunity for review of material covered in the Basic Medication Curriculum (optional, based on need)
- Demonstration of skills including:
 - 5 Rights and Rule of Three
 - Steps of the Medication Administration Procedure
 - Techniques taught in Basic Medication Curriculum
- Opportunity to practice demonstrated skills
- Successful return presentation of techniques by employee

EMPLOYEE AND INSTRUCTOR MUST SIGN UPON SUCCESSFUL DEMONSTRATION OF REQUIRED SKILLS (listed below)

Technique	Employee Initials	Instructor Initials
5 Rights and Rule of Three		
Steps of the Medication Administration Procedure		
Metered Dose Inhaler using the steps of the medication administration procedure		
Eye Medication	Ointment	
	Drops	
Nasal Spray		
Ear Drops		
Topical Medication		

Signature below indicates that this employee has met the minimum requirements of the Skills Verification as taught by the DCF-Endorsed Instructor. S/he is now eligible to sit for the Basic Medication Administration exam.

Endorsed Instructor's Signature:	Employee Signature:
----------------------------------	---------------------