



State of Connecticut  
Department of Developmental Services

**DDS**

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

April 16, 2020

**Medication Administration Training & Certification Program  
Med Admin Online Course Instructions**

The DDS Medication Administration (Med Admin) Program appreciates the willingness of public programs and private agencies to be accommodating with the department as the Online Medication Administration Course is initiated. This online e-Learning course is new, and the department is focused on ensuring a basic understanding of medication administration without partiality or alterations in the process.

The Med Admin Program will utilize this opportunity to evaluate the effectiveness of the online process, consider feedback, and implement changes as deemed appropriate to ensure that employees obtain a basic understanding and baseline competency specific to the medication administration process. At this time, the department has decided to conduct the lab practicum portion at a designated DDS location with DDS Med Admin Endorsed Instructors. The Med Admin Program thanks you in advance for your patience and support as this process is initiated.

**Registration and Course Materials:**

1. The Private Agency will determine which employees shall complete the e-Learning Medication Administration Course and submit the employee's initial application via the e-License process.
2. To access the e-Learning course visit the link below, or the DDS website under Med Admin via the following website link:  
<https://portal.ct.gov/DDS/EducationalSupport/Medication-Administration/medadmin-elearning>
3. The Private Agency shall ensure that the employee has a printed hard copy of the Student Manual and assign the employee to participate in the online course.
4. The Private Agency shall provide a sample Med Packet for the employee to practice medication administration in preparation for the lab practicum. Successful completion of the lab practicum precedes registration for the initial written or online exam. If an example of a Med Packet is needed please submit an email request to: [DDS.medadmin@CT.GOV](mailto:DDS.medadmin@CT.GOV) and printable documents will be provided; however, you will need to create a phony/practice medication blister pack that can be used; the pharmacist/pharmacy providing medications for individuals served by your agency may be willing provide a blister pack of Skittles or M&M candies for reusable practice purposes.
5. The online course includes prompts to complete the two required assignments as part of the lab practicum. Both completed assignments shall be emailed to [DDS.21hour@ct.gov](mailto:DDS.21hour@ct.gov) by the student, or agency.
6. The Med Admin Program has an email designated for employees participating in the Med Admin online Course to submit questions and assignments. Responses from the Med Admin Program will be replied to

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001

460 Capitol Avenue ♦ Hartford, Connecticut 06106

[www.ct.gov/dds](http://www.ct.gov/dds) ♦ e-mail: [ddsct.co@ct.gov](mailto:ddsct.co@ct.gov)

*An Affirmative Action/Equal Opportunity Employer*

the email the employee utilized when submitting questions or assignments. (Med Admin email: [DDS.21hour@ct.gov](mailto:DDS.21hour@ct.gov))

**Upon arrival for the Lab Practicum and Exam, the employee check-in process shall include a no-contact temperature check (*using an infrared thermometer*) and a brief screening questionnaire specific to symptoms and/or exposure to COVID-19 (Coronavirus). Any employee who has symptoms will not be permitted to take the exam, will be sent home, and the agency's Med Coordinator will be notified.**

#### **Med Coordinator's Responsibility and Lab Practicum:**

7. The agency's Med Coordinator shall verify that the employee has completed the online course and emailed the required assignments. The time allotment for completion of the online course shall be limited to 30 days. The agency's Med Coordinator shall fax a verification form to the DDS Med Admin Program, which serves as notification that the employee is ready to schedule the lab practicum. The verification & registration form shall be faxed to 860.622.2738. If there is an approved application on file in the e-License system, practicum will be scheduled.
8. The lab practicum shall be scheduled at the DDS Cheshire Office, where social distancing shall be maintained. The employee shall arrive approximately 15-minutes prior to the scheduled lab practicum and shall be donned with a face mask (homemade face masks are acceptable). Appointments will be scheduled with the Med Admin Endorsed Instructor at 30-minute intervals; 20-minutes shall be allocated to the lab practicum and 10-minutes reserved for a DDS disinfecting/sanitizing process. Employees who arrive late for the scheduled appointment may be required to reschedule.
9. The written/online exam shall be scheduled at the DDS Cheshire Office on the same day of the lab practicum. Those employees who only need to take the exam (because they have taken the course already) can schedule just the exam in the Cheshire office. There shall be no more than five (5) employees scheduled to take the exam at one time. Each employee shall arrive wearing a face mask. Social distancing of at least 6 feet apart shall be maintained.