

**State of Connecticut
Department of Developmental Disabilities**

NURSING STANDARD

On-Site Practicum Process # NS 09.4

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Purpose: To identify the best practice standards of the Department of Developmental Disabilities (DDS) for the implementation and documentation of the On-Site Practicum as identified in DDS Medication Administration Regulations.

Applicability: This standard shall apply to all supervising nurses who are delegating the responsibility for medication administration to DDS certified non-licensed staff and to DDS Authorized Licensed Practical Nurses who participate in this process under the delegation and direction of the supervising nurse.

DEFINITIONS:

Authorized LPN: a licensed practical nurse who has successfully completed the department's authorization program and may be delegated by an RN the responsibility to participate in certain aspects of the medication administration recertification process.

Certification: the baseline competency of a non-licensed person that means the person has successfully completed all requirement of the DDS Medication Certification Training Program approved by the department and has been issued a certificate authorizing him to be delegated the responsibility to administer medication to consumers in specific programs operated and licensed by the department.

Delegation: the transfer of responsibility for selected nursing tasks from the licensed nurse to qualified non-licensed personnel in accordance with Connecticut Board of Examiners for Nursing Memorandum of Decision Declaratory Ruling April 5, 1995.

On-Site Practicum: the process specific to medication administration identified by the department to meet the requirements of the Connecticut Board of Examiners for Nursing Declaratory Ruling on Delegation to Unlicensed Assistive Personnel for person specific training and demonstration of skill competency.

Supervising nurse: a registered nurse assigned by a residential facility, respite center or day program to be directly responsible for the management of medical services provided to the consumer in the specific residential, respite or day program, who is responsible for delegating the task of medication administration to certified non-licensed personnel.

INTRODUCTION:

The Department of Developmental Services (DDS) Regulations Concerning The Administration of Medication specify the training of, and requirements for, non-licensed staff to achieve and maintain certification in medication administration. The initial certification training identified in these regulations is designed to provide the general information that is necessary to prepare non-licensed staff to understand the correct procedures associated with medication administration and to provide general skill training in this area. Upon the successful completion of the required Laboratory Practicum the passing of the Certification Examination, and the completion of the required registration form, the non-licensed staff will receive a card from the department that indicates he/she has achieved baseline competency in the area of medication administration. This baseline

competency is the first important step in the preparation for medication administration. In keeping with the Declaratory Ruling on Delegation by Licensed Nurses to Unlicensed Assistive Personnel issued by the Connecticut Board of Examiners for Nursing, the non-licensed staff are further required to have person and skill specific training and to demonstrate skill competency before the responsibility for medication administration can be transferred from the RN to the certified non-licensed staff. A process identified as the On-Site Practicum, has been established by DDS as the **minimal** best practice standards for meeting these requirements.

NURSING STANDARD: The On-Site Practicum shall be implemented according to the process identified in this standard.

IMPLEMENTATION:

Initial Certification

- A. The possession of a certification card, signals that the staff person is now eligible to complete the On-Site Practicum process with the RN.
- B. The required elements of the On-Site Practicum are identified on Checklist A and Checklist B. Per the direction of the Board of Examiners for Nursing, only RNs may execute the initial On-Site Practicum training.
 1. Checklist A (refer to Attachment A-1)
 - a. This document identifies the required elements that are contained in 3 sections.
 - Section 1- Requirements for agency specific information regarding the implementation of components of the medication administration process.
 - Section 2- Requirements for communication with/reporting to the RN and the agency process for contacting the RN or RN On Call.
 - Section 3- Requirements for training regarding person and site specific information that must be provided to the certified staff to meet the Board requirement for information that is specific to the needs of each consumer. This also includes the requirement to provide training in medication routes required by the consumer that were not completed in the initial certification training.
 - b. The meaning and details of the information to be provided in each element contained in Checklist A are contained in Guidelines for Checklist A of the On-Site Practicum Process (Attachment A-2).
 2. Checklist B (refer to Attachment B-1)
 - a. This document contains the skill components of the medication administration procedure that the RN is responsible to ensure the non-licensed staff person can correctly, safely, and satisfactorily perform before the responsibility for medication administration is delegated to him/her.
 - b. The meaning and expectation of each of the skill components of Checklist B is detailed in Guidelines for Checklist B of the On-Site Practicum Process (Attachment B-2).
 3. All components on Checklist A and Checklist B are to be completed under the direct supervision of the RN and shall include the administration of prescribed medications to a consumer. **Mock situations cannot be substituted for this requirement.**
 4. The initial On-Site Practicum shall be satisfactorily completed as soon as possible but not to exceed 6 months following the issue of the certification card.

C. The Declaratory Ruling on Delegation to Unlicensed Assistive Personnel indicates the need for training to be specific to the needs of the person/consumer before responsibility is delegated. To meet this requirement, DDS has identified that the elements of the On-Site Practicum Process are expected to be performed at each site where a certified staff will administer medications. This ensures the Board of Examiners for Nursing intent that the certified staff possess all the information they will need to safely and correctly perform the delegated responsibility. To comply with this requirement, the supervising nurse shall exercise one of the following options:

1. Options for completion of Checklist A

- Completion of Checklist A at each site where the certified staff shall administer medications.
- Completion of Sections # 1 and 2 of Checklist A in a classroom setting and completion of Section #3 at each site where the certified staff will administer medications.
- Completion of all sections of Checklist A in a classroom setting. This will require the nurse to document the site and person specific information covered during this training under the comments section of this document or on an attached document.

2. Options for completion of Checklist B

- Completion of Checklist B at all sites where the RN will delegate responsibility
- Completion of Checklist B at the primary worksite of the certified staff with copies of this Checklist (along with documentation of additional trials if there are requirements for administration of medication by routes (i.e., rectal, inhalation) that was not covered in the Checklist B done at the primary worksite) at all sites where that nurse will delegate.
- Review and documented acceptance by a 2nd RN at a secondary worksite within the same agency of a Checklist B that was completed by the nurse at the certified staff person's primary worksite. This documentation shall be on a copy of that Checklist. Additional trials may be necessary to be completed by the RN if there are requirements for the administration of medication by other routes than those covered in the original Checklist B. The RN needs to be aware that in accepting the verification of skill competency completed by another nurse, that nurse is assuming accountability for the performance of the delegated responsibility by that staff.

D. The results of the initial On Site Practicum shall only be documented on the Checklist A and Checklist B forms. These forms are required to be available for review in the home at any time.

Recertification

- A. The DDS Regulations Concerning The Administration of Medication indicate that “no person may continue to administer medication beyond two years from the issuance of a certificate unless such person has met the requirements for recertification established by the department”. These requirements include the successful passing of the recertification examination and the successful completion of the On-Site Practicum that are completed within the 90 day period that precedes the expiration date indicated on the certification card.
- B. The same Checklist A and Checklist B process and forms are used for recertification as were used for initial certification.
- C. DDS Authorized Licensed Practical Nurses (LPNs) may provide reinforcement of the identified elements in Checklist A that were previously provided by the supervising RN. (At this time this Authorization is granted only to LPNs employed in the private sector who complete the required DDS Training process.)

- D. The Supervising Nurse or Authorized LPN shall expect the certified staff to present a current card at the time that Checklist B is to be completed. If the person is not in possession of a current card, the On-Site process shall not be completed until contact is made with DDS Medication Certification Unit.
- E. The process for the documentation of the completed On Site Practicum requirements at each site shall be the same as identified in section C 1 and 2 under Initial Certification.
- F. The documentation of the recertification On Site Practicum shall be maintained in the home and available for review.

Annual

- A. The Declaratory Ruling On Delegation to Unlicensed Assistive Personnel identifies the requirement that the delegating nurse witness the performance of the delegated task on an annual basis at a minimum. For this reason, there is a requirement that Checklist B be performed annually. **This shall occur within one month prior to or following the expiration date on the certification card.** The supervising nurse may determine that the training elements in Checklist A shall also be repeated at this time.
- B. The supervising nurse or the Authorized LPN who is delegated responsibility may perform this annual skill check.
- C. The results of this process shall be documented on Checklist B (and Checklist A as determined by the RN). These forms shall be available for review in the home.
- D. The process for the documentation of the completed On Site Practicum requirements at each site shall be the same as identified in section C2 under Initial Certification.

Other

- A. The delegating nurse has the right to determine that more frequent On-Site Practicums or parts of On-site Practicum (i.e., Checklist A only or Checklist B only) will be required for certified staff to whom she/he delegates responsibility for medication administration.

Attachments:

Attachment A-1 On-Site Practicum Checklist A

Attachment A-2 Guidelines for Checklist A of the On-Site Practicum

Attachment B-1 On-Site Practicum Checklist B

Attachment B-2 Guidelines for Checklist B of the On-Site Practicum