

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH




Deidre S. Gifford, MD, MPH
Acting Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

HEALTHCARE QUALITY AND SAFETY BRANCH

BLAST FAX 2020-64

TO: Residential Care Home Administrators

FROM: Commissioner Deidre S. Gifford, MD, MPH 

CC: Deputy Commissioner Heather Aaron, MPH, LNHA
Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch
Donna Ortelle, Section Chief, Facility Licensing and Investigations Section

DATE: June 4, 2020

SUBJECT: Medication Administration Training Program for Residential Care Homes

The Medication Administration Program pertains to the administration of medications to Residential Care Homes (RCH). This course is a skill-based training to help non-medical personnel of RCH to administer medication safely in a program environment. Attached is an Order signed by Acting Commissioner Deidre S. Gifford for your attention.

Any person seeking a new certification to become unlicensed assistive personnel in a residential care home or unlicensed assistive personnel whose certification has expired shall complete the on-line course requirements. The course is ten (10) hours online program that allows independent completion and upon completion, the personnel will take an on-line test and obtain a certificate. The person shall present the certificate of completion to the Person-in-Charge of the residential home who will assign a currently certified medication administration personnel to observe the person seeking certification or re-certification in at least one medication administration pass to residents or until the person can safely administer medications to residents.



Phone: (860) 509-7400 • Fax: (860) 509-7543
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
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The online course has been developed in CT Train found on the website <https://www.train.org>. The course ID#1089330, FLIS Medication Certification Training. Everyone will create their own account in CT Train (instructions attached).

If you have any technical questions, <https://www.train.org/tutorials/>, please contact Danny.white@ct.gov and for other questions, please contact Karen Gworek, RN SNC at Karen.gworek@ct.gov or 860-509-7472.

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ORDER

Whereas, on March 10, 2020, Governor Ned Lamont (the Governor), in response to the global pandemic of 2019 Coronavirus disease (COVID-19), declared a public health and civil preparedness emergency throughout the State of Connecticut pursuant to Sections 19a-131a and 28-9 of the Connecticut General Statutes, to remain in effect through September 9, 2020, unless sooner terminated by the Governor; and

Whereas, the Governor's Executive Order No. 7K, dated March 23, 2020, authorized the Commissioner of Public Health (the Commissioner) to temporarily waive, modify or suspend any regulatory requirements adopted by the Commissioner or any Boards or Commissions under Chapters 368a, 368d, 368v, 369 to 381a, inclusive, 382a, 383 to 388, inclusive, 398 to 399, inclusive, 400a, 400c and 474 of the Connecticut General Statutes as the Commissioner deems necessary to reduce the spread of COVID-19 and to protect the public health; and

Whereas, residential care homes have a need for additional unlicensed assistive personnel to assist with medication administration; and

Whereas, certain individuals seeking to become certified as unlicensed assistive personnel in residential care homes are unable to complete the certification requirements for such position during the public health and civil preparedness emergency due to restrictions imposed by Executive Orders of the Governor in response to the COVID-19 pandemic; and

Whereas, certain unlicensed assistive personnel in residential care homes have expired certifications due to the unavailability of training since April of 2019; and

Whereas, in an effort to maintain and expand the healthcare workforce capacity for COVID-19 response and mitigation efforts, the Commissioner desires to allow such individuals to become certified or re-certified to work in such capacity for the duration of the declared public health and civil preparedness emergency.

Now, Therefore, in accordance with the authority set forth above, **I hereby order that, effective immediately**, Section 19-13-D6(m) of the Regulations of Connecticut State Agencies is hereby modified for the duration of the public health and civil preparedness emergency, unless sooner modified or terminated by me by a future Order, or by the Governor's earlier repeal or modification of Executive Order No. 7K, or termination of the public health and civil preparedness emergency, to allow for the training and certification or re-certification of such unlicensed assistive personnel in residential care homes to assist with medication administration as follows:



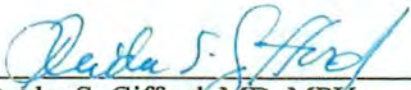
Phone: (860) 509-7101 • Fax: (860) 509-7777
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
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1. Any person seeking a new certification to become an unlicensed assistive personnel in a residential care home, or an unlicensed assistive personnel whose certification has expired after April 30, 2019, shall complete the on-line course requirements on the [CT-Train website Course ID # 1089330, FLIS Medication Certification Training](#), take the on-line test, and obtain a certificate of completion;
2. Such person shall then present the certificate of completion to the Person-in-Charge of the residential care home where he or she will be employed, or to any subsequent employer in such capacity, who will assign a currently certified unlicensed assistive personnel who administers medication to observe the person seeking certification or re-certification in at least one medication administration pass to residents or until such certified unlicensed assistive personnel feels that the person seeking certification or re-certification can safely administer medication to residents;
3. Such certification or re-certification shall only allow such unlicensed assistive personnel to administer oral medications, topical medications, including eye and ear preparation, and inhalant medications but shall not administer injectable medications; and
4. The Person-in-Charge of the residential care home shall ensure that the unlicensed assistive personnel continues to provide safe administration of medications and shall terminate any further administration of medication by such person if there is any question of safety.

Ordered this 1st day of June 2020



Deidre S. Gifford, MD, MPH
Acting Commissioner

Setting Up Your TRAIN Account

Your ability to work within TRAIN depends on you having a TRAIN account. Here we'll take a look at how you must set up your account.

Step 1. ▶ Access the TRAIN Learning Network

It's obvious, of course, but before you can get started with TRAIN, you first have to access it! Use your preferred internet browser and enter <https://www.train.org> into the URL address bar. Press 'Enter' on your keyboard and you will be directed to the TRAIN Learning Network.



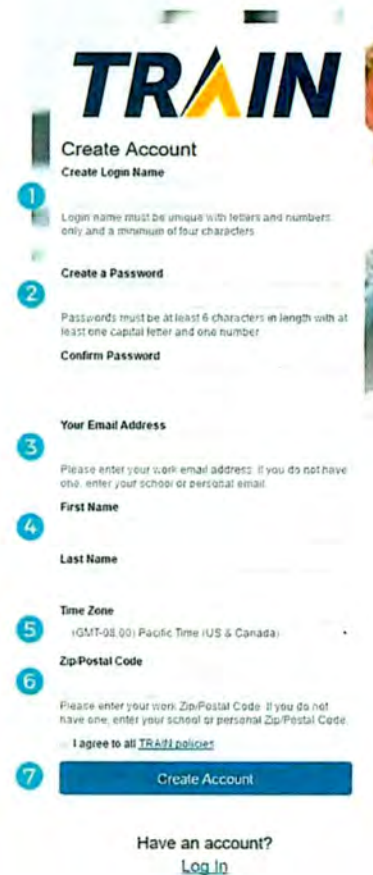
The screenshot shows a login form with the following elements:

- Login Name**: A text input field.
- Password**: A text input field.
- [Can't log in?](#): A link below the password field.
- Login**: A blue button.
- Keep me logged in**: A checkbox below the login button.
- Create an Account**: A link below the login button.

Step 2. ▶ Log In

If you already have a TRAIN account, enter your login name and then your password and click "Login".

If you do not have a TRAIN account, click the 'Create an Account' link to create one.



The screenshot shows the account creation process with numbered steps:

- 1 Create a Login Name**: Login name must be unique with letters and numbers only and a minimum of four characters.
- 2 Create a Password**: Passwords must be at least 6 characters in length with at least one capital letter and one number. Includes a **Confirm Password** field.
- 3 Your Email Address**: Please enter your work email address; if you do not have one, enter your school or personal email.
- 4 First Name** and **Last Name**: Text input fields.
- 5 Time Zone**: (GMT-08:00) Pacific Time (US & Canada).
- 6 Zip/Postal Code**: Please enter your work Zip/Postal Code; if you do not have one, enter your school or personal Zip/Postal Code. Includes a link: [I agree to all TRAIN policies](#).
- 7 Create Account**: A blue button.

Below the form, there is a link: **Have an account? [Log In](#)**

Step 3. ▶ Account Creation

1. Create your login name. Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.

2. Your password must contain at least six characters with at least one capital letter and one number.

3. Now enter your work email address. If you don't have one, enter your school or personal email address.

4. Next, enter your first and last name.

5. Now select your time zone.

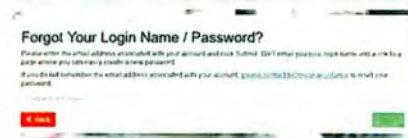
6. Enter your work zip/postal code. If you don't have one, enter your school or personal zip/postal code instead.

7. The final process is to agree to all TRAIN policies. It is recommended that you read through the policies. Be mindful that you cannot use TRAIN until you agree to the policies.

After agreeing, click the 'Create Account' button to log into the TRAIN Learning Network!

Forgotten Account?

If you've forgotten your login credentials, click the 'Can't log in?' link and you will be directed to TRAIN's account recovery page. On this page, you will enter your email address and click the 'Submit button.' Your login name, along with a link to a page for you to create a new password, will be emailed to you.



The screenshot shows a page titled "Forgot Your Login Name / Password?". It contains instructions: "Please enter the email address associated with your account address below. Don't enter your login name and a link to a page where you retrieve your credentials will be emailed to you." Below the text is a text input field for the email address and a red "Submit" button.

Affiliate Site

Upon logging into TRAIN, you may be presented with a message that you are being redirected to another portal. This prompt appears because your account is associated with a different TRAIN Affiliate group. If you are associated with more than one TRAIN Affiliate group, you can choose which site to enter by selecting the drop-down menu. Once you have selected a TRAIN Affiliate group, click the 'Go' button to be directed to your desired TRAIN Affiliate site.