



Medication Administration for Unlicensed Personnel

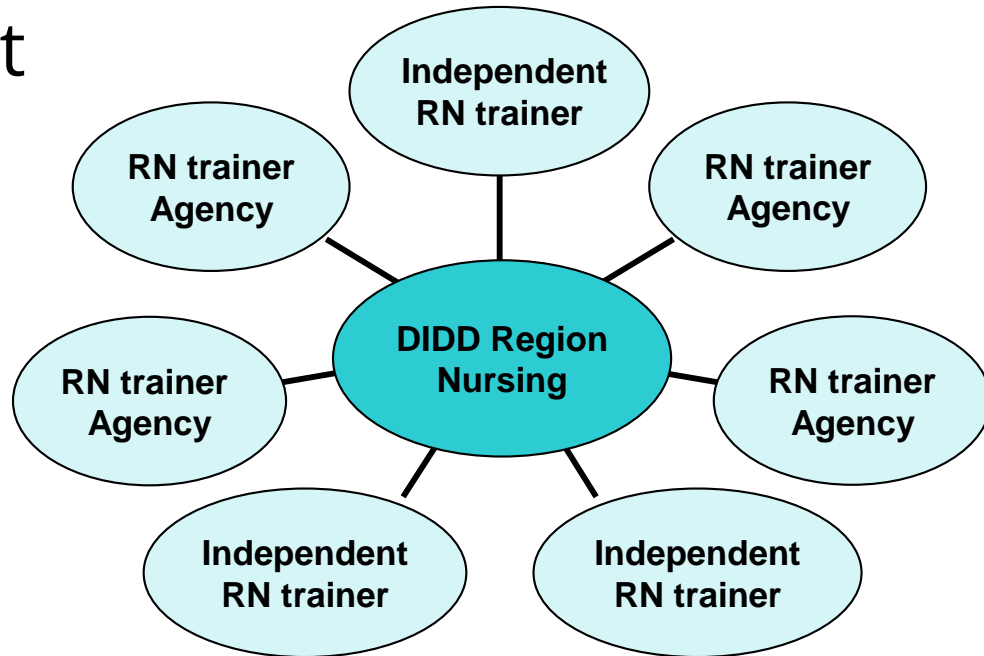
Legislation was Passed

- Tennessee Code Annotated (TCA) is the basis for the program
- The Medication Administration for Unlicensed Personnel Program allows agencies to keep costs down by allowing for some things to be done by certified staff rather than nurses.
- TN Dept of Health's Board of Nursing had a hand in creating the curriculum and the rules which drive the program

DIDD Certifies RN Trainers

Both Independent
And Agency

RN trainers
are responsible for
their classes, but
receive support from
Region



Responsibilities of DIDD

DIDD Regional Nursing Departments shall

- Train RN trainers on curriculum and rules
- Monitor classes and paperwork
- Create tests and forms for maintaining the program
- Keep accurate data base to determine eligibility and expiration of issued certifications
- Help trainers advertise their classes by posting calendars
- Assist with investigations of issues related to medications



Responsibilities of Certified Trainers

- Maintain current certification of both their RN license and their Med Administration training certification
- Follow the training curriculum approved by the Board of Nursing – 20 hours instruction
- Maintain the integrity of the test
- Process class paperwork timely and accurately and send to regional office
- Notify agencies within 2 business days following class with pass/fail information



Responsibilities of Agencies

- Provider agency must have a written policy and procedure demonstrating compliance with TCA rules for employees who administer medications
- These policies and procedures shall be reviewed and accepted by DIDD prior to the implementation of medication administration by unlicensed employees in that agency
- Agencies must have a separate medication administration record (MAR) of medications for each person receiving medications
 - **These records are subject to review by DIDD**



Responsibilities of Agency RE: **New Hires**

- Verify status of Med Administration certifications of all new hires by contacting the Regional Office Nursing Dept
- Provide training materials to staff who will be taking the Med Admin class for study prior to attending class
- Send staff to class well-rested and ready to learn – trainers may send staff home who are falling asleep or who are disruptive.

Agency Responsibility (cont)



When trained staff fail to administer medications safely

When an agency has evidence that staff is unable to safely administer medications due to

- The use of drugs, alcohol or controlled substances which could impair judgement, or
- Performance of unsafe or unacceptable care of people receiving medications, or
- Failure to conform to the essential and prevailing standards of medication administration

the agency shall immediately suspend the authority of the employee to administer medications and shall contact the Regional Office nursing department – [form available on web](#)

<https://www.tn.gov/didd/divisions/health-services/--medication-administration.html>

Termination of Certification (cont)

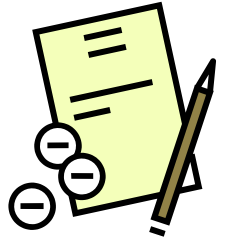
- The Department shall review the recommendation and provide a decision to the provider agency. Termination of certification notice shall be provided to the certified personnel by certified mail and he/she shall have the right to request an appeal hearing on his/her termination of authority to administer medications, pursuant to the Tennessee Uniform Administrative Procedures Act.
 - TCA 0465-01-03-.08

Ongoing Responsibilities of Agency

- Track certification dates of employees so as to keep certifications current,
 - they expire 3 years from last day of class (test date)
 - i.e. Class is Sept 12-16, 2017 then certification will **Expire - Sept 16, 2020**
- Schedule staff for test-outs or retraining timely (may attend up to 45 days before expiration date)
- Enforce expiration dates. **There is no grace period for administering medications!** Certification expiration date is the last day staff can administer medications.

More on Expired Certifications

- If staff have not attended retraining before expiration date, he/she must stop administering meds but can attend class and test up to 30 days after expiration
- ** NOTE – Failure of test (whether after class or at a test-out administered by a certified RN Trainer) means certification is null and void and staff must **stop** administering medications until they have re-tested and Passed both written test and skills test



Monitoring

- The provider agency shall monitor, at a minimum the first medication pass of the certified personnel upon successful completion of his/her original certification, provide ongoing monitoring in accordance with agency policy and maintain documentation of such.

TCA 0465-01-03-.09

- Agencies are expected to check the level of competency of their staff to ensure the health and safety of the people served

What Does the Med Admin Course Cover?

- Administration, storage and disposal of medications
- Documentation and record keeping – the MAR
- Types of medications, their actions, interactions and potential side effects
- Appropriate emergency responses to adverse reactions
- Terminology, abbreviations and measurements
- State and federal regulations regarding medications
- Legal and ethical aspects of medications administration
- An Introduction to pharmacology and sample forms



How Many Students can be in a Class?

- Test outs and classes have a 20:1 ratio – 20 students to 1 RN certified instructor mandated by Tennessee Code Annotated
- Test Outs are defined as – completion of online review followed by successfully passing the written and practical tests administered by a certified RN Trainer
 - TCA 0465-01-03-.04

What do you have to do to Pass?

- Attend the required hours of classroom instruction (20 hours)
- Employees shall achieve a score of at least 80% for the course based on a written, objective test on the components and
- Demonstrate proficiency in the practicum of medication administration with a score of at least 80%



What about my agency policies?

- Individual agency policies must be taught separately, outside the 20 hour time frame.

How do reservations for class seats work?

- The monthly calendar is posted on the “DIDD Health Services” website
- Contact info for each class is listed next to the class dates and location
- Agencies use that contact info to enroll employed staff giving name and social security number
- Staff info is checked against the data base and if eligible, staff are enrolled taking up one of the 20 available seats (some trainers waitlist additional staff names to cover no shows)

Who Pays for these classes?

- Currently DIDD pays the Independent trainer at a rate of \$50 for staff who have never taken the course before and \$5 for a recertification test-out
- Agencies who employ their own RN, who is a certified trainer, receive a check based on those same rates made out to the agency

Data on “No Shows”



- When registered staff do not attend, it takes money out of the independent trainers' pockets
- Staff needing class are told classes are full, but when there are no shows there is no way to get those other staff into the class
- Trainers end up teaching to small classes or may **cancel the class** due to low numbers and No One Wins!
- Persons we serve are impacted when agencies do not have adequate numbers of Med Admin certified staff

How can Agencies help keep this Program?

- Enroll only employed staff who meet the age, legal and language requirements
- Monitor expiration dates of certified staff so as to retrain timely
- Communicate with staff the class time and location and send them rested, prepared and ready to learn
- Supply staff with the course materials and explain and practice the paperwork especially the MAR
- Be prepared, after staff pass, to train on your agency policies and to monitor staff competency

Questions?

Contact your regional Nurse Educator or Director or Nursing

East # 423-787-6925

Middle # 615-231-5434

West # 901-745-7801