

Medication Administration by Unlicensed Personnel
Remote Administration
April 14, 2020

Introduction:

Due to the state of emergency caused by the COVID-19 pandemic, DIDD has cancelled in-person Medication Administration classes to reduce the risk of exposure and spread of the virus. However, these cancellations are creating a shortage of direct support professionals who are certified to administer medications. Therefore, in an effort to maintain the continuity of care while reducing contact between staff members and persons served during the current state of emergency due to the COVID-19 pandemic, DIDD will allow staff who are currently certified under the Medication Administration for Unlicensed Personal program to direct unlicensed staff who have not yet been certified through the program to administer medications via a live remote connection. The certified staff directing the uncertified staff will retain responsibility for the administration of the medications.

Requirements:

1. Staff not certified in Medication Administration will be required to take an online course in Relias and confirm that they have reviewed the PowerPoint presentation and watched the videos on medication administration. The test completion will not certify the staff member to independently administer medications but will simply acknowledge the individual reviewed the required documents and video.
2. The certified staff must be able to connect via a video and voice connection, i.e. FaceTime or a similar app, to the uncertified staff located with the person supported and maintain the connection until the administration is complete.
3. The certified staff must be able to direct the uncertified staff to perform all the steps required to administer medications.
4. The certified staff must be able to perform the 3 checks prior to administration.
5. The certified staff must be able to verify the correct dose of the medication is being administered such as volume of liquid or number of pills prior to administration.
6. The certified staff must be able to verify that the medication supply is secured after administration.

7. The certified staff must be able to verify that the uncertified staff has documented correctly on the MAR and include the name of the certified staff that directed the administration of the medication.
8. The certified staff must maintain separate documentation of the encounter to include a statement that administration of medications was completed with assistance of (name of the uncertified staff member).
9. The certified staff will retain responsibility for the administration of medications as if they had administered the medications in-person.
10. If, at any time during administration, the certified staff feels that the uncertified staff cannot safely administer medications in this manner, they are to instruct the uncertified staff not to administer the medications and find another means to have the medications administered.
11. Controlled substance counts will be completed according to agency policy and may include the remote certified staff as needed.
12. Certified staff may direct uncertified staff to transcribe a new order on the MAR if needed.
13. Certified staff working in one home may direct uncertified staff in another home if the certified staff can still fulfill their obligations while doing so.