

Medication Administration Information for Agencies

As the Tennessee Board of Nursing and the state of Tennessee have granted an exception to the Department of Intellectual Disabilities covering the administration of medication by unlicensed personnel it is the obligation of the department to adhere to the TCA Rules and guidelines, train trainers, and monitor the program. We feel it may be useful to summarize expectations for the agencies who utilize Tennessee's Medication Administration for Unlicensed Personnel program.

- 1) The Rules governing the Medication Administration for Unlicensed Personnel are posted on the DIDD website https://www.tn.gov/didd/divisions/health-services/--medication-administration.html
- 2) There are three types of trainers:
 - a. <u>Agency Trainers</u> certified RN trainers who are employed by the agency. The employing agency is paid per participant tested.
 - b. <u>Independent Trainers</u> certified RN trainers who are paid directly by DIDD to train at specified location(s)
 - c. Regional Nurse Trainers DIDD staff who conduct training
- 3) After becoming certified by attending and passing the DIDD train the trainer course at the regional office, medication administration trainers shall schedule initial 20 hour classes and test-outs by contacting the regional office nurse educator to request an ATV at least 30 days in advance of the class.
- 4) Regional nurse educator can provide information on certified RN trainers in your area.
- 5) Only unlicensed staff certified through successfully passing the Medication Administration for Unlicensed Personnel testing process shall give medications.
- 6) Certification must be current on date medications are given.
- 7) Certifications issued since November 25, 2015 are valid for three years.
- 8) A calendar of available classes shall be maintained by the department on the DIDD website for the current and following month on medication administration page (link: https://www.tn.gov/didd/divisions/health-services/--medication-administration.html) Agencies are encouraged to manage enrollments of staff up to six months prior to their certification expiring. (please note staff must stop administering meds if certification expires, they can still be scheduled to attend test out or class up to 30 days after certification expires, but cannot administer past the expiration date of previous certification).
- 9) Rules allow twenty participants to one trainer. Trainers may register more than twenty participants by utilizing a waitlist.
- 10) Agencies shall register staff to fill the training slots. Only staff employed by agencies contracted with DIDD are eligible to enroll in the Medication Administration program. Staff must be 18 years old or older, able to read, speak, write, and understand English, have a social security number and bring a picture identification.
- 11) Registrations are specific to the individual:
 - a. When cancellations occur the first on the waitlist will move into the vacant slot.
 - b. All cancellations must be sent to the regional office as soon as possible, at least two business days prior to class start date, in order to make the training slot available for other staff.
 - c. If class is not full, agencies can submit substitutions for eligibility check when cancellations occur up to two days before class



- d. Cancellations less than two days prior are considered No Shows as they prevent other participants from attending and decrease trainer payment amounts.
- 12) Agencies shall supply training materials in some form of booklet or notebook binder to their staff prior to attending the training. Materials can be obtained from the DIDD website (see link). Study time before class is encouraged. https://www.tn.gov/didd/divisions/health-services/--medication-administration.html
- 13) Study time before test-outs is essential as no review will be given by the RN trainer prior to testing. Agencies can conduct material review sessions in the days prior to sending participants to testing
- 14) Agencies should make every effort to not send people to class directly after working a full shift (or vice versa) to ensure adequate rest for employees and the safety of the persons supported.
- 15) Staff who are disruptive and uncooperative can be dismissed from class and will be counted as an incomplete.
- 16) Cell phones shall only be used during breaks so as not to be disruptive to anyone.
- 17) Participants should attend the entire duration of all sessions of class instruction (don't be late or leave early) or they will be considered incompletes.
- 18) Staff who take the test at the end of 20 hr class must pass with 80% or better on the written test and must demonstrate competency in at least 3 skills.
 - a. If a participant starts the testing process but does not complete all of testing (written and skills), this is considered a fail.
 - b. If a participant leaves before testing starts, it is considered an incomplete.
- 19) Tests are the property of the State of Tennessee and trainers are charged with maintaining the integrity of the tests and the testing procedure. Staff who are caught cheating will fail outright and must retake the entire training course. Nurse trainer will inform the agency if a fail is because of cheating.
- 20) Two consecutive fails on the test are without financial consequence. When staff test a third, fourth, fifth, etc. time the sponsoring agency will be billed back by the state at a rate of \$5 for test-outs and \$50 for class testing.
- 21) When hiring staff contact your regional nursing department to determine if staff has a current certification or prior consecutive fails on record.
- 22) Questions about the Medication Administration program can be addressed by regional nurse educator or Regional Director of Nursing or Central Office Nursing Staff.