

DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES

MEDICATION ADMINISTRATION FOR UNLICENSED PERSONNEL

STANDARDS

- **Notification of Classes and Test-Outs/Calendar**

- All Nurse Trainers should provide written notification of the dates of their classes or Test/Test Outs to the appropriate DIDD Regional Nurse Educator no later than the end of the month 2 months prior to class/test-out date in order to have guaranteed placement on the calendar; e.g., March class schedule is due by the end of January. This notification shall include dates, times, and location of class or test-out along with contact information for registration. The Regional Nurse Educator may grant exceptions.
- Nurse Trainers will contact Regional Nurse Educator, in writing, if schedule needs to be changed or cancelled.
- All Nurse Trainers must possess an approved Authorization to Vendor form (ATV) from the appropriate Regional Nurse Educator prior to the start of each class or test-out.
- Test-outs cannot be combined with the testing for a 20 hour class. Each class or test-out must have a separate ATV and calendar entry. A trainer's classes or test-outs cannot overlap in any way.

- **Registration of Participants for Class/Test-Outs**

- All participants must be registered and approved by having their e
 - Registration form(s) must be submitted to the appropriate DIDD Regional Nurse Educator at least 5 calendar days prior to scheduled class or test-out and include date of employment and program designation (CLS, DIDD or both), participant name, participant social security number, and employing agency name(s).
 - Certification may be renewed by class or test-out up to 6 months before expiration, or up to 30 days after expiration. For renewal more than 30 days after expiration date, participants must attend a 20-hour class for instruction and testing. After expiration has occurred, staff may not pass medications until he/she is recertified.
 - Registration approval will be provided by the appropriate DIDD Regional Nurse Educator or designee.
 - Nurse Trainers are to return registration form to the appropriate DIDD Regional Nurse Educator with class materials and note all no shows, incompletes, and any cancellations including date of cancellation.
 - Request for accommodations must be submitted at time of registration.
- Persons not employed by a DIDD provider are not eligible to be registered. This includes natural supports and volunteers.

- **Class Materials**

- Nurse Trainers must utilize and follow the current DIDD Power Point presentation for training Medication Administration for Unlicensed Personnel.
- Agencies shall provide participants with the Medication Administration hand-outs from the DIDD website ([https://www.tn.gov/content/dam/tn/didd/documents/divisions/health-services/medication-administration/Medication Administration Handout.pdf](https://www.tn.gov/content/dam/tn/didd/documents/divisions/health-services/medication-administration/Medication%20Administration%20Handout.pdf))

- at least one week prior to scheduled class
- Each student is expected to bring their own class materials to the class.
- Students shall bring a writing utensil.
- Students shall bring Picture ID.
- **Length of Class**
 - Classes must consist of not less than 20 hours of instruction. All breaks, including meal times must be in addition to the required instruction hours. Labor Laws require a minimum of a 30 minute lunch break if class is more than 6 hours.
 - Each Nurse trainer may use his/or her own judgment to determine how to best utilize time during the training based on student needs.
- **Test-Out**
 - Test-outs can only be conducted by DIDD certified Medication Administration for Unlicensed Personnel Nurse Trainers.
 - Students shall bring a writing utensil.
 - Students shall bring Picture ID.
- **Certification**
 - Agencies must have Participant Record on file as proof of certification before the participant may administer medications. Participant Records must be obtained from DIDD Regional Nurse Educator or designee and cannot be obtained from participant or another agency.
- **Testing includes two components: Written and Skills**
 - Written
 - Participants should be separated as much as possible for testing and should clear tables: no cell phones, notes, caps, hoods, or other items that may be a distraction to other participants, as determined by the Nurse Trainer.
 - Written test time is limited to 1½ hours.
 - Nurse Trainers are to closely monitor the testing environment.
 - Clarification of a question is acceptable during testing.
 - The test shall NOT be returned to the participant after being handed in.
 - Tests are not to be graded while participants are testing.
 - Test grading is to be done in accordance with the approved DIDD test keys and in red ink.
 - Skills
 - Skills testing shall be performed 1:1, participant to trainer.
 - Skills testing shall simulate the home environment.
 - Skills testing procedure shall be performed by setting up medications in one location, taking medications and MAR to the person (prop), and proper documentation. Upon completion, the test will be handed to the Nurse Trainer.
 - Skills testing shall be performed by observation only with no visual or verbal prompts from the Nurse Trainer. However encouragement is acceptable in an effort to reduce test anxiety for the student.
- **Failures and Incompletes**
 - Nurse Trainers must provide the DIDD Regional Nurse Educator or designee a list of all fails at the same time they notify the agency (2 business days after test date).

- If a participant does not attend the entire class, it will be considered an incomplete. A student may make up the incomplete portion of the class with the same Nurse Trainer during a regularly scheduled calendar class within 45 days of the incomplete class.
- Once the participant receives the test, if they choose not to complete it, then it is counted as a fail.
- Any participant caught cheating will be dismissed from class and considered as a fail. The Nurse Trainer shall inform the agency if a participant failure is a result of cheating.

Submission of Class Materials to DIDD

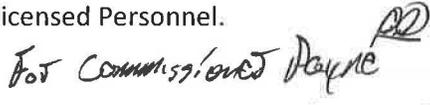
- Nurse Trainers will submit a completed packet in accordance with the DIDD Packet Order Check Sheet, postmarked no later than 4 business days from test date to the appropriate DIDD Nurse Educator. Failure to comply may result in non-payment for the class and may result in denial of future ATV's.
- All information must be submitted on current forms, which must be filled out completely and accurately. All incorrect or incomplete forms will be returned to the Nurse Trainer for correction and will delay processing of payment.
- All registered participants will have a Participant Record submitted with packet; i.e., No Shows and Incompletes must be included with notification to agency.

• Additional Trainer Responsibilities and Information

- Prospective Nurse Trainers shall complete DIDD Train-the-Trainer class taught by the Regional Nurse Educators. After attending the training, prospective Nurse Trainers shall be required to observe a class taught by a DIDD Regional Nurse at a DIDD Regional Office. The prospective Nurse Trainer must also teach a minimum of one class mentored by a DIDD Regional Nurse at a DIDD Regional Office. DIDD shall certify Nurse Trainers upon successful completion of this process, which may include additional supervised training.
- Certified Nurse Trainers must teach a minimum of one paid class following above certification process prior to providing test-outs.
- It is the Nurse Trainer's responsibility to provide the appropriate DIDD Nurse Educator with updated personal information.
- To maintain active trainer status, Nurse Trainers must attend annually a scheduled mandatory meeting with the appropriate Regional Nurse Educator and must train a minimum of one class per 6 month period. Failure to train within a 6 month period will require the Nurse Trainer to observe a Medication Administration of Unlicensed Personnel Class taught by a DIDD Regional Nurse in order to maintain Nurse Trainer certification.
- DIDD may with advance notice require additional Nurse trainer informational meetings.
- Class or test-out size is limited to 20 participants per Nurse Trainer; i.e., if the class and/or test-out has more than 20 persons, then a second active Nurse Trainer must be present at all times and two ATV's – one in each Nurse Trainer's name shall be required. For classes or test-outs of 20 or less, the Nurse Trainer listed on the Authorization to Vendor (ATV) is responsible for teaching and/or testing the entire class.
- Prior to starting class or test-out, the participant's identity must be verified with a picture ID. Nurse Trainers will initial the Participant Record as confirmation. If not confirmed as eligible, participant must be dismissed and details of dismissal must be included on the Participant Record.
- Each student must receive a total of 20 hours of classroom instruction. Participants should be encouraged to arrive 15 minutes prior to scheduled class start time. Students who arrive late for class may or may not be admitted based on the Nurse Trainer's discretion.

- If a participant shows up after testing has begun for test-out, they must be dismissed and counted as a no show.
 - Classroom rules and proper etiquette must be established and enforced in fairness to all participants, including participant cell phones being turned off. It is the Nurse Trainer's responsibility, following issuance of a warning, to dismiss any participant that is disruptive, insubordinate, or is otherwise interfering with the class.
 - Nurse Trainer's cell phones shall be turned off during classroom instruction and testing.
 - The Nurse trainer shall maintain the integrity and security of the written and skills tests.
 - A Statement of Understanding covering the DIDD Standards and test security shall be signed by trainers and kept on file by the appropriate DIDD Nurse Educator.
 - Test materials will be mailed to Nurse Trainer's home address or can be delivered by hand.
 - DIDD shall pay the Nurse Trainer/agency for all class participants who are tested.
 - DIDD shall bill agency noted on registration for participants who have more than 2 consecutive fails prior to class.
- **Definitions and Additional Information**
 - Participant Cancellations: Notification to the Nurse Trainer shall be made at a minimum of 2 business days prior to first day of class. A cancelled participant is not considered registered and not counted in class totals.
 - No Show: Any registered participant who does not attend class or arrives too late to participate on the first day of class.
 - Incomplete: Participant attends part of a class but is never allowed to see any part of the written or skill tests.
 - Fail: Participant is handed or sees a test and either does not complete the written or skills test or does not score an 80% or above on both.
 - Unlicensed personnel cannot administer medications without a current verified certification.
 - Unlicensed personnel cannot administer medications if they fail a class or test-out until they complete and pass another class or test-out. Certified staff who fail testing prior to their expiration date are no longer certified and may not administer medications.
 - Agencies can request DIDD terminate a current certification with cause, per the rule (0465-01-03-.08(1))
 - Records will be maintained by DIDD for verification of training and certification.
 - DIDD Regional Nurse Educators are responsible for monitoring of classes, test-outs and class materials.

Failure to comply with these standards is considered grounds for revocation of the authority to provide training in Medication Administration for Unlicensed Personnel.

Approved  For Commissioner  Date 1-31-18
 Commissioner of the Department of Intellectual and Developmental Disabilities



STATE OF TENNESSEE

DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CITIZENS PLAZA STATE OFFICE BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

MEDICATION ADMINISTRATION FOR UNLICENSED PERSONNEL

Statement of Understanding

I, _____, hereby acknowledge that I
have received, understand and accept the Medication Administration for Unlicensed Personnel
Standards dated _____ and the Medication Administration for Unlicensed Personnel:

DIDD Packet Order Check-Sheet
Participant Record
Class Information Sheet
Trainer Time Sheet (for use with 20 hour class only)
Registration Form
Test – written
Answer Sheet
Skills Demonstration Score Sheet
Security Agreement

Signature

Date