MACMHB
State Training Guidelines Workgroup
Training/Curriculum Recommendations

Topic: Medications

Defining Paragraph (Vision, Boundaries, Overall Outcome Statement):

Provide quality of life support in the area of medication monitoring and administration. The training in this topic should be consistent with the training goals and standards in the topics of recipient rights, relationships, learning, and positive behavior supports.

Definitions:
Content – These are a listing of the areas covered in the subject.
Outcomes/Competencies – These are statements about what participants will be able to DO as a result of having participated in the course. Please indicate expectations and minimum competency criteria.

Content:

1. The 5 R's (right person, right drug, right time, right route, and right dose) of medication administration

2. Legal, ethical and liability considerations of medication administration

3. Uses and effects of medications commonly prescribed for individuals receiving services

4. Special considerations of administering psychotropic and other medications

5. Correct drug routes, dosages, and factors that influence their use and effectiveness

6. Pharmacy labels and physician's orders

7. Drug references, drug information sheets, and/or health care provider resources to identify desired (expected, therapeutic) effects, possible side effects, possible adverse effects of and contraindications of medications

8. Transcribe medication orders

9. Store medications properly

10. Administer medications safely and accurately

11. Document the administration of medications

12. Document refusal of medications and inability to administer medications as scheduled

13. Document medication errors as required and report to the appropriate healthcare professional

14. Dispose of discontinued, expired and/or contaminated medications per agency policy and procedure and FDA guidelines

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Outcomes/Competencies:

1. Identify staff legal, ethical and liability implications in administering medications (information and overview only)

2. Identify common drug routes, dosages and factors that influence their use and effectiveness

3. Identify key elements of a pharmacy label and a physician's order

4. Identify and recognize desired (therapeutic, expected) effects, possible side effects, possible adverse effects, contraindications for commonly prescribed medications that individuals supported may be receiving:

   - Blood pressure
   - Diabetes medications
   - Pain medications
   - Heart medications
   - Seizure medications

5. Be familiar with basic information of different categories of psychotropic medications, their uses and their common side effects (information and overview only)

6. Use drug references, drug information sheets, and/or health care provider resources to identify desired (expected, therapeutic) effects, possible side effects, possible adverse effects of and contraindications of medications (pass/fail)

7. Compare a physician's order to the pharmacy label to ensure that they match and if using preprinted medication records from a pharmacy, compare the physician's order and the pharmacy label to the transcription on the medication record to ensure that all three match

8. Store medications under proper safety and temperature control

9. Transcribe medication orders onto the medication record (pass/fail)

10. Document receipt of new medication orders and refills on health care notes.

11. Check the five rights of medication administration three times when giving any medication (pass/fail)

12. Administer medication safely and accurately (pass/fail):

    - oral solid medications
    - oral liquid medications
    - topical medications
    - eye, ear and nose drops
    - eye ointments
    - rectal and vaginal suppositories (information and overview only)
    - inhalers
    - transdermal patches
    - Subcutaneous injections (information and overview only)(additional training will be provided per individuals specific needs)
    - medications administered through feeding tubes (information and overview only)(additional training will be provided per individuals specific needs)

13. Share information on medications with the responsible person who will give medications at day programs, family visits, leaves of absence, away from the service setting; provide labeled medications as required; document on the medication record medications scheduled to be given away from the home on return of the individual supported, check that medications were given.

14. Document medication errors as required and report to the appropriate healthcare professional

15. Document medications which have been refused or which could not be given as scheduled for any other reason(drastic change in health

condition of the person, unexpected absence, seizure or unconsciousness, etc., recognition of allergies and other contraindications, change in appearance or texture of the medication, written discontinuation order, no written order for the specific person, verbal instructions from the physician to hold or discontinue) and report to the appropriate healthcare professional.

16. Follow instructions from a standing missed medication order, medication reference, medication information sheet, or health care provider resources, for medications which were refused or which could not be given as scheduled for any other reason

17. Discontinue medications on the medication record (information and overview only)

18. Dispose of discontinued, expired and/or contaminated medications per agency policy and procedure and FDA guidelines

19. Report and document in health care notes, for any medications administered, the observance of:

    - Desired (therapeutic, expected) effect
    - Side effects
    - Adverse effects

20. Respond to adverse effects of medications administered (emergency, urgent, notable, allergic reaction shock)

21. Administer prn ("as needed") medications according to the written order specific to the person supported and document the administration of prn medications, the circumstances that caused the medication to be given, and the effectiveness of the medication.

22. Document medication administration using agency approved abbreviations

Outline/Recommendations:

See Outcomes/Competencies

Trainer Qualifications:
Check all that apply, be specific (years, degree, skills, etc):

- ☒ College Degree: Registered Nurse (BSN preferred)
- ☒ License: See above
- ☒ Experience (please specify below): Minimum of 1 to 2 years nursing experience; minimum of 1 to 2 years experience in community nursing supporting individuals with cognitive and developmental disabilities and/or individuals with mental illness
- ☐ Documented Skill Set
- ☐ Training Experience
- ☒ Trainer in Adult Learning Styles/Methods:
- ☒ Other:

Specified experience:

An experienced trainer other than a nurse who meets comparable qualifications in experience in supporting individuals with cognitive and developmental disabilities and/or mental illness. Must have content expertise.

Length of Training:

The length of training, exclusive of testing and evaluation events, should be at least 6-8 hours at the entry-level, longer for larger groups. Additional hours covering detailed information on conditions specific to the individuals supported.

Format:
The acceptable format(s) for the class:

- ☒ Traditional "live" class.
- ☐ Online Class
- ☒ Self-study activities in support of live classroom
- ☐ Video Class
- ☒ Other (specify): on site monitoring and evaluation

Teaching Methods:
These are the best teaching methods for teaching course content. Additional methods may also enhance learning.

- ☐ Individual
- ☒ Classroom/Group
- ☒ Lecture
- ☒ Discussion
- ☒ Skills Practice (including peer-coached practices)

☒ Return demonstrations
☐ Activities
☒ Videos (in support of classroom lecture and discussion)
☐ Online Activities
☐ Individual Assignments
☐ Homework assignments
☐ Other (specify):
☐ Other (specify):

Method of Assessment:
How to measure entry level competency in this course:

☒ Written Test (required)   Performance Indicator: 80 %
☒ Return Demonstration (required)   Performance Indicator: pass/fail
   (see above under "outcomes/competencies" for accuracy requirements)
☐ Online Test   Performance Indicator:
☐ Skill Sheet   Performance Indicator:
☒ Homework Assignment(s)
☒ Observation with sign-off sheet: Performance observation by first-line supervisor 100%
☐ Other:

Scope of Implementation:
Training recommended for:

☒ Specialized Residential direct care staff/home managers
☒ Specialized Residential Administrators (see note below)
☒ Supported Living staff (see note below)
☒ Adult Foster Care staff
☒ Respite Service staff (see note below)
☒ Self-Determination staff (based on person centered plan; see note below)
☒ Home-based services staff (based on person centered plan; see note below)
☒ Foster Family Group Home staff (see note below)
☒ Child-caring Institutions (Children's Group Home) staff
☒ Other employee group (specify): clinical staff who exercise direct or indirect
   supervision, guidance and instructions for direct care staff should be thoroughly
   familiar with the training content and standards of the entry-level training in
   Medication Administration
☐ Other employee group (specify):

NOTE: Support Staff in unlicensed and vocational settings should have this training if the staff supports the individual(s) or has responsibility or job performance in the following areas...

1. Preparing, administering and documenting medications

2. Monitoring, observing, prompting and documenting the self-administration of medications by the individual supported

3. Recognizing, responding to and documenting the desired effect, possible side effects, possible adverse effects of medications taken by the individual supported

4. Recognizing circumstances under which to use and using medications from the Standing Medication Order ("prn" medications)

5. Following instructions from the Standing Missed Medication Order when scheduled medications were not administered on time

Frequency:
It is recommended the content be reviewed/retaken:

☒ Initial:
☐ Annual:
☒ As needed: On identification by employer, first-line supervisor or clinical staff of performance needs
☒ Other: Refresher validation of competency and information retention at 3-year intervals; attendance at training for performance below the standards indicated above

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Additional Comments:

Enhancement and Advanced Training Topics specific to the needs of individuals supported:

1. Subcutaneous injections
2. Medications administered through feeding tubes
3. Psychotropic medications (detailed)

References/Legal Authority:

1) Medicare Provider Manual 17.3.b, Community Living Supports
2) R 330.1806 (2)(e)
3) MHCR 330.1801 et seq.
4) R 400.14312
5) R 400.14310
6) R 300.1806(2)(e)
7) Prevailing State Guidelines and Practice Protocols

Note: If training is for an adult foster care facility/home adult foster care staff must also comply with the adult foster care administrative rules. In addition, in those situations where the contents of the training conflict with an administrative rule, the rule prevails.