



MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA · DEPARTMENT OF PUBLIC WELFARE

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SUBJECT: MEDICATION ADMINISTRATION TRAINING PROGRAM	BY:  Kevin T. Casey Deputy Secretary for Mental Retardation
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SCOPE:

County MH/MR Administrators
Community Home Directors
Adult Training Facility Directors
Non-State Intermediate Care Facilities
for the Mentally Retarded (ICF/MR) Directors

PURPOSE:

The purpose of this Bulletin is to outline the process for the Medication Administration Train the Trainer's Program.

BACKGROUND:

The Office of Mental Retardation (OMR), in collaboration with the Pennsylvania State Board of Nurses, developed the Medication Administration Training Program in 1981. The purpose of this program is to provide training for unlicensed staff in community settings including homes of 8 beds or less licensed under the 6400 Regulations; small, private Intermediate Care Facilities for the Mentally Retarded (ICF/MR) of 8 beds or less licensed under the 6600 Regulations; and Adult Training Facilities licensed under 2380 Regulations to properly administer medications to individuals who receive services in these settings. Periodically the content of the program is reviewed and updated. The training program is a train the trainer model. Tier One of the training prepares staff from the applicable settings to be trainers of the approved Medication Administration Training Course. In Tier Two, the trainers, in turn, train and monitor unlicensed staff of their agency to administer medications.

The following OMR regulations establish the requirements for staff to complete and pass the Medication Administration Training Program. They include:

- A. 55 PA Code Chapter 6400, Section 6400.168(a), Community Homes for Individuals with Mental Retardation;
- B. 55 PA Code Chapter 2380, Section 2380.128(a), Adult Training facilities; and
- C. Mental Retardation Bulletin 6600-95-01 dated September 5, 1995, "Medications Administration Training for Intermediate Care Facilities for the Mentally Retarded."

Only staff that are employed in one of these licensed programs and meet the prerequisites are eligible to attend the Medication Administration Train the Trainer Course.

Only staff that have successfully completed the Train the Trainer Course are authorized to train staff who are currently employed in one of the licensed programs identified above.

DISCUSSION:

The focus of the Train the Trainer course is to train trainers who then train unlicensed staff in their agency who work in the applicable settings to administer medication using the principles and guidelines that are taught in the course.

- A. Prerequisites for Trainers
 - 1. The following prerequisites are necessary to attend the Medications Administration Train the Trainer Course:
 - a. Licensed staff which includes RN, LPN, pharmacists and/or physicians must have been employed by the agency for at least six (6) months and have familiarity with the agency policies and procedures related to medication administration.
 - b. Unlicensed staff must have:
 - 1. Completed and passed the Medication Administration Training Course.
 - 2. At least six (6) months experience within the last year administering medications.
 - 3. Been employed with the agency for at least six (6) months.
 - 4. Passed a practicum within the last year.
- B. Criteria for Successful Completion of Course
 - 1. Successful completion of the Train the Trainers Course includes:
 - a. Demonstration of knowledge of the principles of safe medication administration, proper procedures for administering medications, and how to monitor performance of medication administrators.
 - b. Demonstration of the mastery of these skills will be measured by examinations covering training techniques, principles of medication administration, administration of both the written test and the practicum and monitoring of performance of trainees.
 - c. Course participants are expected to have a thorough understanding of material covered in the Medication Administration Manual prior to attending this course.
 - d. Adequate performance on a pretest.
 - e. Written confirmation that they meet the prerequisites to take the Trainer's Course.
 - f. Written affirmation that if they successfully complete the trainer's course then they will teach the course as instructed.
 - g. Attendees will only be given a single opportunity to pass the examinations during the training session.
 - h. If training is not successfully completed, the participant may reapply for a future Train the Trainers Course with the approval of their agency and the availability of the course.
 - i. Trainers may commence training upon receipt of their certificate indicating successful completion of the course requirements.
- C. Registration
 - 1. The Train the Trainer Course is conducted by licensed clinical staff from the Department of Public Welfare, Office of Mental Retardation. Please note the following:
 - a. Notification of the training dates and sites and application forms with the pretest will be mailed to the applicable provider agencies at least annually.
 - b. Each applicant is required to complete and return the application form with the required signatures, the answers to the pretest and a payment for the non-refundable registration fee. This information will be returned as directed on the application form.
 - c. Registration for the training sessions will be limited.
 - d. Staff may register for only one training session at a time.
 - e. Applicants will receive written notification of acceptance or non-acceptance for a specific training date.
 - f. Participant must bring the confirmation letter to the first day of training to register.
 - g. Each agency will be limited to three (3) participants per training session unless a training session is not full. A waiting list will be maintained.
 - h. Substitutions are permitted for person(s) registered for training and unable to attend. However, the substitute must meet the prerequisites to take the course, complete the application information required, and submit this information to the contact on the application material to register. These must be received at least 4 days prior to the training start date. The registration fee is transferable to a qualified substitute.
 - i. All meals, hotel reservations, lodging costs and travel expenses related to the training are the responsibility of the participants.
- D. Items To Be Brought to Training by Each Attendee:
 - 1. Confirmation Letter.
 - 2. Agency policies and procedures related to medication administration.
 - 3. Medication log (Medication Administration Record-MAR) specific for the attendee's agency.
- E. Successful Completion of the Course: Successful completion of the course will be determined by performance on the written and practical examinations. Certificates will be awarded at the completion of the class for those participants who meet all of the requirements. Trainers may commence training upon receipt of their certificate.

Obsolete Bulletin: