Medication Administration Initial Summary & Remediation Requirements, Enemas, and System Accounts & Grading

ODP Announcement 24-033

AUDIENCE:

Medication Administration Trainers and Medication Administration Primary Contacts

PURPOSE:

I. To provide clarification on the Medication Administration Annual Practicum - Student Qualification Remediation.

II. To provide clarification on the Practicum Observer (PO) Remediation Requirements for requalification.

III. To provide clarication on the Medication Administration Initial Summary and Qualification Remediation.

IV. Enemas have been added to the Non-Oral Medication Administration Guidelines for the routes that need to be trained by health care professionals.

V. Medication Administration System Housekeeping and reminder that each trainer and student should only have one account.

VI. To provide instruction to trainers on grading the Trainer Attestation grade in the online student courses that went into effect on March 1, 2024.

VII. To provide instruction to trainers on grading Medication Administration Observation Checks in the online student courses.

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DISCUSSION:

I. Annual Practicum - Student Qualification Remediation

Annual Requirements:

a. Two (2) medication administration observations – 1 every 6 months.

b. Two (2) medication record reviews – 1 every 6 months.

c. Any remediation must be completed within 60 days of the original practicum due date to avoid repeating the entire course.

*Note: The Annual Practicum anniversary date does not change. The current annual practicum tasks must be completed so that the annual practicum is on time the next year.

II. Practicum Observer Remediation Requirements for Requalification

Requirements

a. One (1) Supervised medication observation per year for 3 years

b. Two (2) Medication record reviews per year for 3 years

If the PO does not complete the yearly requirements as stated above, the PO cannot function as a PO until the remediation is completed. If PO has not completed the remediation within a year, then they will need to repeat the PO course.

*Note: The Annual Practicum anniversary date does not change. The current PO requirements tasks must be completed so that the PO is on time the next year.
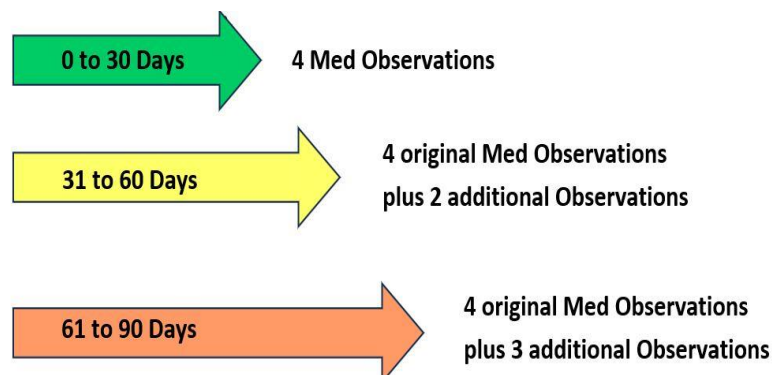
Attachments

Annual Practicum – Student Qualification Remediation Chart 3-2024

Practicum Observer Remediation Requirements 3-2024

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III. The Initial Summary and Qualification - Four (4) Medication Observations

a. Four (4) medication observations must be completed successfully within 30 days of passing the exam.

- 2 medication observations may be completed during the Class Presentation with the remaining 2 being completed at the work site after passing the exam but within 30 days of taking the exam **or**
- All 4 medication observations completed at the work site after passing the exam but within 30 days of taking the exam.

b. Any student or candidate who has not successfully completed all four (4) medication observations within the 30-day period will be allowed an additional 30 days to complete the balance of the four (4) observations plus an additional two (2) within a 60 day period or a total of 6.

c. Any student or candidate who has not successfully completed all four (4) medication observations within the 30-day period will be allowed an additional 60 days to complete the balance of the four (4) observations plus an additional three (3) within a 90 day period or a total of 7.

d. After 90 days has passed, any student or candidate who has not successfully completed all 7 medication observations must retake the course in its entirety.

e. Remediation for initial observations

0 to 30 Days → 4 Med Observations

31 to 60 Days → 4 original Med Observations plus 2 additional Observations

61 to 90 Days → 4 original Med Observations plus 3 additional Observations

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III. **Enemas have been added to the Non-Oral Medication Administration Guidelines for the routes that need to be trained by health care professionals.**

The purpose of the Pennsylvania Medication Administration Training Course is to provide training for unlicensed staff in community settings to properly administer oral medications to individuals that receive services in these settings. Unlicensed staff will need additional training in order to administer medications that are not given orally. Trainers need to document when any additional training has taken place. *If your agency does not have a form for documentation, a form can be provided by the Medication Administration Help Desk by going to **www.mahelpdesk.com**.

Enemas, as well as feeding tubes, inhalation treatments, rectal diazepam, and subcutaneous injections require additional training by a licensed health care professional. Retraining is required to be completed annually.

Attachments

Additional Qualification for Non-Oral Medications Training Form 3-2024

NonOral Medication Administration Training Guidelines 3-2024

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Non-Oral Medication Administration Training Guidelines

Type of Training	Who should perform the training?	Requirement for retraining
Diabetes and Insulin administration	Certified Diabetes Educator	Annually
Topical medications, transdermal patches, vaginally or rectally administered medications, eye medication, ear drops, nasal, sublingual, buccal, and translingual medications.	• Licensed health care professional <u>or</u> • A certified trainer who has received training by a licensed health care professional	Retraining is not required in a specific time frame but should be based on the specific needs of the individuals supported or the needs of the medication administrator. (Best practice should ensure that these routes of administration in addition to the oral routes are observed during the Annual Practicum when possible)
Feeding tubes, inhalation treatments, enemas, rectal diazepam, and subcutaneous injections	Licensed health care professional	Annually
Epinephrine auto injector	• Licensed health care professional <u>or</u> • A Certified CPR/First Aid instructor	Every two years

V. Medication Administration Training System Housekeeping – Helpful Information

    a. System and records integrity – trainers should always only use their own logins and not the login credentials of other trainers or medication administration students.

    b. Users of the Medication Administration should only have one (1) user profile

- Whether you are a trainer or a medication administrator, if you already have a profile and you transition to another provider, you can retain your username and password. You can change your email address to the email address of the new agency. **Please do not create a new profile.**

    c. If you have a student who transfers from another agency prior to completing the observations required for initial summary and qualifications, scores may be transferred to your agency. Your agency can complete the observations if it has been less than 90 days since they completed the course. **See item III for additional information.**

    d. If you have a student who transfers from another agency prior to completing the quizzes or exams, scores may be transferred to your agency and the student may resume taking the course if it has been less than 60 days since they worked on the course.

VI. Instructions for how to mark the new Trainer Attestation manual grade

As of March 1, 2024, the trainer will need to attest that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion. To grade the attestation, please follow the steps below.

a. Click on the "Trainer Attestation of Qualification" activity under the Acknowledgement of Qualification section in the online student course.

Acknowledgement of Qualification

Not available unless any of:
- You achieve a required score in **Paper Exam Total Score**
- All of:
  - You achieve a required score in **Course total**
  - You achieve a required score in **Handwashing/Gloving Total Grade**
  - The activity **Post-Test (Multiple Choice)** is marked complete

⬚ Trainer Attestation of Qualification   ○

By marking the student's grade, the Trainer attests that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion.

b. Select the Group (Class) you are grading for and click on the Grade button.

Trainer Attestation of Qualification

By marking the student's grade, the Trainer attests that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion.

Separate groups   SandersonLance_TestODPClass_20221⌄

Grading summary

Participants	1

[View all submissions]   [Grade]

c. Enter a 1 in the Grade field to attest that the student completed all course requirements and then click on Save changes.

Grade

Grade out of 1 ⓘ   1|

Current grade in gradebook

-

Feedback comments   ⤢

Block ⌄   B I ≔ ≔ 🔗 🖨 ☺

Notify learners ☑ [Save changes] [Reset]

NOTE: The date that the Trainer Attestation is completed is the date that will appear on the student Acknowledgement of Qualification certificate.

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VII. Instructions for Grading Observation Checks

After a student passes the Post Test, Observation Checks should be completed within 30 days. The Observation Check activities are located directly below the Post Test section on the Student Course pages and need to be completed by the trainer. After all of the observations are completed and graded, the student will be able to access their Acknowledgement of Qualification. To grade each check, please follow the steps below.

 a. Click on the Observation activity that requires grading.

Observation Checks

Trainers will enter the score for the observation activities below to document the student's performance on the task of medication administration for Initial Training.

Enter a "1" for the grade of each activity if the medication administrator completed the observation correctly and enter the date the observation was completed in the Feedback column.

Once all four checks have been completed, the student will receive their certificate.

Note* All four checks should be completed within 30 days of the student passing the Post Test.

⌗ Observation Check 1   ○

 The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.t

 Trainers enter the date the observation was completed in the Feedback column.

⌗ Observation Check 2   ○

 The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.

 Trainers enter the date the observation was completed in the Feedback column.
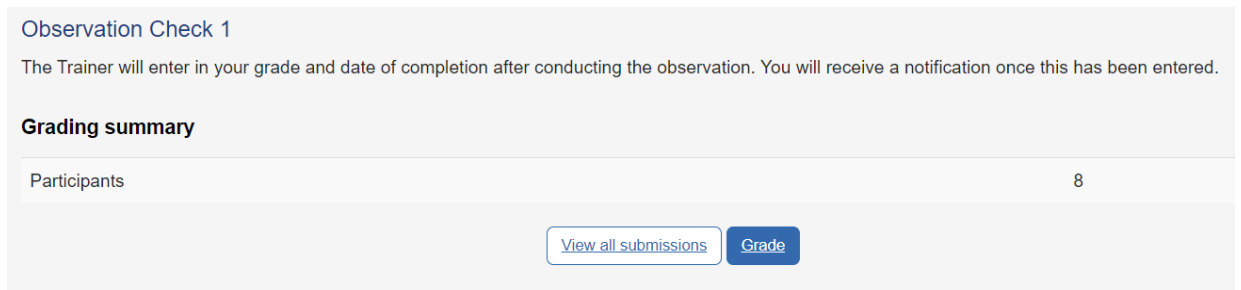
⌗ Observation Check 3   ○

 The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.

 Trainers enter the date the observation was completed in the Feedback column.

⌗ Observation Check 4   ○

 The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.

 Trainers enter the date the observation was completed in the Feedback column.

b. On the activity page, click on the Grade icon.
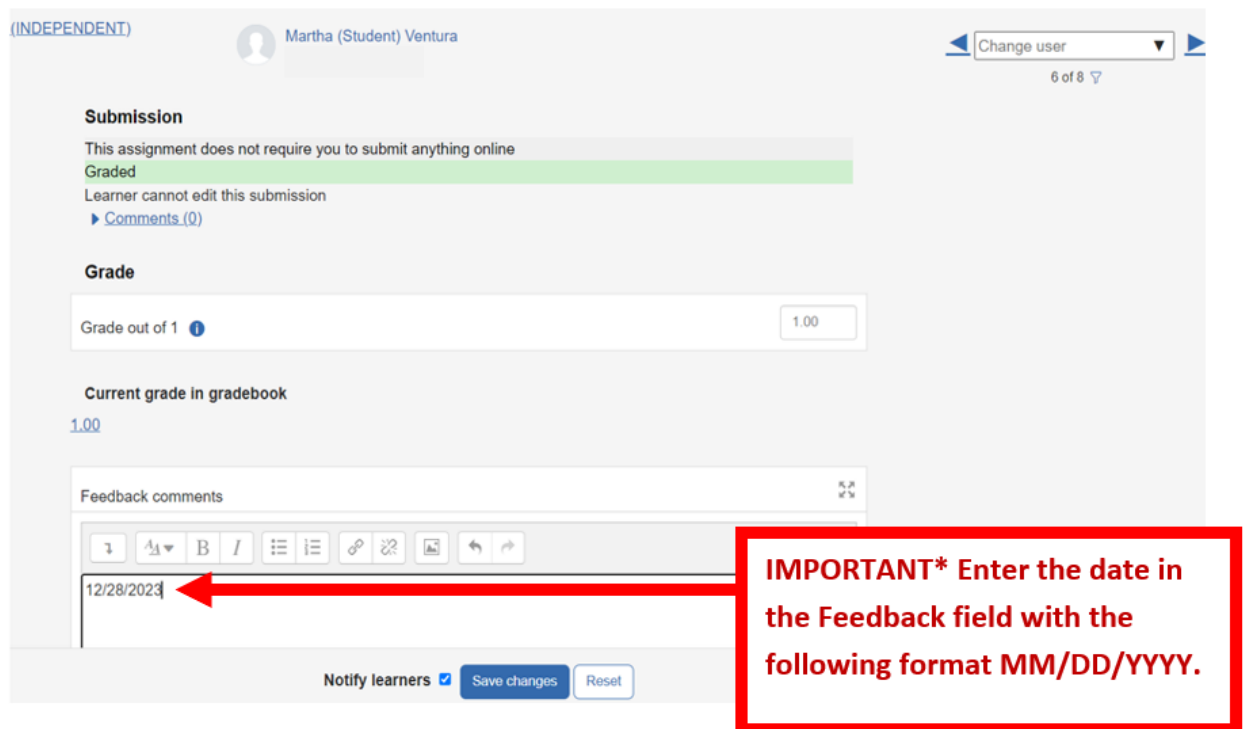
Observation Check 1

The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.

Grading summary

Participants	8

View all submissions   Grade

c. Select the user in the right hand corner that requires grading and enter in a 1 in the Grade field. **IMPORTANT* Enter the date in the Feedback field with the following format MM/DD/YYYY.** After the grade and date has been entered, click Save.

(INDEPENDENT)   Martha (Student) Ventura   Change user ▼
6 of 8

Submission

This assignment does not require you to submit anything online
Graded
Learner cannot edit this submission
▶ Comments (0)

Grade

Grade out of 1   1.00

Current grade in gradebook
1.00

Feedback comments

12/28/2023   **IMPORTANT* Enter the date in the Feedback field with the following format MM/DD/YYYY.**

Notify learners ☑   Save changes   Reset

Note* You can return to the activity and add the date if it was missed upon the first Save.

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