

Prerequisites for the Medication Administration – Train the Trainer Course

Prerequisites for staff/agency Trainer Candidates. Trainer candidates are required to meet the following prerequisites prior to participating in the Medication Administration Train the Trainer course:

- a. Staff/agency Trainer candidate has been employed by the provider agency for at least six (6) months in one of the following eligible licensed settings:
 - Department of Human Services:
 - Chapter 2380: Adult Training Facilities (ATF) (ODP)
 - Chapter 2390: Vocational Facilities (ODP)
 - Chapter 2600: Personal Care Homes (PCH) (OLTL)
 - Chapter 2800: Assisted Living Residences (ALR) (OLTL)
 - Chapter 3800: Child Residential and Day Treatment Facilities (OCYF)
 - Chapter 6400: Community Homes for Individuals with Intellectual Disabilities (serving eight or fewer individuals) (ODP)
 - Chapter 6600: Intermediate Care Facilities for Persons with Intellectual Disabilities (serving eight or fewer individuals) (ODP)
 - Chapter 6600: Intermediate Care Facilities for Other Related Conditions (ICF/ORC) (serving eight or fewer individuals) (ODP)
 - Department of Aging:
 - Title 6 Aging, Chapter 11: Adult Day Services
 - Office of Mental Health and Substance Abuse Services (OMHSAS):
 - Chapter 5310 & Article X: Community Residential Rehabilitation Services (CRR)
 - Chapter 5320 & Article X Bulletin, OMH-93-10 Effective July 1, 1993; Proposed regulation published in PA Bulletin Volume 23 #10 March 6, 1993: Long-Term Structured Residence (LTSR)
 - Article X Section 1007 Bulletin, OMH-93-10 Effective July 1, 1993; Proposed regulation published in PA Bulletin Volume 23 #10 March 6, 1993: Crisis Intervention – Crisis Residential Services
 - Article X Section 1001 & Chapter 5100 Requirements for Licensure for Residential Treatment Facilities for Adults – November 6, 1995 Memo: Residential Treatment Facility for Adults (RTF-A)
- b. All trainer candidates must be currently employed in one of the accepted community service locations for at least 6 months before taking the trainer course. If staff employed by a **new provider** views the webcast titled “New Provider Guidance for Medication Administration Webcast”, then the requirement of employment for at least 6 months is waived. A new provider is defined as a provider that has been in existence for less than 6 months or existing providers that do not currently use the Medication Administration Program and add an eligible licensed service.

- c. Trainer candidates have familiarity with the agency policies and procedures related to medication administration.
- d. Trainer candidate has completed and passed the DHS Medication Administration Standard Student course with the following exceptions:
Unlicensed staff who have met the above New Provider agency requirements and licensed staff (RN, LPN, MD, RPh., PharmD, PA, CRNP) are excluded from the requirement of taking the Medication Administration Standard Student course prior to enrolling in and attending the Train-the-Trainer course.