

DCF Medication Administration Certification Training



DCF Medication Certification Training Options

DCF offers two courses in medication administration: Basic certification training and Recertification training. All courses require that students pass a written, objective exam with at least a score of 85%. Failure of any three exams sequentially results in ineligibility for DCF medication certification. Certification is valid for 2 years, expiring on the last day of the month of certification. The following describes each course in detail:

Basic Certification Course

The basic course is designed to initially prepare unlicensed staff in the safe administration of medication to children in DCF licensed facilities. Also, previously certified staff who have failed their recertification or have allowed their certification to lapse will be required to complete the entire basic certification process before regaining their certification to administer medications.

Eligibility:

- a) Students must be employed by a DCF licensed or operated child care facility or extended day treatment center.
- b) Students must be recommended by their facility director or designee.
- c) Students must have a high school diploma or equivalent; in the absence of a diploma or equivalent, the director of the employing facility must recommend and approve the person's eligibility.
- d) The goal of the training is to teach safe medication administration practice. Facility directors and students must understand that the course is fast-paced and technical. Students must be capable of reading and understanding new, complex information and be able to perform mathematical functions.

Course Components:

- a) Class time – Approximately 30 hours of class work conducted by an endorsed instructor of the course or DCF nurse instructor. Students are expected to attend all classes. No more than four hours of class time may be missed to remain eligible to take the written exam.
- b) Written Exam –multiple choice, true/false, matching and fill in the blank questions. A score of 85% or better must be attained. Students who fail the exam may retake the exam within 60 days. Those who fail a second time must retake the entire basic course before testing for a third and final time. Those who fail three exams are no longer considered to be eligible for DCF medication administration certification.
- c) Laboratory Practicum – Simulated medication administration demonstration. Only those students who pass the written exam may complete the laboratory practicum. The laboratory practicum will be performed one on one with the instructing nurse. The lab practicum must be successfully completed before beginning the internship.
- d) Internship – upon successful completion of the course, exam and laboratory practicum, students must complete an internship that shall include:
 - A thorough orientation to facility medication policy and procedure.
 - A demonstration of medication administration skills with nursing supervision
 - Observation of experienced certified staff during two complete medication passes
 - Demonstration of their medication administration skills during an actual med pass with their facility nurse or experienced certified staff person.
 - *The internship must be completed within 90 days of completing the laboratory practicum.*
 - A sample internship checklist can be found in the *Forms* section of this handbook. (see Medication Certification Internship Skills Checklist,

Medication Administration On-Site Test Checklist B, and Internship Verification Form)

- The internship should be of a sufficient length of time to allow the student to develop appropriate skills and a level of comfort with tasks associated with safe medication administration.
- f) Issuing of certificate – a certificate will be issued upon receipt by the DCF medication program of signed documentation of successful completion of the facility internship.
- Newly certified staff may not administer medication until the facility receives the individual's certificate from the DCF medication administration program.
 - The facility is to give the original certificate to the individual staff person and retain a
Copy for facility records.

Internship Learning Objectives

Medication Certification candidates will:

1. verbalize understanding of basic principles of safe medication administration practices according to DCF Guidelines.
2. demonstrate knowledge of their facility's medication administration systems and location of all necessary equipment.
3. demonstrate knowledge of facility specific medication administration policy and procedure.
4. know the definition of "*dispensing*" and who is legally able to dispense medications
5. demonstrate understanding and follow proper procedure for handling of medication for visits away from the facility.

6. demonstrate ability to document on Medication Administration Record (facility specific) including, but not limited to: transcription of orders, documentation of medication received, refused, missed and/or given on therapeutic visit, and all necessary documentation for PRN medication administration.
7. demonstrate proper and safe techniques for administering medication according to the DCF Medication Administration Guidelines.
8. demonstrate knowledge of when and how to contact Chain of Command.
9. demonstrate proper procedure(s) to follow in the event of a medication related emergency at their facility
10. describe proper procedure to follow in the event of a medication error or incident.

Minimum Criteria

1. Orientation to facility policy and procedure for medication administration.
2. Shadowing of an experienced medication certified staff person during actual medication administration. **Minimum of 2 complete medication passes.**
3. Demonstration of administration skills with a licensed nurse – **Checklist B**
4. Supervised medication passes under the direct supervision of nurse or experienced medication certified staff. **Minimum of 2 complete medication passes.**

Awarding of Certificate

A certificate will be awarded after the Internship Verification Form is signed by the candidate, facility nurse and facility director and sent to DCF Medication Administration Program

Recertification Course

Eligibility: Medication certified staff currently employed at a DCF licensed child caring facility may recertify. The recertification exam must be completed by the certificate's expiration date. All certificates expire after two years. Staff may recertify any time before the expiration date. Staff who allow their certifications to expire may not administer medications and must take the entire basic course and internship to regain their certification. Exceptions will not be made.

Course Components:

- a. Recertification Study Guide – sent to registered staff two weeks prior to the review class and exam. Staff are strongly encouraged to read this guide and complete the practice test.
- b. Optional Review class –review of the recertification study guide. This review is brief and may be offered the same day as the mandatory written exam. Students should not expect an in depth discussion of all the material, but bring to class any questions they have after preparing with the study guide.
- c. Written Exam – Multiple Choice, True/False, Matching and Fill in the Blank. A score of 85% must be obtained to pass and be recertified in medication administration. Students who fail this exam must successfully complete the entire basic course to regain certification.
- d. Issuing certificate The facility is to give the original certificate to the individual staff person and retain a copy for their records

REGISTRATION PROCEDURE

- A. Throughout the year, the DCF Medication Administration Program will mail a schedule of upcoming classes to all DCF licensed or operated child-caring facilities. Directors, nurses and prospective students should review this schedule in anticipation of facility training needs.
- B. The director of the facility must recommend each person registering for a medication course. The director indicates this recommendation by signing the appropriate area of the registration form.
- C. Registration forms may be mailed or faxed to DCF. The mailing address and fax number are on the registration form.
- D. Registration closes two weeks before the first date of each class.
- E. Classes fill up quickly. Any individual unable to attend a course for which he or she is registered must notify the Medication Administration Training Program as soon as possible so that someone on the class waiting list can be offered the spot in class.
- F. Priority will be given to programs that do not have an endorsed instructor.
- G. With the exception of recertification courses, a maximum of two employees per facility may register for a course. Exceptions will be made if space permits.
- H. Registration will only be accepted from facilities who have current medication administration supervisory reports (monthly summaries) on file with DCF.