Abbreviated Medication Training Program
Training and Process Requirements

March 27, 2020

Overview: Pursuant to Executive Order No. 202 on March 7, 2020, as modified by Executive Order 202.5 on March 18, 2020, residential and non-residential facilities and programs certified or operated by OPWDD may immediately abbreviate certain training requirements for direct support professionals, in response to the COVID-19 crisis and to provide the greatest amount of flexibility possible to providers of services for individuals with Intellectual and Developmental Disabilities.

As a result of this Executive Order, an abbreviated Medication Administration Training Program and Process has been developed and is being made available to all providers.

Effective immediately, this abbreviated Medication Administration Training Program and Process is to be provided to any new direct support staff who have not yet been certified.

Note that this is a temporary certification utilizing an abbreviated process. State Operated programs and Voluntary Providers will be required to maintain tracking of those direct support staff who have received a temporary certification. At such time that the State of Emergency based on the COVID-19 crisis has been deemed lifted, all staff who have received a temporary certification allowing them to administer medications will have 120 days to take the full Medication Administration class.

The following is information to help you when planning and scheduling classes.

Instructor Qualifications: This course must be taught by a Registered Nurse. Supportive licensed health care instructors, such as physicians, pharmacists, physicians' assistants or other registered nurses may be used to assist the RN, who is required instructor for this program. Licensed Practical Nurses may not teach this course.

The instructor must possess a working knowledge of the theoretical content and skills of medication administration. In addition, the instructor has the following general responsibilities:

1. Adapting the instructional materials to the agency by supplementing specific information regarding forms and policies in use at the agency.

2. Scheduling class times, and alternative delivery methods.

3. Alternate delivery methods may include webinars, video conferencing, skype, zoom or other distance/remote learning methodologies. This applies to the instructional materials and the clinical portions of this curriculum.

4. If classroom training is unavoidable, please ensure you are following Social Distancing guidelines of not less than 6 feet apart from other students.

5. Administering one (1) test.

6. Providing documentation of completion of the abbreviated course.

Examination: As part of this Abbreviated Medication Administration Training Program, one examination will be given at its completion. This examination will be provided by OPWDD. Students should receive a passing score of not less than 80% in order to move onto Clinical Practicum.

If a student fails an examination, remedial work and one retest may be offered.

Clinical Practicum: Each direct support professional will be required to complete three (3) separate medication passes at the location where the person is permanently assigned.

Alternate methods of observing the medication passes may be utilized. Examples include webinars, video conferencing, skype, zoom or other distance/remote learning methodologies.

Completion of the three medication passes continue to be required to be documented on the 811 as is normally done.

Temporary Shift Assignments: Floating should be avoided to the extent possible.

When there is a temporary shift assignment of direct care staff, staff permanently assigned to the residence shall be responsible for administering medications to the extent possible.

There may be situations where a direct care staff who has completed the Abbreviated Medication Administration Training Program is floated to a residence and there is no Approved Medication Administration Personnel (AMAP) or another direct support staff who has completed the Abbreviated Medication Administration Training Program permanently assigned to the residence available to administer medications. In these situations, the direct support staff who has floated into the residence will be required to review the medications to be given with the staff person going off shift, or if there is no staff available, will be required to review the medication administration records of the individuals. If there are medications that the direct support staff is unfamiliar with, the direct support staff should review the Individual Specific Medication Information Sheet for that medication.

If the direct support staff still has questions, or is uncomfortable with administering a particular medication, the direct support staff will be required to call the Registered Nurse to discuss the medication prior to its administration. The direct support staff will complete documentation which states that they have reviewed the medications, had all of their questions answered and were comfortable/confident administering that medication. If available, the staff going off duty will co-sign that documentation.

Annual Training Requirement for Staff Previously Certified: During the COVID-19 crisis, Annual Medication Administration Certification for direct support professionals will be extended for ninety days for those staff who have routinely administered medication since their most recent certification and upon approval of the facility's registered nurse.

Post COVID-19 Staff Training Requirements: All direct support staff who have taken part in the Abbreviated Medication Administration Training Program will be required to complete the full Medication Administration Curriculum to become an AMAP certified staff, inclusive of examinations and medication passes, within 120 days from the end of the State of Emergency. This applies to staff working in both State Operated programs and for Voluntary Providers.