MAXABILITIES OF YORK COUNTY

POLICY TITLE: Medication Assistance Training (Med Tech)

EFFECTIVE DATE: October 23, 2003

POLICY REVISION: August 22, 2024
                           June 28, 2018
                           January 26, 2017
                           October 23, 2003 (new policy)

REFERENCE: SCDDSN Departmental Directive 603-13
                SCDDSN Departmental Directive 100-26
                DHEC Health Licensing Standards

RELATED PROCEDURAL DOCUMENTS: MaxAbilities Medication Tech. Program
                                  MaxAbilities Training Procedure

PURPOSE: To provide MaxAbilities employees with Medication Technician certification training that has been approved by SCDDSN and ensure that they have been properly trained and evaluated as competent to assist consumers with medication.

CONSUMER MEDICATION SELF-ADMINISTRATION: The goal of MaxAbilities is to provide training to all consumers in independent living skills- to include medication management. For any consumer interested in self- administration of medication and having demonstrated an ability to do so, the following will be required:

- An agency nurse will perform the SCDDSN skills assessment for each potential medication route. This assessment will be maintained in the assessment section of each individual's file and updated annually as long as the consumer self-administers medication as outlined in SCDDSN's 603-13 DD.
- There will be a doctor's note in the medical file for the individual capable of self-administration.

TRAINING AND OVERSIGHT:
1. MaxAbilities will train employees with an SCCDSN approved medication assistance curriculum that meets the requirements of a Master Curriculum outline as outlined in 603-13 DD.
2. The curriculum will have written approval of SCDDSN as outlined in 603-13 DD.
3. The medication technician assistance training will be a sixteen (16) hour course of study with eight (8) hours of classroom time and an eight (8) hour practicum component.

4. Training class size will no more than 1:24 for classroom instruction; no more than 1:8 for practicum experience; and no more than 1:1 for supervised medication passes.
5. Refresher training of at least 2 hours duration will be required annually.
6. Instructor will be an experienced, trained RN, or an LPN with at least 2 years' experience, working under the instruction of the trained RN. All nurse instructors will successfully complete a SCDDSN approved "train the trainer" course and be certified to teach by the RN prior to providing instruction.
7. Students will complete the classroom and on-site training and pass the test at the end of the course with 85% accuracy. Students may take the test up to a maximum of two (2) times. Failure to pass the course after taking the test twice will require the student to repeat the full course again.
8. Students successfully completing the course will receive recognition in the form of a certificate which will be retained in their training file.
9. MaxAbilities will maintain a roster of current Med. Techs as required by SCDDSN
10. Only employees passing the course will be allowed to assist with medications for consumer who receive MaxAbilities services.
11. Programs will receive on-going Med. Tech. monitoring by an LPN or RN. The monitoring will be completed during times medications are being delivered. Quarterly feedback will be provided to Med Techs on performance issues noted as part of the agency risk management program. Documentation of these quarterly checks will be maintained in the training files. The completion of quarterly checks lies with the Lead Clinical Nurse Coordinator (LCNC). *(Attachment A)*
12. Medication errors are to be documented/tracked via the THERAP system.
13. MaxAbilities will provide monthly monitoring for any medication errors, track trends and provide remediation for any staff indicated to need further instruction. Issues noted will be referred to the MaxAbilities Medication Error review process. Information obtained from monitoring efforts will be reviewed via the MaxAbilities risk management program.
14. Employees are provided the phone contact number for the MaxAbilities nurse assigned to their program in the event they have questions or concerns about the medication delivery requirements or process in their program. Additionally, the LCNC's contact information is provided monthly in the agency risk safety distribution to all programs.
15. Employees who demonstrate inability to safely assist with medications may be terminated.

MEDICATION CERTIFICATION RECORD KEEPING: The Medication Technician certification program must have the following documents maintained as follows:

Item	Location
Instructor's Qualifications	Personnel File
Student Attendance	Training File
Curriculum/ Test Master Copy	RN Files

Med Tech Certification	Training File
Quarterly Med Tech Monitoring Form	Nursing Department
Med Tech Roster	Training Department

PROCEDURE: All related procedural documents are to be developed and maintained by the MaxAbilities Executive Director/designee in keeping with the dictates of the most current version of SCDDSN Departmental Directive 603-13.