

## MAXABILITIES OF YORK COUNTY

**PROCEDURE TITLE:** Medication Technician Program

**APPLICABILITY:** MaxAbilities Residential and Day Programs

**EFFECTIVE DATE:** January 26, 2017 (new procedure)

**PROCEDURE REVISION:** April 23, 2026  
June 28, 2018  
January 26, 2017

**REFERENCE:** OIDD (Office of Intellectual & Developmental Disabilities) Department Directive: 603-13  
OIDD Department Directive: 100-29  
MAXABILITIES Policy: Medication Assistance Training  
MAXABILITIES Policy: Medication Error/Event Reporting

**PURPOSE:** This procedure outlines the steps MaxAbilities staff members are to follow in providing medications prescribed for service recipients of MaxAbilities.

### STAFF TRAINING FORMAT:

1. MaxAbilities requires all new employees who will work in day or residential programs to successfully complete the One Little Pill curriculum during orientation. The OLP curriculum requires both classroom instruction and practical application training provided by a certified trainer. Certification in OLP is valid for one year.
2. The One Little Pill Curriculum includes the following training topics:
  - General Information related to the administration of medication
  - Pertinent state and federal laws and regulations
  - Medical terminology
  - Forms of medication
  - Routes of administration
  - Abbreviations/Symbols
  - Documentation Guidelines
  - Body Systems
  - Medication Classes
  - Duties of a certified Medication Technician
  - Practicum Experience to include
    - Documentation requirements
    - Oral medications
    - Topical medications

- Inhaled medications
  - Nurse supervised medication passes (three different individual passes must be observed and documented prior to certificate processing)
- 3. All Medication Technicians are required to take an annual recertification class and pass the test in order to renew their certification.

**STAFF PERFORMANCE EXPECTATIONS:**

1. MaxAbilities individuals who are independent in administering their own medications will have current nurse completed assessments (glucometer self-assessment; Insulin self-injection; oral medication administration; topical medical administration) available for review in their file. These individuals may need a staff member to observe their medication pass and document that it was completed according to training provided.
2. For individuals who rely on staff to administer their medications, it is the expectation of MaxAbilities that this task is performed according to the instructions provided in the OLP training for which they were certified.
3. If there is a medication error made by a staff member or identified by a staff member, it is expected that appropriate follow up to ensure the health of the individual is not compromised is made. This could include management, nursing staff or contact with the individual's physician. This follow-up should be completed immediately upon discovery of the error. Documentation of the error is to be completed according to the medication error protocol outlined in the MaxAbilities Medication Error/Event Reporting policy.

**PROGRAM PERFORMANCE EXPECTATIONS:**

1. In order for there to be an environment conducive to a successful medication pass, all MaxAbilities programs should ensure the medication area in the facility is free from clutter, organized and supplied with all items needed by staff to complete the medication pass (examples: medication cups, drinking cups, ample counter space and lighting).
2. Program Managers are responsible to ensure that the program has an ample supply of medications on hand at all times.
3. In programs where there is more than one staff member on shift, the expectation is for the staff member not completing the medication pass to assist in keeping consumers occupied and away from the medication administration area. Following medication pass, the second staff member should assist by reviewing the documentation to ensure no correctable issues exist.
4. As part of the Risk Management Program, managers and nurses are required to complete medication audits on a weekly and monthly basis at a minimum to continually ensure the program is operational and effective. Problems noted during this process should be remediated according to the Medication Error/Event Reporting policy.