To: DCF Licensed Programs Directors  
From: DCF Medication Administration Program  
Re: New Medication Administration Training Process  
Date: January 9, 2017

It is with a great pleasure that we introduce the new DCF Medication Administration Certification training to you which includes an on-line training option. This memo explains the changes with the new certification training including responsibilities for the Endorsed Instructors, training requirements, registration procedure and links to the on-line forms and curriculum for both on-line and in-person training.

The Medication Administration Webpage is currently undergoing revisions so we have placed a link to the on-line training on the DCF Main Page. To access the on-line training link;

- Log on to [www.ct.gov/dcf](http://www.ct.gov/dcf)
- Next click on **Med Admin Cert Training** located on the left side bar on the main page of the DCF Website. (See below)

Because we will still need endorsed instructors for part of the training (endorsed instructor responsibilities will shift to the practicum part only) we’ve already asked our current EI’s to take the training to assure that they are aware of the changes and to become familiar with the entire training the way your employees will experience it. From this point on, EI’s who have taken this new training and can present you with the new endorsement certificate (dated **December 5, 2016 or later**) will be considered endorsed.

- We will strongly encourage all nurses to become med admin endorsed as this will expedite the med admin certification of your employees and will allow EI trained nurses to better assess the med admin skills of your employees. For that reason, we are planning an EI training for nurses who wish to become endorsed for February 2017; more EI training info will be coming soon.
Training (two parts)

1. This new, on-line training is created as a self-directed training that your employees will be able to complete on a computer or other electronic device.
   - The securities put in place will assure that employees complete the entire on-line training – one must pass the unit quizzes in order to move to the subsequent units.

   After an employee finishes the on-line training he/she will be eligible to move to the practicum part of the training (skills verification). Your program will receive an email from us that the employee has successfully completed the on-line training. At that point your nurse can proceed with the practicum requirement for certification. **Only** nurses who are endorsed by the DCF med admin program will be eligible to provide the practicum; for programs without an EI we will be offering a one day practicum, once a month, at the DCF Central Office in Hartford.

2. **Skills Verification** includes:
   - Opportunity for review of material covered in the Basic Medication Curriculum (Optional based on student need)
   - Demonstration of skills – including:
     - 5 Rights and Rule of Three
     - Steps of the Medication Administration Procedure
     - Techniques taught in Basic Medication Curriculum
   - Opportunity to practice demonstrated skills
   - Successful return presentation of techniques by student/employee

Exam

Once the practicum is completed the Training Skills Verification form must be maintained within your agency. The Medication Administration Program will receive notice from the endorsed instructor providing the practicum through an on-line system. Notification will then be sent the program director. The program director will provide the password for the employee to register for the exam.

**Change - Please note:** Because we received the program director’s recommendation at the very beginning of this process, it is no longer necessary that the program director/designee register the employee for the exam; you can now ask your employees to go to the Med Admin exam schedule to register for the exam by picking the exam date and time. Your employee will be the “buyer” and the “attendee” on the registration.

Program Directors - Please communicate with your employees on the registration status and ask for registration confirmation if needed. Do not contact the med admin program to check if an employee is registered or any other specific registration details.

We will notify the agency program director/designee of the exam results. As with the current process, passing grade means that the employee has 90 days to complete the internship. A failing grade means that the employee has two more opportunities to take and pass the exam. Because we want your employees to be successful, once recommended, an employee will have unlimited access to the training; we recommend that you ask your employees to take the on-line training as many times as they need to before testing again.
Internship
We've made some changes to the internship -- we are down to 5 learning objectives and the Checklist B will no longer be required; this form is now re-named to Med Administration Procedure Checklist and it should be used for your annual pass-and-pour and anytime you feel your employee/s need a reinforcement of the med admin procedure. Your nurse doesn’t have to be endorsed to provide this part of the training as your employees will be learning about your program’s med admin related policies and procedures and will be oriented to your med room.

Issuance of Certificate
This process remains the same – upon receipt of the Internship Verification Form a certificate will be issued to the identified person at your facility.

In-Person Training
Your EI’s may continue with the in-person training in your program if needed; they must use the new Power Point and quizzes. The process for recommending employee, skills verification notification and exam registration will be the same as with the on-line process. Following are the steps of the entire training process; please click on all links to view the training and all associated documentation: (continue to the next page)

Steps to the DCF Medication Administration Certification:

1. Per DCF regulations only program director/designee can recommend an employee for the DCF med admin certification
   Please click on the link below to recommend your employee.
2. Once the employee is recommended he/she will access the training from the DCF webpage.
4. Once the training is completed the Med Admin Program will receive notification that will be forwarded to the program director/designee; the employee moves now to the practicum part of the training.
5. Upon successful completion of the practicum the skills verification form must be signed by the employee and the endorsed instructor and placed in the employee’s training file. This form must be available upon request to DCF Regulatory and Nurse Consultants. A notification of skills verification must be forwarded to the DCF Med Admin Program. **Password:** verification. Please click on the link below
6. Once the skills verification form is submitted an automated email will go out stating that your employee is now eligible to register for and sit for the exam.

Questions? Please contact:
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