

MEDICATION CERTIFICATION POLICY

Applicability: This policy applies to all Oak Hill employees who are required or authorized to administer medications.

A. General Provisions

Each newly hired or rehired employee who is required or authorized to administer medications to program participants as a part of his/her job duties and responsibilities shall be a licensed professional pursuant to Connecticut state law or become certified to administer medications pursuant to the regulations and procedures of the State of Connecticut Department of Developmental Services (DDS) as a Certified Non-licensed Personnel (CNP).

It is the sole responsibility of each CNP to become re-certified every two years. In order to administer medication at a given work site, an annual on-site practicum must be completed with the RN assigned to that location. The Staff Development Department maintains all information regarding registration, scheduling, and testing for medication certification.

All CNP staff must have the DDS medication administration certificate ("med card") in their possession in order to be eligible to administer medications.

B. First Certification for New Employees

1. New employees have ninety days (90 days) from the date of hire to become fully qualified for the designation Certified Non-licensed Personnel (CNP) from DDS.
2. In order to qualify as a CNP, an employee must successfully complete and pass all of the following components: 1) the DDS Medication Administration course, (including the Theory Component and the initial written exam); 2) the DDS Laboratory Practicum; and 3) upon receipt of a DDS medication administration certificate, the on-site practicum at Oak Hill (which includes attending Oak Hill's Medication Administration Review class and successfully completing an on-site practicum with the RN assigned to the location). New employees must pass the Laboratory Practicum, Theory Component, and on-site practicum by the second attempt.
3. Oak Hill may grant an extension of the ninety-day (90-day) limit if, in its sole discretion, it determines that the only reason for the employee's failure to complete one or more of the components for certification was the lack of availability of the DDS Medication Administration Course.
4. Failure to obtain medication administration certification within an employee's probationary period may result in separation from employment.

C. New Employees Who Are Already Certified

1. New employees who are already certified to administer medications are required to present their original medication administration certification cards to the Administrative Assistant in the Staff Development Department and their site managers. Oak Hill will verify the medication administration certification status of each certified new employee with DDS Central Office.
2. All new employees, including teachers and other professionals, must also successfully complete the on-site practicum within thirty days of starting in their positions.

D. Transfers From Positions Not Requiring Certification

1. An Oak Hill employee who transfers from a position that does not require medication administration certification into a position requiring medication administration certification must meet the same requirements and time limits as new employees.
2. A CNP who transfers to a position at a different location that also requires medication administration certification must successfully complete an on-site practicum with the RN assigned to the location within 30 days.
3. Failure to pass the on-site practicum on the first, second, or third attempt (the third attempt must be observed by a RN Supervisor) will result in the employee being laid off.

E. Annual Requirements

Each medication administration certificate is valid for two years. During the non-renewal year, each CNP is required to complete an on-site practicum with the RN assigned to the location during a sixty-day period beginning thirty days prior to the month and day listed on the certificate and ending thirty days after such date. Each certified employee has three attempts to successfully complete the on-site practicum. If a third attempt is required, it must be observed by a RN Supervisor.

F. Re-certification

1. In order to avoid lapses in certification, each CNP is expected to complete the requirements for re-certification at least thirty days (30 days) days prior to the expiration of his/her current certification.
2. The requirements for re-certification are:
 - (a) attending the Oak Hill Medication Administration Review class; and
 - (b) successfully completing applicable sections of Checklists A and B of the on-site practicum with the RN assigned to the location; and
 - (c) completing a re-certification registration form; and
 - (d) passing the Theory test with a score of 83% or better.

When completing the requirements for re-certification, the components should be completed in the order listed above.

3. If an employee fails to pass the Theory component for the second time, the DDS Statewide Medication Administration Coordinator will perform a review of the employee's certification history and determine whether or not a third attempt will be permitted. If a third attempt is permitted, the following must occur:
 - (a) The employee will complete any training required by DDS and Oak Hill as a condition of being permitted a third attempt; and
 - (b) The employee's file will be reviewed and the RN assigned to the location will make the decision as to whether to continue delegating medication administration to the employee until he/she passes the exam and is re-certified, or until the card expires and the person is laid off.
4. If a third attempt is not permitted, an employee in a direct support position will be laid off when the medication administration certificate expires and must complete the initial certification process as a condition of being recalled. If a third attempt is permitted and the employee fails to pass the Theory component on the third attempt, such employee will be laid off when his/her certificate expires.
5. Failure to pass the on-site practicum by the third attempt (the third attempt must be observed by a RN Supervisor) will result in a suspension of the employee's medication administration privileges. Such employee shall be laid off when his/her certificate expires.
6. Any employee in a direct support position whose certification lapses while working in a position requiring certification shall be laid off.
7. An employee whose certification lapses while on a leave of absence must complete the requirements for re-certification within 60 days of being cleared to

return to work. Failure to complete the requirements for re-certification within the 60 days will result in the employee being laid off.

8. Employees who are not on layoff shall be paid at their appropriate rate of pay for all hours in class, in tests, and in practicums throughout the certification process.
9. All full-time employees of Oak Hill who are also employed at DDS or a DDS-licensed agency are required to complete the re-certification process through Oak Hill. All part-time employees who are also employed at DDS or a DDS-licensed agency are required to complete the Oak Hill Medication Administration Review class during the re-certification period, regardless of whether or not they re-certify through Oak Hill.
10. Employees who either allow their medication certification to lapse, or who fail the allotted number of attempts on the Theory component, will be required to apply to take the 21-hour DDS Medication Certification class (including the Theory Component) and pass the initial written exam. Consistent with DDS policy, such employees will be treated as if they are new employees and will be required to authorize Oak Hill's Human Resources Department to conduct a criminal background check prior to their Medication Certification registration form being submitted to DDS. The criminal background check will be reviewed for pending criminal charges and convictions regarding the manufacture, sale, dispensing, possession, or possession with intent to sell, any controlled substance. Oak Hill's Human Resources Department will compare the results of the criminal background check to the employee's certification registration form. If the criminal background check results and the employee's statements are consistent, Oak Hill will sign the form and submit it to DDS. If the results of the criminal background check are inconsistent, the employee will be subject to disciplinary action up to and including separation from employment.

G. Returning From a Layoff Due to Loss of Certification

1. Any employee who is on layoff as a result of failing to complete the on-site re-certification process prior to the expiration of his/her certification may access recall rights when he/she has successfully completed the initial certification process and received a medication administration certificate indicating that baseline competency has been met. At that time, the employee will be provided with a recall form. Note: Oak Hill may sponsor an employee who is on layoff so that he/she may participate in DDS's initial certification process.
2. Upon submission of a completed recall form, the employee will be notified of the first available position that meets the specifications indicated by the employee on the recall form, provided that such a position arises during the period in which the employee has recall rights. An employee who is notified of an available position must successfully complete the on-site practicum within 30 days of notification.

See: Nursing Delegation Policy and Medication Administration Policy

Cross-Reference: Training Requirements

Originally published: May 1, 2008

Revisions approved: November 1, 2008

March 3, 2010

Revisions to this policy are effective March 31, 2010