



together for children™

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MCCA MEDICATION CERTIFICATION ADMINISTRATIVE GUIDELINES

INTRODUCTION: The Missouri Coalition of Children's Agencies provides the Medication Certification program to assist staff in private agencies to meet the requirements found in the residential childcare regulations.

Missouri Rules and Regulations
13CSR 40-71-075 Health Care
(5) Medicine and Drugs

(A) All medication shall be prescribed by a licensed physician or advanced practice nurse, and administered by a licensed nurse or staff who successfully have completed, at a minimum, the Level 1, Medication Aide Training Program or a certified Medication Training Program, approved by the Division for children in residential care.

The MCCA medication certification training program has been approved by the Missouri Children's Division, Department of Social Services to satisfy this regulation.

GENERAL GUIDELINES:

1. MCCA Administrative Certification guidelines became effective January 1, 2004 and have been revised in 2007, effective January 1, 2008, and are current.
2. Annual renewals of the MCCA Medication Certification are required.
3. All test questions were revised in 2007 and several questions revised since then.
4. There is a 60 calendar day grace period from expiration date. This means all renewal training must be done and processed online by the end of the grace period.
5. Each staff person pursuing medication certification *must* have access to an individual copy of the training manual.
6. The MCCA Board has approved a new fee structure for the certification process. MCCA members may be invoiced; non-members must be paid through PayPal at the time of registration.

2015 FEE SCHEDULE: See Attachment 1

TRAINING MANUALS: **Note:** MCCA's Medication Certification Manual carries a copyright and cannot be photocopied. The manual should be studied during the course and available in all living units of an agency.

The Missouri Coalition of Children's Agencies publishes a training manual. It is available from the MCCA Office. MCCA recommends that each candidate pursuing MCCA Medication Certification must have their own COPY of a current training manual. Also, this manual should be placed in each living unit for ready reference by employees.

MCCA Member and Non-MCCA member agencies should purchase a manual for each candidate for certification. The cost of the training manual is shown on Attachment 1. Each agency will also be billed for the postage for mailing the manual. Attachment 1 is to be used to request copies of the MCCA Medication Certification Manual.

AUTHORIZED INSTRUCTORS:

Instructors may be nurse practitioners, registered nurses or licensed practical nurses with a current license in Missouri. Prior to teaching a medication certification course/class, all instructors must be registered with MCCA.

At the time of registration, a copy of the Missouri nursing license must be mailed or faxed to MCCA, with the instructor registration form (Attachment 3). Current instructors must ensure that MCCA has a copy of the current nursing license. A list of instructors will be maintained at the MCCA office. MCCA may ask for an annual copy of the instructors' license to ensure that they are currently licensed to practice in MO.

INITIAL MEDICATION CERTIFICATION PROCESS:

The initial medication certification process has three components:

1. Formal classroom training
2. Formal Online Test
3. Competency Practicum

Formal Classroom Training: The formal classroom training taught is at least 8 hours (taught in one session or multiple sessions, totaling eight hours). It is recommended that at least eight and preferably 16 hours of training be completed. (Each agency will determine the appropriate length of training based on the required minimum of 8 hours or more, depending upon the experience and educational level of the certification candidate and the agency's procedures.) Topics for the formal class are included in the manual. The total hours of training could include the clinical practice competency review. One hour of formal training **must** be on psychotropic medications.

Formal Test: The chapters in the manual have been revised and updated to reflect the latest in training. We recommend that the examination occur within 36 hours after completing the training course.

Administering the written exam: The Test is Online (no paper tests are given) Instructor receives detailed user name, password & site links upon registration as an instructor.

Test Scores: The certification candidate must have a test score of 80% to pass this portion of the certification process. If a student is below 80%, a second test may be taken online 24 hours after the 1st test. A total of 3 tries only.

Competency Practicum: Certification candidates should be observed administering medications. This portion may be considered a part of the total training hours to receive certification. Students must demonstrate competency in giving ten different medications.

Seven of these are to be oral medications. The remaining three are to represent three other routes of medication administration. 100% accuracy is required in the preparation, administration, recording and storage of medications to pass the practicum portion of the certification process.

Attachment 2 provides a guide to the competencies required for medication certification. Upon completion of the online test and competencies the nurse may print the certificates.

RENEWAL OF CERTIFICATION PROCESS: All current MCCA medication certified personnel must annually receive renewal. This policy began 01/01/03.

The MCCA Medication renewal process requires annual training on one of five topical areas each year. Classes are designed to be up to three hours in length, with one hour on psychotropic medications. The size, education and tenure of the staff are factors used in determining the length of the renewal training classes. Verification that this training occurred is done by the instructor online. Renewal students are registered online, an invoice is created and the nurse signs off on competencies. At that point the renewal certificate can be printed.

Attachment 4 identifies the five areas that have been designated by the MCCA Nurses Committee as accepted training areas for renewal. This committee will review these areas on a regular basis.

All certifications are valid for one-year as shown on the certificate. There is a 60 day grace period past the expiration date to remain in active status. ***If recertification is not completed within the grace period, the person must begin over with initial certification training. NOTE: The computer counts exactly 60 days.***

EVALUATION: The Medication Class Evaluation continues to be optional. Instructors may use Attachment 7 for their use. It is not submitted to MCCA.

Decertification Guidelines – Approved 12/02/03 by MCCA Board

Introduction: Organizations use the medication certification program to ensure that the administration of medications meets the quality standards necessary for licensing and for the safety of the child. The MCCA medication certification program is now implementing a process that allows an organization to notify MCCA when a currently certified staff person does not follow the medication certification policy or the organization's policy. The decertification guidelines were implemented, effective January 1, 2004.

Guidelines:

- ⇒ The guidelines recognize that each organization utilizing the MCCA Medication Certification Program, implement organization specific human resource policy/procedures for reporting medication certification errors and the subsequent personnel consequences.
- ⇒ These guidelines extend those policy/procedures to advising MCCA when serious medication errors occur and the organization feels it is the best interest of children to request MCCA decertification of the caregiver who administered the medications.

- ⇒ Serious medication errors may include, however this is not all inclusive:
 1. Omission of medication – failure to give
 2. Incorrect medication administered to a child
 3. Mixing medications among children
 4. Wrong dosage of medication given to a child
 5. Accumulation of small medication errors, i.e. documentation
 6. Medication repeatedly given at the wrong time
 7. Error impact on the licensure of supervising nurse

Serious medication errors do not include the child’s refusal to take a medication.

- ⇒ The agency requesting decertification will complete the attached form and mail it to the MCCA office.
- ⇒ The Agency requesting decertification and the staff person who is being decertified will be notified (at the last known address) when action is completed.

MCCA will act on decertification requests when it is recommended by:

- ⇒ Agency’s Executive Director or designee
- ⇒ Supervising Nurse
- ⇒ Human Resources Director

Changes in hiring procedures are necessary when verifying if the childcare worker has a valid medication certification card. The hiring agency **MUST** contact MCCA to ensure that the medication card continues to be valid.

Reinstatement

Agencies can recommend the reinstatement of the medication certification at the recommendation of the:

- ⇒ Agency’s Executive Director or designee
- ⇒ Supervising Nurse
- ⇒ Human Resources Director

This may be an agency who has previously recommended decertification or a new agency. Reinstatement eligibility is **one time**. **If there is a second decertification recorded at the MCCA office, the decertified individual will not be allowed to reenter this program.**

The MCCA Executive Director will consult with the Medication Certification committee and the MCCA when there is a question and the executive director’s decision will be final.

Questions? Contact MCCA at 1-800-942-0326 or email mcca@e-mcca.org.