

2008 Medication Certification

INSTRUCTIONS & PROCEDURES FEBRUARY 2008

Together for
Children

General Information:

1. Training Manual

- ◇ The Medication Certification manual carries a copyright and cannot be photocopied. MCCA recommends 1 manual per student, 1 manual per residence hall.
- ◇ Review the manual to become familiar with the changes if you are a previous user of the MCCA Med Certification Training Manual.
- ◇ Note the new Guidelines section in the back which includes the forms you need. These can be downloaded at www.e-mcca.org, click on training & conferences to locate the guidelines.
- ◇ Individual Competency Sheets for Medication Certification should be SUBMITTED to MCCA within 60 days following the completion of formal classes.
- ◇ Recertification requests must be submitted annually before the expiration date occurs.

2. Instructors

- ◇ You must be registered as an instructor with MCCA prior to administering a test. You must submit the Medication Certification Instructor Registration form (Attachment 5 in the guidelines section) along with a current copy of nursing license. Instructors may be nurse practitioners, registered nurses or licensed practical nurses with a current license in Missouri. MCCA does not recognize training by instructors who have not registered with MCCA.

Testing Procedures

1. Written Test

- ◇ The Guidelines contain a test confidentiality agreement. This agreement **must** be signed and on file at MCCA, prior to test questions being released by MCCA.
- ◇ You can no longer develop your own tests. Use only the tests provided by MCCA.
- ◇ **Call or email MCCA when ready to teach a class to receive a test & test key.**

Call 1-800-942-0326 or

Email: juliebcca@aol.com.

- ◇ Allow a minimum of five business days prior to the class to make this request.
- ◇ A test must be requested for each class. DO NOT USE A PREVIOUS TEST, unless a MCCA employee indicates this is ok prior to the test being administered.
- ◇ There will be three new tests in rotation. There are 50 questions on each test. You are allowed to photocopy the test sheets. MCCA recommends that the test occur within 36 hours after completing the course.
- ◇ Students must score an 80% to pass. Below 80% a second test can be administered using a different test. If the student fails the second test, they must retake the entire course.
- ◇ It is not necessary to submit the written tests to MCCA.

2. Competency Practicum

- ◇ Students must be observed administering meds. Students must demonstrate competency in giving 10 different medications - 7 to be oral. 100% accuracy is required in the preparation, administration, recording and storage of simulated medications.
- ◇ An evaluation (Attachment 6) is available for your use and is optional. Instructors may use Attachment 6 included in the guidelines.

Missouri Coalition of Children's Agencies

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