

**EDUCATIONAL GUIDELINES FOR FACILITIES
Pilot-Study Medication Technician Education**

An entity offering a course to train unlicensed personnel to administer medications shall adhere to the following guidelines.

Admission Requirements:

Admission into the training is limited to currently certified nursing assistants (CNA) who are at least 18 years old and who have:

- Worked at a pilot long-term care facility for a minimum of 6 months as a full time employee in a CNA position;
- CPR certification;
- Earned a high school diploma or GED;
- The ability to succeed in the course, as determined by the Director of Nursing of the facility, utilizing the criteria below. The CNA:
 - Has a good attendance and employment record;
 - Demonstrates excellence and efficiency in performance of CNA skills;
 - Demonstrates ability to calculate simple dosages;
 - Demonstrates ability to read and comprehend a nursing assistant textbook;
 - Requires minimal supervision;
 - Works as a team member;
 - Verbalizes the desire to attend the program and carry out the duties of the medication technician;
 - Demonstrates respect for the process of medication administration;
 - Exhibits organizational skills in determining priorities in nursing assistant care;
 - Describes ability to manage time and resources to attend classes, study, and fulfill other obligations.

Length of the Program:

- The program shall consist of a minimum of 45 hours of didactic study, 15 hours of skills lab practice and 40 hours of supervised clinical following the Arizona State Board of Nursing approved curriculum plan
- The program shall provide 15 hours of skills lab experience for the purpose of student practice and competency testing before a student is allowed to administer medication to a resident. Medication administration practice in the skills lab is included in the course syllabus and integrated into the didactic course content. Students must pass a skill lab evaluation utilizing Board-approved criteria before administration of medications to residents.
- There shall be a minimum of 40 hours of clinical practice utilizing the guidelines of progressive clinical practice and principles of supervision as detailed below

Educational Setting

- A long-term care facility chosen as a site for the pilot study may conduct training.

- All course instructors must complete a Board-approved “train-the-trainer” seminar sponsored by the Board consisting of 15 hours of instruction in teaching and curriculum including the specific curriculum of the PSMT course.

Competency Testing

- CNAs who successfully complete the PSMT course shall be eligible to take a Board administered competency exam
- The Board shall develop a competency exam based on established principles of testing and curriculum content with both a written and manual skill portion and establish a passing standard.
- A board representative shall administer the competency examination within 30 days of course completion. During the period between course completion and examination, the graduate may administer medications only under the direct supervision of the instructor.
- Candidates who fail a portion of the competency exam on the first attempt, shall be offered one re-take of the failed portion within 30 days. Candidates who fail two times or both portions of the exam will be withdrawn from the PSMT program.

Instructors

- Instructors shall hold a registered nursing license in good standing.
- Instructors shall have worked at a long-term care facility for a minimum of one year as a registered nurse
- Instructors shall have experience teaching adults
- Instructors shall complete a “train-the-trainer” course before teaching the PSMT course
- Instructors shall deliver all didactic instruction personally and shall not utilize guest lectures or assistants to teach any portion of the course to ensure consistency

Clinical Practice

- Progressive clinical practice of 40 hours to include:
 - One-to-one instructor observed medication passes until the instructor determines that the student is safe to progress, starting with a minimum of 5 residents progressing to 10 residents over a period of 3 days for 4 hours per day (12 hours). The instructor will observe, evaluate, and record student performance for each resident medication pass using a Board-approved checklist. Students shall perform 30 medication administrations without coaching or missing critical elements to progress.
 - One-to-three instructor to student ratio for a minimum of 12 hours. The student may administer medications to 10-15 residents. The instructor will utilize a Board-approved checklist to record student performance. The instructor shall observe, evaluate, and record performance of medications administered at a specific time to every 3 residents. Students shall perform 15 documented medication administrations without missing critical elements or coaching to progress. A licensed nurse (RN or LPN) shall check all medications for correct drug, time and dosage before administration and review all medication documentation.

- Upon successful completion of the above, the student may progress to medication passes under the general supervision of the instructor for a minimum of 16 hours to the number of residents determined by the facility to consist of a normal assignment for a medication technician. The instructor-to-student ratio shall be 1:5. The instructor will utilize a Board-approved checklist to record student performance. The instructor shall observe, evaluate, and record performance of medications administered at a specific time to every 5 residents. Students shall perform 15 documented medication administrations without coaching or missing critical elements to progress. A licensed nurse (RN or PN) shall check all medications before administration for correct drug, dosage, and time and review all medication administration documentation.
- Following successful course completion and prior to taking and passing the Board administered competency exam, a PSMT course graduate may continue to administer medications to selected residents under the direct supervision of the instructor.

Principles of Supervision

1. Student supervision is always conducted by the instructor throughout the course and until the student passes the Board administered competency examination. The instructor shall engage in no other duties during the period of supervision.
2. The student will progress in passing medications to progressively larger groups of residents as the student demonstrates consistent, safe, efficient medication administration according to Board-approved criteria.
3. The instructor or a licensed nurse will review all medication documentation. The review will be documented on the medical record.
4. All critical elements in the Board approved criteria must be performed by the student for all medication passes without coaching or cueing from the instructor for the student to progress from lab to clinical, to a larger number of residents, or to general supervision.
5. The instructor may require more practice than the minimum but in no instances shall less practice be required.

Delegating Nurses

All nurses delegating administration of medication must complete a Board-approved training session on delegation. All nurses who delegate medication administration should review the medication administration record at least once per shift for all residents.