



Janet Napolitano
Governor

Joey Ridenour
Executive Director

Arizona State Board of Nursing

MEDICATION TECHNICIAN PILOT STUDY STEERING COMMITTEE

MINUTES

OCTOBER 11, 2005

MEMBERS PRESENT

Pamela Randolph, RN, MS, CPNP Co-Chair
Joey Ridenour, RN, MN Co-Chair
Jane Black, RN, MS
Kathleen Collins-Pagels
Betty Earp, RN
Sarah Ellis, RN
Helen Houser, RN
Sue Macdonald, RN, MSN (telephonically)
Deborah Piluri, DHS
Christine Walker, RN, NHA
Dean Wright, AZ Pharmacy Board

MEMBERS ABSENT

Joyceen Boyle, RN, PhD
Kathy Boyle, RN
Mary Fermazin, MD, MPA
Lindsey Norris, AZAHA
Patt Rehn, AzNA

GUESTS

Mary Griffith, AzNA
Barbara King, Avalon Healthcare
Cindy Leach, AHCA
Christine Jacobson, Grand Canyon University

I. CALL TO ORDER/INTRODUCTIONS/APPROVAL MINUTES

The Certified Medication Technician Pilot Study Steering Committee was called to order by Joey Ridenour at 9:30 a.m.

Mary Griffith of the Arizona Nurses Association requested the August 9, 2005 minutes reflect the Arizona Nurses Association's opposition to the controlled substances protocol as raised under Agenda Item II.C.1 Report From Educational Sub-committee/Curriculum Guidelines. Houser moved and Wright seconded to approve the August 9, 2005 Minutes as amended. Motion carried unanimously.

II. OLD BUSINESS

A. Report from Board/Michigan Participation

In her statement to the Committee Randolph reported a telephone conference was held with Michigan to discuss the differences between the elements of the study. Regulators in Michigan informed Randolph that they would like to participate in the study as written by Arizona. Language was written into the RFP to reflect that.

B. Report from Funding Subcommittee

Randolph addressed commended members of the funding subcommittee for their work.

1. Request for Proposal

The RFP submitted for Committee review is the document that will be used to recruit a researcher. Original statements that were unclear regarding who owned the rights to publish, broadcast and sell the material were revised to give the Board these rights in the scope of work. Kevin Kenward, Director of Research for National Council of State Boards of Nursing, provided the suggested language.

Collins-Pagels added that the Arizona Healthcare Association Foundation fully understands that the implementation and the overall legislative responsibility for the study rests with the Board of Nursing.

Committee discussion included the potential for the provision to discourage researchers from applying and confidentiality of data. Randolph suggested that if there were no responses to the RFP, the committee would need to re-evaluate the scope of work and that medication error rates should be reported as aggregate data without identifying the particular facility.

Motion: Approve the Request for Proposal
Moved: Ms. Collins-Pagels
Seconded: Ms. Walker
Vote: Motion carried.

The RFP will be mailed to entities who have expressed interest, the state universities (nursing, health sciences, and business departments) in Arizona and Michigan, and national companies that do research and data analysis. The RFP will be noticed in the newsletter and posted on the AZBN website.

2. Application for Facilities

Randolph informed the Committee that the application was sent to facilities, and a meeting was held on September 20, 2005 to provide information to interested parties. Attendees were enthusiastic about the project. Approximately fifteen facilities attended the meeting, representing both profit and not-for-profit entities and rural and urban areas of the state.

November 1, 2005 has been designated as the due date for facility applications.

3. Guidelines for Facilities – Changes in Personnel

In response to a Committee request, Randolph included language regarding changes in personnel in the guidelines document. Committee members recommended adding the language of the governing statute.

Committee members discussed the impact personnel changes may potentially have on the quality of patient care. Members further discussed whether the provision governing personnel changes should be included at all but resolved to include the language because while personnel change would be discouraged, unforeseen circumstances may occur thereby requiring such a provision to be in place.

The Guidelines for Facilities will be sent to the Board for approval.

B. Report from Educational Subcommittee

1. Written Test Plan

Randolph reviewed the draft test plan, which is based on the amount of time spent on each topic in the curriculum. The role of the pilot study medication technician will be weighted a bit heavier due to the importance for candidates to understand the legal limitations of their role in Arizona.

A 50 item test has been proposed. The breakdown of the test items will be as follows: 10% - role of medication technician; 10% - underlying principles, laws and geriatric consideration; 10% - calculation; 10% - medication administration; and remaining 60% - administration of specific classes of medications.

Committee members discussed types of medications and where it would be appropriate to increase the percentage relative to controlled substances. Given the discussion Randolph will edit the test plan to reflect controlled substances as 3% of the exam which will be approximately 1-2 questions. The percentage will decrease to 7% in the underlying principles, laws, and geriatric considerations category.

Members established that the goal will be to write to the overall objective. D&S Diversified Technologies has a pool of 500 questions. The Education Subcommittee will add 100 questions to the pool. Subcommittee members will participate in an all-day writing workshop. Every exam candidate will have a unique test as questions will be pulled from the pool according to the test plan. One retake will be available if a candidate fails one portion of the test (written or manual skills). If both portions are failed the candidate becomes ineligible.

2. Manual Skills Testing

The Committee reviewed manual skills checklists to determine critical elements. The following items were identified as critical elements:

5 Rights

Documentation on Administration

Report Unusual or Abnormal Findings

Identification of Resident

Clean Hands

Compare Labels with Medication Record

The statement “do not crush tablets without an order in writing from the pharmacist or physician” will be included on the oral medications skills lists as an element. In discussing the manual skills test plan, it was recommended that there be multiple medications on each exam but only one resident, all the orals (tablet, capsule, liquid) will be included – one of which will be an over the counter PRN analgesic, no suppository, no enema, eye-drops, nasal, topical, and ear drops would be randomly selected for inclusion. The skills lists will be reviewed for redundancy. Language will be standardized for clarity.

Randolph will bring a proposed written test plan to the next meeting.

3. Item Writing Workshops

Randolph invited Committee members to participate in item writing. D&S Diversified Technologies will be conducting an item writing workshop.

4. Train-the-trainer

Randolph reported that work is being done on a manual for trainers. Randolph and Rose Wilcox will travel to the participating facilities to conduct delegation training.

5. Course Evaluation

Earp revised the course evaluation used in the Maricopa District for this project. Committee members did not recommend revisions to the evaluation.

C. Informed Consent

Informed Consent was placed on the agenda in response to a Committee request. Members agreed that informed consent is typically part of the admissions policy which is regulatory. There would have to be permission obtained to conduct research.

Ellis will forward, via facsimile, a copy of an informed consent agreement for Randolph's review.

E. Time-lines and Assessment of Progress

Randolph reported that the project is on schedule, however facility selection may go beyond October, and researcher selection may go beyond January.

III. NEW BUSINESS

A. Call to Public

None.

IV. FUTURE TOPICS/DEBRIEFING

- Evaluation process for participating facilities
- Researchers
- Confidentiality and members of Committee requesting to be a participating facility.

Next meeting: Wednesday, November 30, 2005, 1:00 p.m.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 11:20 a.m.



Minutes Approved by: _____
Pamela Randolph, RN, Nurse Practice Consultant/Education

11/30/05
Date