

## Arizona Health Care Association Foundation Request for Proposal

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| <p style="text-align: center;"><b>Request for Proposal (RFP)</b><br/>-Research-<br/>Medication Technician Pilot Program<br/>in Skilled Nursing Facilities in Arizona</p> |
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**RFP Issued By:**

Arizona Health Care Association Foundation  
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Phoenix, Arizona, 85014  
602-265-5331 phone  
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Executive Director Kathleen Collins Pagels  
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*~in Cooperation with the Arizona State Board of Nursing~*

**RFP Inclusions:**

- 1) Senate Bill 2256, enabling legislation for the Certified Medication Technician Pilot in Skilled Nursing Facilities licensed by the Department of Health Services (DHS) in the State of Arizona
- 2) CMT Scope of Work

**Date of RFP Issue:**

October 18, 2005

**RFP Response Due:**

December 30, 2005, 4:30 pm  
(One original and 4 copies to be submitted)

**Proposal Format:**

Please submit a detailed outline of the plan to conduct research as defined in the Scope of Work, as included in this RFP, and in accordance with House Bill 2256. Participants must complete the RFP questionnaire completely.

**Pricing Schedule**

- ◆ A bid not to exceed \$90,000 must be submitted, with an outline of projected budgeted expenses.
- ◆ The contractor will be paid in installments with one-third of the total amount of the bid within 30 days of the award of the contract, one-third during collection of pre-utilization of Pilot Study Medication Technician (PMST) data but not sooner than 90 days after the first installment, and one third within 30 days of receipt of all deliverables in the contract.

### **Background and Funding**

In 2004, the Arizona Legislature approved House Bill 2256 enabling the development and implementation of the Certified Medication Technician Pilot Project in skilled nursing facilities. The Arizona State Board of Nursing was charged with the implementation of this study to determine the impact to patient health and safety of allowing certified nursing assistants with additional training to administer medications to stable residents.

As funding was not included in the legislation, the long term care associations assumed responsibility for funding the research. The Arizona Health Care Association Foundation, a 501-C3 entity, has secured \$60,000 in funds, which includes a grant from St. Luke's Health Initiative. The remaining \$30,000 in study costs (for a total of \$90,000) will be paid for by facilities selected to participate in the pilot study.

That same year the Arizona State Board of Nursing established a Medication Technician Pilot Steering Committee to address protocols, curriculum and study design. This Steering Committee is comprised of a diverse group in leaders in health care, education, long term care administration, and association leadership. The Arizona State Board of Nursing and the Medication Technician Steering Committee will continue to provide oversight of the Pilot during its implementation.

## **PILOT STUDY MEDICATION TECHNICIAN SCOPE OF WORK**

### **1. GENERAL REQUIREMENTS**

1.1 The contractor shall provide research services further described in the Scope of Work which allow the Arizona State Board of Nursing (ASBN) to conduct a pilot study under the provisions of House Bill 2256.

1.2 The contractor shall attend meetings and provide interim reports pertaining to the domain of this Request for Proposal with various ASBN representatives. The meetings may be requested by the ASBN or the contractor.

### **2. SPECIFIC REQUIREMENTS**

2.1 The contractor shall conduct a pilot study under the provisions of House Bill 2256 to determine the impact to patient health and safety of allowing nursing assistants certified by the Board to act as pilot study medications technicians and administer medications under educational requirements and conditions prescribed by the Board. The pilot study shall include the following within the limits of the budget:

#### 2.1.1. Medication error rate

2.1.1.1. Medication error rates shall be measured by a research assistant trained in and utilizing naive observation method as described by Barker and associates (Barker, K., Flynn, E., and Pepper, G. 2002. Observation method of detecting medication errors. *Am.J.Health Syst. Pharm.* Vol. 59, Dec. 1, 2002).

2.1.1.2. The study shall include no more than six skilled care facilities selected by the ASBN.

2.1.1.3. Observers shall gather data utilizing “naive observation” method whereby data collectors are unfamiliar with the residents and their medications for all observations. A minimum of 500 doses shall be observed both before and after the utilization of pilot-study medication technicians at each facility. (Barker, K., Flynn, E., and Pepper, G. 2002. Observation method of detecting medication errors. *Am.J.Health Syst. Pharm.* Vol. 59, Dec. 1, 2002)

2.1.1.4. The collection of medication error rates shall occur before the use of Pilot Study Medication Technicians (PSMT) and 6-12 months after the use of PSMT.

2.1.1.5. The contractor shall train and establish inter-rater reliability for all research assistants utilized in the collection of data.

#### 2.1.2. Collection and analysis of other data to include:

2.1.2.1. Staffing patterns pre and post use of PSMT

2.1.2.2. Description of the role satisfaction of both the PSMT and the nurse through focus groups conducted in each pilot facility .

2.1.2.3. Any instances of diversion of controlled substances by the PSMT

2.1.3. For each category in 2.1.1. and 2.1.2., the contractor shall provide the following deliverables:

- 2.1.3.1 Measurement tools utilized for data collection, as needed, and the reliability and validity of the tool;
  - 2.1.3.2. Telephone, e-mail and fax access to analysts;
  - 2.1.3.3. Weekly or bi-weekly updates;
  - 2.1.3.4. Electronic access to research findings.
  - 2.1.4. The contractor's research service shall be capable of providing various types of analysis, and reports.
  - 2.1.5. The contractor's research service shall permit the ASBN to reproduce and disseminate desired information in hard and electronic copy format.
    - 2.1.5.1 ASBN owns all copyright and interest in all work product prepared by the Contractor, and all personnel and subcontractors identified in the Contractors Technical and Cost Proposal for the Pilot Study of Medication Assistants (or their substitutes) under this Agreement, including, but not limited to, all data, interview and data collection instruments, analyses and reports. All such work product shall be deemed works made for hire belonging exclusively to ASBN. To the extent any such work product shall be deemed not to be a work made for hire, then the Contractor hereby assigns all rights in such work product to ASBN.
    - 2.1.5.2 Upon termination or expiration of this Agreement, Contractor shall transfer to ASBN all work product, including but not limited to, all data, interview and data collection instruments, reports, analyses and statistics and related documents in their possession.
    - 2.1.5.3. Contractor may not use any of the instruments they prepare, data they collect or analyses they perform under this Agreement for any purpose unrelated to the provision of services under this Agreement or otherwise disclose, provide or sell such instruments, data and analyses to any third party without the express prior written agreement by ASBN.
- 2.2 The contractor shall provide the following advisory services for the ASBN.
- 2.2.1. Assist in the review of the research study
  - 2.2.2. Assist in the development of any statewide policy changes that arise from the study
- 2.3. The contractor shall utilize qualified personnel to collect and analyze the data.
- 2.4. The contractor shall provide a written and electronic copy of a report of study findings and recommendations.
- 2.4.1. The contractor's report shall include, but not be limited to, the following information
    - 2.4.1.1. An abstract of the study
    - 2.4.1.2. A review of existing literature on the use of unlicensed personnel to administer medications.
    - 2.4.1.3. A demographic description of the population studied
    - 2.4.1.4. A description of the research design and methodology

- 2.4.1.5. A report of the data with accompanying charts and graphs as needed
  - 2.4.1.6. An analysis of the data using appropriate statistical tests
  - 2.4.1.7. A discussion of the findings
  - 2.4.1.8. Recommendations
  - 2.4.1.9. References
- 2.4.2. All findings and reports shall be released by the ASBN when deemed appropriate. The contractor shall not release findings and reports directly to other state agencies or the general-public without prior written consent of the Executive Director of the ASBN.
- 2.4.3 The contractor shall deliver the final report to the ASBN no later than June 1, 2008.

**3. INVOICING REQUIREMENTS**

- 3.1. The contractor shall be paid in installments with one-third of the total bid dispersed within 30 days of the award of the contract, one-third during collection of pre-utilization of Pilot Study Medication Technicians (PMST) data but not sooner than 90 days after the first installment, and one third within 30 days of receipt of all deliverables in the contract.
- 3.2. The contractor shall be paid in installments in accordance with the firm fixed prices stated on the Pricing Schedule.



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**AN ACT PROVIDING FOR A PILOT PROGRAM TO ALLOW CERTIFIED NURSING ASSISTANTS TO ADMINISTER MEDICATION.**

Be it enacted by the Legislature of the State of Arizona:

Section 1. Pilot study medication technicians; pilot program

A. The state board of nursing may establish a pilot program to determine the impact to patient health and safety of allowing nursing assistants certified pursuant to title 32, chapter 15 and acting as pilot study medication technicians to administer medications under educational requirements and conditions prescribed by the board.

B. The board may conduct the pilot program in not more than six skilled nursing facilities. Acute and sub-acute patients shall be excluded from this study.

C. Except as provided in this subsection, nursing facilities participating in the pilot program shall not replace existing registered nurse and licensed practical nurse positions with certified nursing assistants or pilot study medication technicians. The department of health services and board may authorize, as part of the pilot program, adjustments to nursing staff mix as necessary to conduct an evidence based study to determine the impact of varying staffing models upon patient health and safety. Facilities participating in the pilot program shall not violate state or federal laws relative to the adequacy of nursing coverage.

D. The pilot program must include delegation and supervision protocols regarding which medications the pilot study medication technicians may and shall not administer and under what conditions. The protocols shall prohibit medication technicians from administering any medication or fluid by needle. The protocols must give registered nurses and licensed practical nurses the authority to refuse to delegate the administration of medication to pilot study medication technicians if a nurse believes that patient health and safety is at risk.

E. The board may adopt policies prescribing the education and training requirements for certified nursing assistants participating in the pilot program as pilot study medication technicians.

F. The board is authorized to charge the participating facilities and pilot study medication technicians an assessment to implement the provisions of this section.

G. The board must complete the pilot program on or before December 1, 2008.

H. For the purposes of this act, the state board of nursing is exempt from rulemaking with regard to adopting policies to assist in the implementation of this act. The board shall hold public hearings to review, discuss and adopt the proposed policies.

I. The board shall submit a written report on or before December 1, 2008 to the governor, the president of the senate and the speaker of the house of representatives regarding the results of the pilot program and recommendations for any administrative or legislative action. The board shall provide a copy of the report to the secretary of state and the director of the Arizona state library, archives and public records.

**Medication Technician Pilot Project  
Research RFP Questionnaire**

**Research Applicant:** \_\_\_\_\_

**Name:**    **Individual:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address** \_\_\_\_\_

                  \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- 1. Describe your experience in health care oriented research?**  
(Attach samples of research publications)

2. **Describe your ability to implement the following aspects of the pilot study:**
  - a. Medication error rate (using “naïve observation”) method.
  - b. The collection of medication error rates before the use of pilot study medication technicians (PSMT) and 6-12 months after the use of PSMT.
  - c. Training to establish inter-rater reliability for all research assistants utilized in the collection of data.
  - d. Development of measurement tools utilized for data collection
  - e. Ability to provide various types of reports and analysis.
  - f. Collection and analysis of other data to include:
    - i. Staffing patterns pre and post use of PSMT
    - ii. Description of the role satisfaction of both the PSMT and the nurse through focus groups conducted in each pilot facility .
    - iii. Any instances of diversion of controlled substances by the PSMT
  - g. Obtain informed consent from study participants.
  
3. **Describe your ability to provide the deliverables described in section 2.1.3, 2.2, and 2.4 of the Scope of Work.**
  
5. **The State of Michigan is also interested in participating in the CMT Pilot Study. Describe your willingness, and conditions under which you are able to replicate the same study in Michigan.**
  
6. **Describe your fiscal viability.**
  
7. **Provide a detailed budget for the CMT Pilot.**
  
8. **Provide names, addresses, contact phone, e-mail, and fax numbers for a minimum of 3 current and/or past clients for whom you have provided research services.**
  
9. **Provide the name(s) and curriculum vitae of the principal researcher or researchers.**
  
- 10 **Statement of Verification and Confidentiality**

I verify that the information provided is true in every respect; that I have not suppressed any information that would affect this application.

I have fully read and understand the CMT Pilot Scope of Work and agree to all terms and conditions as set forth in the document.

I further agree that all data will be reported as aggregate data and confidentiality of patient/resident information will be maintained according to federal, state, facility regulations.

Name and date: \_\_\_\_\_

Signature: \_\_\_\_\_

All application materials must be submitted by November 30, 2005, to

The Arizona Health Care Association Foundation  
5020 N. 8<sup>th</sup> Place, Suite A  
Phoenix, AZ 85014

Attention: Kathleen Pagels