

## **GUIDELINES FOR PILOT FACILITY SELECTION**

### **Introduction:**

Ideally all selected facilities will meet all the guidelines listed below. However, given the complexity of the health care environment, the Pilot Study Medication Technician Steering Committee and the Arizona State Board of Nursing has the discretion to select facilities that may not meet one or more guidelines if the facility demonstrates that it has the resources and ability to successfully execute all aspects of the project.

1. All applicants must be licensed as long-term care facilities by the Department of Health Services (DHS).
2. Facilities are graded by DHS as either A, B, or C. In order to facilitate broad participation, ideally facilities chosen shall represent at least two of the three grades.
3. No facility will be chosen to participate in the pilot study with a medication error rate above 5% in the past 2 years.
4. No facility will be chosen to participate in the pilot study that received any survey deficiencies in staffing patterns for the last 2 years.
5. Facilities chosen to participate shall be free-standing and not based in an acute care health facility (hospital).
6. Facilities chosen to participate shall agree to the following terms of participation:
  - Agree to pay a participant fee of \$5,000 within 10 days of being notified of selection to help offset the cost of the research
  - Provide qualified personnel and financial support for training, and competency testing (approximately \$100 per participant) of pilot study medication technicians;
  - Assist in the collection and compilation of data;
  - Provide assistance to the researcher including space for work, access to resident charts, access to reports, and any other assistance requested;
  - Allow DHS and the ABON to survey the training program and facility with or without notice;
  - Provide all course materials to PSMT students including textbooks, if any, practice medication cart, practice medications, medication administration records, and any other materials needed;
  - Provide a classroom and laboratory for training and practice that includes seating and writing surfaces for all students, and any other AV equipment needed to enhance delivery of course content;
  - Provide financial support for instructors to attend a minimum 15-hour training session (approximately \$100 per instructor);
  - Cover travel, supplies and incidental costs that are incurred by the Board to provide education to nurses on delegation responsibilities (at State of Arizona travel reimbursement rate and for actual cost of supplies).

Approved by the Board 7/20/05

7. All chosen facilities shall have conducted a Board-approved C.N.A. training for a minimum of 2 years. The program information on file at the Board offices shall not contain any of the following: substantial concerns with the program in a site visit report, letters of concern, notices of deficiency, or letters to the program indicating low results on the written or manual skills exam.

8. If an employee or representative of a pilot facility is a member of the PSMT steering committee, the employee or representative shall resign from the steering committee upon notification that the facility they represent is a pilot facility.