

Temporary Medication Administration Training Alternative for Personal Care Homes and Assisted Living Residences and Certified Trainer Extension

To help ensure adequate staffing are available to administer medications during COVID-19, an alternative to the standard Medication Administration Training is being made available for use for new staff to be trained to administer medications. This alternate training program, the Modified Medication Administration Training Course, should be used to anticipate emergency staffing shortage situations during the COVID-19 crisis when new staff need to be trained quickly to protect the health and safety of the residents. This modified training should take about 4 hours to complete. Providers are encouraged to continue using the standard course if possible. **Note: This training will not qualify staff to administer insulin injections; successful completion of a diabetes patient education program continues to be required for the administration of insulin injections.**

In order to ensure that individuals who require assistance with medication receive such assistance, new staff may administer medications after they:

1. Complete the **Modified Medication Administration Training Course**, available on www.MyODP.org at the following link: <https://www.myodp.org/course/index.php?categoryid=11> , and
2. Receive training from the provider on the use of the provider's medication record for documenting the administration of medication. This training may be documented on a proprietary form or on the Department of Humans Services' (DHS) model record of training, found at: <https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Documents/PCH%20Residential%20Licensing/Adult%20Residential%20Licensing%20-%20Record%20of%20Training.pdf>, and
3. Are observed administering medications four times by a Certified Medication Administration Trainer or Certified Medication Administration Observer. If a trainer or observer is not available onsite due to COVID-related conditions, the observations may be conducted remotely using video interface technology; remote observation is encouraged to maintain social distancing, and
4. Are observed applying proper handwashing and gloving techniques one time by a Certified Medication Administration Trainer or Certified Medication Administration Observer. If a trainer or observer is not available onsite due to COVID-19-related conditions the observation may be conducted remotely using video interface technology; remote observation is encouraged to maintain social distancing.

Providers must retain record of staff's completion of the Modified Medication Administration Training Course by retaining a copy of the certificate of completion.

Within 90 days of the date the Disaster Proclamation is lifted by the Governor, staff must complete the standard DHS-approved Medication Administration Training course.



Certified Trainer Extension

In addition to the above, certification for anyone who is currently a Certified Medication Administration Trainer is extended to August 31, 2020. Please see the announcement at the following link:

https://medsadmin.myodp.org/cms/assets/Face-to-Face-Spring-2020-Trainings-tbl_revised.pdf The standard medication administration course required to administer medications includes an in-person component. DHS is developing an online-only course for new trainers and current trainers who need recertification. Information about the online-only standard course will be released prior to its implementation.