



213 E Capitol Ave., Suite 101, Jefferson City, MO 65101
.800.942.0326 Fax: 573.635.9848

MCCA MEDICATION CERTIFICATION ADMINISTRATIVE GUIDELINES **(EFFECTIVE JANUARY 1, 2008)**

INTRODUCTION: The Missouri Coalition of Children's Agencies provides the Medication Certification program to assist staff in private agencies to meet the requirements found in the residential childcare regulations.

Missouri Rules and Regulations
13CSR 40-71-075 Health Care
(5) Medicine and Drugs

(A) All medication shall be prescribed by a licensed physician or advanced practice nurse, and administered by a licensed nurse or staff who successfully have completed, at a minimum, the Level 1, Medication Aide Training Program or a certified Medication Training Program, approved by the Division for children in residential care.

The MCCA medication certification training program has been approved by the Missouri Children's Division, Department of Social Services to satisfy this regulation.

GENERAL GUIDELINES:

1. MCCA Administrative Certification guidelines became effective January 1, 2004 and have been revised in 2007, effective January 1, 2008.
2. Annual renewals of the MCCA Medication Certification are required.
3. All test questions were revised in 2007. Use the new test only, effective January 1, 2008.
4. Renewal cards will be issued, when appropriate documentation has been submitted to ensure training has been completed.
5. There is a 60 calendar day grace period from expiration date. This means all renewal training must be done and the paperwork **RECEIVED in the MCCA office** by the end of this grace period.
6. Each staff person pursuing medication certification *must* have an individual copy of the training manual.
7. The MCCA Board has approved a new fee structure for the certification process. The fees associated with the Medication Certification program may be charged to Visa, MasterCard, and American Express, or paid by check. Full agency MCCA members may submit a purchase order. Non members must have payment accompanying the request for manuals, initial certification, replacement cards and renewal requests.

2008 FEE SCHEDULE:

Med Cert Activity	MCCA Member	MCCA Non-Member
Initial Fee for certification	\$20.00	\$40.00
Renewal Fee	\$15.00	\$30.00
Replacement med cert card	\$10.00	\$15.00
Manuals		
1-4 Manuals each	\$45.00	\$65.00
5-10 Manuals each	\$42.50	\$60.00
11-20 Manuals each	\$40.00	\$55.00
Over 20 Manuals	\$37.50	\$50.00
Barebones Manuals		
1-4 Manuals each	\$40.00	\$45.00
5-10 Manuals each	\$37.50	\$42.50
11-20 Manuals each	\$35.00	\$40.00
Over 20 Manuals	\$32.50	\$37.50

Manuals are color, in binders with unit dividers.

Barebones Manuals are Black & White, No Binders, No dividers

* Payment must accompany requests

TRAINING MANUALS:

Note: This manual carries a copyright and cannot be photocopied.

The Missouri Coalition of Children’s Agencies publishes a training manual. It is available from the MCCA Office. MCCA recommends that each candidate pursuing MCCA Medication Certification must have their own COPY of a current training manual. Also, this manual should be placed in each living unit for ready reference by employees.

MCCA Member and Non-MCCA member agencies should purchase a manual for each candidate for certification. The cost of the training manual is shown above. Each agency will also be billed for the postage for mailing the manual. Attachment 1 is to be used to request copies of the MCCA Medication Certification Manual.

The manual should be studied during the course and available in all living units of an agency.

AUTHORIZED INSTRUCTORS:

Instructors may be nurse practitioners, registered nurses or licensed practical nurses with a current license in Missouri. Prior to teaching a medication certification course/class, all instructors must be registered with MCCA.

At the time of registration, a copy of the Missouri nursing license must be mailed or faxed to MCCA, with the instructor registration form. Current instructors must ensure that MCCA has a copy of the current nursing license. A list of instructors will be maintained at the MCCA office. MCCA may ask for an annual copy of the instructors license to ensure that they are currently licensed to practice in MO.

INITIAL MEDICATION CERTIFICATION PROCESS:

The initial medication certification process has three components:

1. Formal classroom training
2. Formal Test
3. Competency Practicum

Formal Classroom Training: The formal classroom training taught is at least 8 hours (taught in one session or multiple sessions, totaling eight hours). It is recommended that at least eight and preferably 16 hours of training be completed. (Each agency will determine the appropriate length of training based on the required minimum of 8 hours or more, depending upon the experience and educational level of the certification candidate and the agency's procedures.) Topics for the formal class are included in the manual. The total hours of training could include the clinical practice competency review. One hour of formal training **must** be on psychotropic medications.

Formal Test: The chapters in the manual have been revised and updated to reflect the latest in training. We recommend that the examination occur within 36 hours after completing the training course.

Administering the written exam:

The test questions will be available to the instructor after they register with MCCA.

These test questions are confidential and should be handled appropriately.

Ideally the test should be administered within an appropriate time frame after completing the formal training. There will be 3 tests available online @www.e-mcca.org. These guidelines will be amended as the exams are made available on the MCCA website.

Test Scores:

The certification candidate must have a test score of 80% to pass this portion of the certification process. If a student is below 80%, a second test can be administered, using different questions than on a previous test. If the student fails the second test, he/she will need to take the entire course again before being re-tested.

It is not necessary to submit the written exams to MCCA. The final examination score should be posted on the Medication Examination and Score Sheet. Attachment 2.

Competency Practicum: Certification candidates should be observed administering medications. This portion may be considered a part of the total training hours to receive certification. Students must demonstrate competency in giving ten different medications. Seven of these are to be oral medications. The remaining three are to represent three other routes of medication administration. 100% accuracy is required in the preparation, administration, recording and storage of medications to pass the practicum portion of the certification process.

The Medication Certification Examination and Score Sheet (Attachment 2) provides a place to record the competencies required for medication certification, along with the final examination test score. The practicum competencies form must be signed by (1) the instructor teaching the course, (2) an Administrator/Designee and (3) checked

“Approved” or “Not Approved”. Failure to have proper signatures will cause the form to be returned, delaying the certification.

Competency sheets must be returned to MCCA within 60 days of the date of the completion of formal classroom training. They can be faxed or placed in regular mail to MCCA.

Certification Card: Prior to issuing the certification card, MCCA will complete the verification process to ensure all certification standards are being met. Each candidate for certification will have their card mailed to the organization covering the costs of certification. ***This card should be carried by the certified employee with a copy of the card placed in the employee’s personnel file.***

RENEWAL OF CERTIFICATION PROCESS:

All current MCCA medication certified personnel must annually receive renewal. This policy began 1-1-03.

The MCCA Medication renewal process requires annual training on one of five topical areas each year. Classes are designed to be up to three hours in length, with one hour on psychotropic medications. The size, education and tenure of the staff are factors used in determining the length of the renewal training classes. Verification that this training occurred must be received at the MCCA office, prior to recognition of renewal and the issuance of a current renewal card.

Attachment 4 identifies the five areas that have been designated by the MCCA Nurses Committee as accepted training areas for renewal. This committee will review these areas on a regular basis.

All certifications are valid for one-year as shown on the certification card. There is a 60 day grace period past the expiration date to remain in active status. ***If recertification paperwork is not submitted and received by the MCCA office within 60 days, the person must begin over with initial certification training.***

The fee for renewal must be submitted with the request for renewal. Attachment 3.

EVALUATION:

The Medication Class Evaluation continues to be optional. Instructors may use Attachment 6 for their use. It is no longer submitted to MCCA.

REPLACEMENT CARD REQUEST:

Attachment 7 can be used to request that a medication certification card be replaced.

Decertification Guidelines – Approved 12-2-03 by MCCA Board

Introduction: Organizations use the medication certification program to ensure that the administration of medications meets the quality standards necessary for licensing and for the safety of the child. The MCCA medication certification program is now implementing a process that allows an organization to notify MCCA when a currently certified staff person does not follow the medication certification policy or the organization's policy. The decertification guidelines were implemented, effective January 1, 2004.

Guidelines:

- ⇒ The guidelines recognize that each organization utilizing the MCCA Medication Certification Program, implement organization specific human resource policy/procedures for reporting medication certification errors and the subsequent personnel consequences.
- ⇒ These guidelines extend those policy/procedures to advising MCCA when serious medication errors occur and the organization feels it is the best interest of children to request MCCA decertification of the caregiver who administered the medications.
- ⇒ Serious medication errors may include, however this is not all inclusive:
 1. Omission of medication – failure to give
 2. Incorrect medication administered to a child
 3. Mixing medications among children
 4. Wrong dosage of medication given to a child
 5. Accumulation of small medication errors, i.e. documentation
 6. Medication repeatedly given at the wrong time
 7. Error impact on the licensure of supervising nurse

Serious medication errors do not include the child's refusal to take a medication.

- ⇒ The agency requesting decertification will complete the attached form and mail it to the MCCA office.
- ⇒ The Agency requesting decertification and the staff person who is being decertified will be notified (at the last known address) when action is completed.

MCCA will act on decertification requests when it is recommended by:

- ⇒ Agency's Executive Director or designee
- ⇒ Supervising Nurse
- ⇒ Human Resources Director

Changes in hiring procedures are necessary when verifying if the childcare worker has a valid medication certification card. The hiring agency **MUST** contact MCCA to ensure that the medication card continues to be valid.

Reinstatement

Agencies can recommend the reinstatement of the medication certification at the recommendation of the:

- ⇒ Agency's Executive Director or designee
- ⇒ Supervising Nurse
- ⇒ Human Resources Director

This may be an agency who has previously recommended decertification or a new agency. Reinstatement eligibility is **one time**. **If there is a second decertification recorded at the MCCA office, the decertified individual will not be allowed to reenter this program.**

The MCCA Executive Director will consult with the Medication Certification committee and the MCCA when there is a question and the executive director's decision will be final.

Questions? Contact MCCA at 1-800-942-0326 or email mcca@e-mcca.org.