



ADMINISTRATIVE DIRECTIVE

Transmittal:	2022-ADM-05
To:	Executive Directors of Voluntary Provider Agencies Developmental Disabilities State Operations Offices (DDSOO) Directors Developmental Disabilities Regional Offices (DDRO) Directors
Issuing OPWDD Office:	Division of Statewide Services Division of Administration-Workforce Talent & Management
Date:	August 11, 2022
Subject:	Medication Administration Training Curriculum for Direct Support Staff Tube Feeding Training Curriculum for Direct Support Staff Diabetes Training Curriculum for Direct Support Staff Colostomy Care Training Curriculum for Direct Support Staff
Suggested Distribution:	Service Delivery Administrators and Management Staff Clinical Staff and Clinical Staff Supervisors Quality Improvement Staff Direct Support Staff and Direct Support Supervisors Talent Development Training Directors
Contact:	Nursingandhealthservices@opwdd.ny.gov
Attachments:	Medication Administration Certification/Recertification Record Tube Feeding Certification/Recertification Record Diabetes Care Certification/Recertification Record Colostomy Care Certification/Recertification Record

Related ADMs/INFs	Releases Cancelled	Regulatory Authority	MHL & Other Statutory Authority	Records Retention
ADM# 2003-01 ADM# 2015-03 ADM# 2021-06		14 NYCRR 633.17	MHL §§ 13.07; 13.09; 13.15	

PURPOSE

Updates have been made to the Medication Administration curriculum. These updates are intended to improve training efficacy, increase focus on the tasks associated with medication administration, and provide a more efficient and streamlined training process for instructors.

The Medication Administration curriculum is one part of a comprehensive training program for direct support professionals in state and/or voluntary agencies that provide services for people with developmental disabilities. This Medication Administration curriculum may be used either as part of a comprehensive training program or as an independent package. Successful completion of this training program will prepare staff to be an Approved Medication Administration Personnel (AMAP). AMAP staff play a critical role in meeting the health needs of individuals with intellectual/developmental disabilities.

Additionally, updates have been made to OPWDD's Tube Feeding curriculum and we now have standardized trainings in place for Colostomy Care and Diabetes Care for Direct Support Professionals (DSPs).

Each of the above noted trainings and use of the standardized curriculums is required for any DSP who will be responsible for performing any of these delegated nursing tasks.

This ADM is effective ninety (90) days from the date it is issued (i.e. November 11, 2022). This delayed effective date is intended to give providers time to review and implement the new curriculums.

BACKGROUND

Pursuant to 14 NYCRR 633.17, all staff who administer medications must have successfully completed a full OPWDD-approved training and required practicums in medication administration. The Medication Administration curriculum is one part of a comprehensive training program for DSPs or other eligible titles that provide services to individuals with intellectual and developmental disabilities. Successful completion of the approved training in Medication Administration prepares staff to be an AMAP.

ADM 2003-01 titled "*Registered Nurse Supervision of Unlicensed Direct Care Staff in Residential Facilities Certified by the Office of Mental Retardation and Developmental Disabilities*" and ADM 2015-03 titled "*Registered Professional Nurse Supervision of Unlicensed Direct Support Professionals in Programs Approved by the Office for People With Developmental Disabilities*" written in collaboration with the NYS Office of the Professions, define the appropriate level of supervision by a Registered Nurse (RN) that is to be provided to unlicensed direct support staff who perform delegated nursing tasks. This includes but is not limited to initial training of the task or activity

and periodic observation of the actual act of performing such task.

APPLICABILITY

The requirement for the use of the OPWDD approved training is applicable to provider agencies or others who administer this training program. This includes any provider agencies or provider associations who contract out the administration of this training program.

All tracking of initial certifications and recertifications of AMAP must be managed by each provider agency or others who are administering the training program. OPWDD will not manage AMAP certifications and recertifications outside of its state-operated facilities. A certification form is required for any staff completing AMAP trainings on or after November 11, 2022.

For the purposes of this ADM, “training” refers to the most recent training material related to AMAP/specific additional trainings (i.e., Colostomy Care, Diabetes Care, and Tube Feeding), while “certification” refers to the newest certification course issued by OPWDD that results in certification or recertification.

PROCEDURES

A. Medication Administration Required Training Upon Hire

During the hiring process, when a provider agency is hiring a DSP or other eligible title who is currently certified as an AMAP and prior to passing any medications, a provider agency must:

1. Administer the full Medication Administration training program in compliance with OPWDDs current Medication Administration curriculum; OR
2. Accept the AMAP certification from another provider agency. Please reference *ADM # 2021-06 Allowance to Transfer Approved Medication Administration Personnel (AMAP) Certifications between Provider Agencies* for more specific information and guidance.

B. Updated AMAP Course & Curriculum

i. Course Duration

The didactic (i.e., classroom) portion of the updated AMAP course will take approximately a minimum of fourteen (14) hours to complete. The actual duration of the full course may differ depending on independent variables (e.g., the number of staff taking the course; length of class discussions; ability of staff to understand the information).

ii. Course Content

All information contained within this course curriculum must be appropriately covered. Examinations are required and are included as part of the curriculum.

Each section of the course curriculum begins with objectives. These objectives help both the course trainers and trainees to know what information will be taught, and what the learning outcomes should be, within each section.

iii. Injections & Feeding Tube Material in Medication Administration Curriculum

Information on injections in the Medication Administration curriculum provides an overview about injections, but does not, nor is it intended to, adequately prepare AMAP's to administer injections. The administration of injections must be taught separately, and that training must be specific to the individual that will be supported by the AMAP staff.

Additionally, this Medication Administration curriculum does not, nor is it intended to, adequately prepare AMAP staff to administer medications via feeding tube. OPWDD has a Feeding Tube Curriculum that teaches staff how to, among other things, administer tube feeds and medication administration via feeding tubes. Staff required to engage in activities related to feedings tubes must take the Tube Feeding Curriculum and practicum.

iv. Delivery of Course Content

Any AMAP staff whose medication certification has lapsed for 3 months or more must complete a full OPWDD-approved training and required practicums in medication administration prior to being able to administer medications.

C. Colostomy Care, Diabetes Care, and Tube Feeding

i. Specific Additional Curriculum Education

A provider agency may hire a DSP or other eligible title who has an up-to-date training/certification in performing colostomy care, diabetes care, or tube feeding. Prior to this new hire performing such tasks, the provider agency must:

1. Administer the full certification program for that task in compliance with OPWDD's most current curriculum; OR
2. Accept documentation of the current training or certification for that task from another provider agency. Documentation of certification of colostomy care, diabetes care, and/or tube feeding must be completed on a certification form provided by OPWDD.

ii. Specific Additional Curriculum Education Documentation

If a provider accepts the training/certification of these tasks completed at another provider agency, they must obtain and maintain:

1. Documentation of successful completion of that training, including documentation of successful demonstration of that task (if done before November 11, 2022; OR
2. OPWDD's Certification form for that specific task **and** successful completion of one (1) errorless demonstration of such task (if done on or after November 11th, 2022).

iii. Specific Additional Curriculum Education Recertification

All employees must complete an initial certification utilizing the full curriculum. Annually thereafter, recertification is required in addition to the initial required specific training for colostomy care, diabetes care, and tube feeding. Recertification will be due on the last date of the month in which the training was provided. Annual recertification must include:

1. Review of the staff person's previous year's performance;
2. RN instructor review of procedure, technique, and policies;
3. One written exam of not less than **35** questions passed with a grade of 80% or greater;
4. One performance of the task observed by an RN, passed with 100% accuracy; and
5. If the tube feeding recertification includes administration of medication, one medication pass with an RN, passed with 100% accuracy.

iv. Grandfathering of Staff Who Have Training on the Specific Additional Curriculum Education

Any DSP or other eligible title who is trained in and assigned colostomy care, diabetes care or tube feeding on or before November 11, 2022 may be grandfathered into this policy and continue providing care under that training until their next annual training and/or certification is required. That is, they do not have to have certification if they have current training. However, on or before the staff person's next annual training, they must be provided OPWDD's newest curriculum (re: colostomy care, diabetes care, and/or tube feeding) and receive recertification (i.e., not simply training) in order to continue providing this care.

All DSPs and other eligible titles who do not have current training or assignment regarding colostomy care, diabetes care, or tube feeding on or before [effective date of this ADM] must receive training in the relevant OPWDD curriculum and comply with the documentation and recertification policies in this ADM.

D. AMAP Recertification

Each task covered by this ADM requires an initial certification and a subsequent annual recertification completed by an RN who reviews the DSP's or other eligible staff's performance over the previous year. Additional recertification criteria can be found in the AMAP certification and recertification curriculum.

It is best practice for the staff person to complete their recertification before their annual recertification date. However, recertification for each training may be provided up to three (3) months past the staff person's date of last training expiration provided that they do not pass medications or perform relevant tasks until they have been recertified.

If the staff person is not recertified in three (3) months past their date of last expiration, they must complete the full medication administration training program or the training program for each task (e.g., tube feeding, colostomy care, and/or diabetes care).

E. Training Methods

This training class is not intended to be an independent or home study program and must be presented live by an instructor who meets the qualifications in section F below.

Agencies may consider alternate live-delivery methods (e.g., Webex, Zoom, or Microsoft Teams) for staff training during the didactic (i.e., classroom) portion of each of the trainings discussed in this document. However, all skills-based portions and the clinical practicum must be conducted in-person for staff to be certified.

Additionally, the didactic portion of Colostomy Care, Diabetes Care and Tube Feeding has been pre-recorded by an RN and is available on the New York Statewide Learning Management System (SLMS) should agencies choose to use this resource for the didactic portion of these trainings.

Note that providers have the discretion to train DSPs responsible for performing any of these delegated nursing tasks based on the specific needs of the individuals they are supporting. There is not a requirement that DSPs be trained on all 3 tasks, rather, they should be trained based on those tasks they will be delegated to perform.

F. Instructor Qualifications

Each course must be taught by a Registered Professional Nurse (RN). Supportive licensed health care instructors, such as physicians, pharmacists, dentists, physician assistants, or other registered nurses, may only be used to augment the primary instructor. Licensed Practical Nurses are not to be used as instructors for this course.

G. Records Retention

Effective August 11, 2022 documentation of the relevant certification/recertification must be maintained by the provider agency for ten (10) years and must be provided to the receiving provider agency upon request. Any documentation of trainings delivered prior to the date of this ADM must abide by those retention requirements already in agency policy at that time.

Requests for the Medication Administration curriculum, Tube Feeding curriculum, Diabetes Care curriculum, and/or the Colostomy Care curriculum, as well as any questions about this ADM, may be directed to:

Nursingandhealthservices@opwdd.ny.gov