

4723-27-07

Medication aide training programs.

[Comment: Information regarding the availability and effective date of the materials incorporated by reference in this rule can be found in paragraph (G) of rule 4723-1-03 of the Administrative Code.]

(A) An applicant seeking approval from the board to provide a medication aide training program shall submit a "Medication Aide Training Program Application" ~~an application for approval on the form specified by the board.~~

(1) Applications shall be accompanied by the fee required by paragraph (A)(8) of rule 4723-27-10 of the Administrative Code.

(2) No applicant shall admit a student until the medication aide training program has been approved by the board.

(B) The application for approval of a medication aide training program shall contain the following information:

(1) The objectives and outcomes of the medication aide program;

(2) The program's organizational chart;

(3) The name and credentials of the program's registered nurse administrator;

(4) The name and credentials of all individuals serving as instructors in the program;

(5) A program curriculum that includes the number of hours to be spent on each topic area.

(C) To be approved by the board, a medication aide training program shall meet and maintain the following requirements:

(1) The medication aide training program shall include a minimum of one hundred twenty clock hours of instruction consisting of the following:

(a) Not less than eighty clock hours of didactic and laboratory instruction relating to medication administration and meeting the minimum curriculum requirements specified in rule 4723-27-08 of the Administrative Code; and

- (b) Not less than forty clock hours of supervised clinical practice as set forth in rule 4723-27-08 of the Administrative Code.
- (2) The medication aide training program shall employ or contract with one or more nurses who collectively shall satisfy all of the following requirements:
 - (a) A registered nurse who has held a current, valid Ohio license to practice registered nursing for a minimum of two years, to serve as the program administrator;
 - (b) A nurse who has had, within the past five years, at least one year of experience in providing nursing services as a registered nurse or licensed practical nurse in a nursing home or a residential care facility;
 - (c) A nurse with education or experience in adult instruction which may include completion of an approved train the trainer course or experience;
 - (d) A nurse who shall serve as supervisor of the clinical component; and
 - (e) A registered nurse who shall teach the didactic and laboratory component of the training program.
- (3) The registered nurse program administrator shall direct and supervise all aspects of the training program and ensure that the program meets and maintains the requirements set forth in this rule, and rule 4723-27-08 of the Administrative Code.
- (4) The program shall disclose to all applicants at the time of admission the program's refund policy, the cost of the board approved medication aide examination, the qualifications for certification as a medication aide, as set forth in section 4723.651 of the Revised Code, and that in order to be certified as a medication aide, an applicant will be tested to determine whether the applicant's reading, writing, and mathematical skills are sufficient to administer prescription medications safely.
- (5) The supervised clinical practice component shall be provided in nursing homes that the Ohio department of health has found to be free from deficiencies related to the administration of medications in the two most recent annual surveys, or in residential care facilities that the Ohio department of health has found to be free from deficiencies, related to the administration of

medications and the provision of skilled nursing care, in the two most recent annual surveys.

- (6) A medication aide training program shall provide written certification, on a form specified by the board, to a board approved examination service provider of a student's eligibility to take a board approved examination, according to rule 4723-27-08 of the Administrative Code.
- (7) A medication aide training program shall maintain records including results of a board approved examination for each student for a period of six years following the date the student enrolled in the program.
- (8) A medication aide training program shall engage in program evaluation that includes, but is not limited to, obtaining feedback from students, instructors, and employers of individuals who have successfully completed the medication aide training program.
- (9) A medication aide training program shall ensure an orderly transition between program administrators including providing written notification to the board within thirty days of the transition.
- (10) A medication aide training program shall close a program, if necessary, in an orderly manner including providing thirty days advance written notice to the board, current students, and program applicants of the following:
 - (a) Tentative date of the closing;
 - (b) The location where the program's student and other records will be retained; and
 - (c) The name, address, and other contact information of the custodian of all program records after the program is closed;
- (11) A medication aide training program shall establish written policies and procedures to meet the requirements of this rule and other policies deemed necessary for the training program. Such policies and procedures shall be available for review by the board upon request.
- (12) For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:

- (a) Review the individual's military education and skills training;
 - (b) Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-27 of the Administrative Code;
 - (c) Award credit to the individual for any substantially equivalent military education or skills training.
- (D) Approval of a medication aide training program shall be effective for a period of two years from the date of approval if the requirements set forth in this rule and rule 4723-27-08 of the Administrative Code are met and maintained throughout the two-year period.
- (E) No later than ninety days prior to expiration of a medication aide training program approval period, a program seeking reapproval shall submit a "Medication Aide Training Program Re-Approval Application" ~~the following to the board that includes but is not limited to the following:~~
- (1) ~~An application specified by the board which includes, but is not limited to, verification~~ Verification that the program meets and has maintained the requirements set forth in this rule and rule 4723-27-08 of the Administrative Code; and
 - (2) Payment of a program reapproval fee as specified in paragraph (A)(9) of rule 4723-27-10 of the Administrative Code.;
 - ~~(3) Any other information requested by the board.~~
- (F) The board may conduct site visits of a medication aide training program or program applicant. The board has all of the powers and duties conferred by sections 4723.28 and 4723.29 of the Revised Code with respect to evaluation of a medication aide training program or applicant.
- (G) The board shall review completed applications for approval or reapproval of a medication aide training program during a regularly scheduled board meeting.
- (H) The board may deny, suspend or revoke approval or reapproval of a medication aide training program or applicant, in accordance with Chapter 119. of the Revised Code, based upon the following:

- (1) Failure to meet or maintain the requirements set forth in this rule and rule 4723-27-08 of the Administrative Code;
 - (2) Submitting false, misleading or deceptive statements, information or documentation to the board or its designees.
- (I) If the board fails to act on a reapproval application prior to the expiration of the program's current two-year approval period, the board shall consider the program's current approval period effective until the board takes action with respect to the reapproval application.

Effective:

Five Year Review (FYR) Dates: 12/19/2016

Certification

Date

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