

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0697 (MD)	Subject:	Medication Administration Quality Assessment Review
Effective Date:	01-23-07	Last Revision:	06-13-2024
Person Responsible:	Registered Nurse		

Approvals/Date:	<i>Scott Chan</i> 6/14/24	<i>Jane Howard</i> 6/14/24	
	Superintendent, WCBDD	Date	Department Director Coordinator Date

It is the policy of the Wood County Board of Developmental Disabilities, pursuant to Ohio Revised Code Sections 5123.41 through 5123.45 and in accordance with the authorization of the statute, to provide for quality reviews to assure compliance to Rule OAC 5123-6-07 according to the Ohio Department of Developmental Disabilities and such quality reviews will be completed according to the procedure outlined below:

1. Wood County Board of DD (WCBDD) will complete a quality assessment (QA) reviews of provider site location(s) where certified developmental disabilities (DD) personnel perform health related activities, administer oral prescribed medication, administer topical prescribed medication, administer topical over the counter musculoskeletal medication, administer oxygen, or administer inhaled medication for individuals who receive services from certified supported living providers, residential support services from certified home and community-based services providers with no more than four individuals, individuals residing in residential facilities of five or fewer beds, excluding ICF/IID or adult services in a setting with 16 or fewer individuals.
2. WCBDD shall employ or enter into contract with a certified registered nurse instructor or a registered nurse trainer who will serve as the quality assessment registered nurse to assist with consultation and quality assessment oversight. The QA registered nurse shall complete QA reviews in a format prescribed by Ohio Department of Developmental Disabilities. Quality assessment reviews will be conducted at least once every three years. More frequent reviews may be conducted if the registered nurse, provider of services, WCBDD or the Department determines there are issues to warrant such reviews. A technical assistance QA shall be completed for new provider site location(s) within the first 6 months after starting up. The QA registered nurse will maintain a schedule of the QA reviews to be conducted.
3. QA reviews shall include, but are not limited to the following:
 - Interviewing certified DD personnel and provider administration.
 - Observation of administration of prescribed medication and performance of health-related activities.
 - Review of documentation of performance of health-related activities and administration of prescribed medication for completeness of the documentation and for documentation of appropriate actions taken based on parameters provided in the health-related activities and prescribed medication administration training program described in rule 5123-6-06 of the Administrative Code.
 - Review of all prescribed medication/treatment errors in past twelve (12) months.
 - Review of system of communication and supports related to performance of health-related activity and administration of prescribed medication for the provider location being assessed to ensure complete and accurate administration of health care directives given by health care professional for the individuals being served at the provider location.
 - Review of the system of processes and procedures used by the provider or independent provider to monitor and document completeness and correct techniques used during performance of health-related activities, administration of oral prescribed medication, and administration of topical prescribed medications.
4. QA registered nurse shall evaluate for patterns of failure to comply or maintain compliance with OAC 5123-6-01 chapter.
5. One week prior to the QA review, notification will be sent to the designated person of contact for the provider of services of a QA review for a specified location(s) to ensure all documentation needed for review is available on the date specified in the notification.
6. QA registered nurse shall provide a copy of the QA review report to the designated county board representative and the designated person of contact for provider of services within ten (10) business days of the review. The QA review report shall identify findings specific to provisions of OAC 5123-6-01 chapter and may recommend to the provider of services steps to be taken to improve the systems and procedures used by the provider to support the functioning of the certified DD personnel and suggestions for improving quality related to performance of health-related activities and administration of prescribed medication and maintaining compliance with OAC 5123-6 chapter.
7. QA registered nurse shall maintain a copy of each QA review report in Britco RN QA t for that agency in HSPR intellinetics under the agency. The QA registered nurse shall collaborate and/or consult with the provider of services and WCBDD to ensure that all health and safety concerns are immediately addressed. The QA registered nurse shall collaborate and/or consult with the provider of services to address any rule violations and request of a POI (Plan of improvement).
8. The provider of services shall submit a written plan of improvement to the QA registered nurse that addresses specific rule violations and health and safety concerns identified in the QA review report within 30 calendar days of receipt of the QA review report and WCBDD QA review report summary.

9. The QA registered nurse shall notify the designated county board representative (provider relations) and the department when the employer of DD personnel or independent provider fails to:

- Submit a written plan of improvement within 60 calendar days of receipt of QA review report and WCBDD QA review report summary; or
- Successfully implement the written plan of improvement within 60 calendar days of the submission of the written plan of improvement to the QA registered nurse.

10. When the QA nurse receives a complaint or identifies concerns based on a QA review, the QA nurse will do an initial investigation including a discussion with the DD personnel and his/her employer. The QA nurse will contact and work with a designee of the Department to assure consistent handling of cases statewide. If the investigation results in failure to comply, the County Board will work with the employer to ensure immediate action is taken to correct the issue in meeting compliance.

11. Any alleged County Board violation pursuant to this chapter will be reviewed by an independent entity contracted by the Board. If the Board is found to be in violation of this chapter, the situation will be referred to the Department so the Department can assist the County Board in achieving compliance.

12. QA registered nurse shall act as resource for WCBDD and provider of services concerning health management issues, areas of health and safety concern, process and procedures related to performance of health-related activities and administration of medications. QA registered nurse may assist in expanding health care services in the community.

References: ORC 5123.41 – 5123.45
 OAC 5123-6-01 - 51236-07

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