

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0418 (MD) Subject: Training of Workers to Perform Delegated Nursing Tasks/Administer Medications/Perform Health Related Tasks

Effective Date: 08-30-94 Last Revision: 06-13-2024

Person Responsible: Registered Nurse
Children's Services Nurse

Approvals/Date: Brent Chan 6/14/24 Superintendent, WCBDD Date
Janice Hayward 6/14/24 Department Director/Coordinator Date

The following definitions will apply:

Administration of medications/feedings – Providing medications or nutrition to enrollees per physician’s orders and established procedures by a licensed nurse or trained unlicensed WCBDD employee with nurse delegation.

Certified Employee- A Wood County Board of Developmental Disabilities (WCBDD) employee who has been trained and certified by a **ODODD** approved RN Trainer and has received a **ODODD** approved certification (I, II, III).

Delegated Nursing Tasks (Task) - A task that is within the scope of practice of a nurse pursuant to Chapter 4723 of OAC and is delegated by a licensed nurse to a Wood County Board of DD Board employee. Include but are not limited to: Administration of oral/topical/inhaled/oxygen medication, administrations of medications through G/J tube, G/J tube feedings, insulin and metabolic glycemc disorder medication administration, glucometer check, ostomy care, external catheter care, basic measurement of intake and output, oral suctioning, taking vital signs, applying compression hose, etc.

Delegation - The transfer of responsibility for the performance of a selected nursing activity or task from a licensed nurse to a trained unlicensed person working under nursing supervision in a selected situation.

Designated Site - A Wood County Board of Developmental Disabilities (WCBDD) where the primary purpose is other than health care or nursing care; or a Wood County Board of Developmental Disabilities facility or program of any size in which an individual attends for a portion of the day if that facilities or program’s primary purpose is other than health care or nursing care. A designated site may also include all vehicles, all activities, field trips, medical, and business appointments.

Employee - An employee of the Wood County Board of Developmental Disabilities, a person under contract with the board, or a volunteer, when such persons do not have a license as a health care professional acting within their scope of practice.

Health Care Professional – Registered Nurse or Licensed Practical Nurse; Optometrist; Pharmacist; Doctor of Medicine, Osteopathic Medicine, Podiatrist, Nurse Practitioner; Physician’s Assistant; Physical Therapist; Occupational Therapist or OT assistant; Registered Dietician; etc.

Licensed Nurse - A Registered Nurse or a Licensed Practical Nurse that has been licensed by the state of Ohio and has met all requirements set forth by OAC 4723.

Nursing Tasks That Are NOT Deleqable - Include but are not limited to: any venipuncture procedures or the maintenance of IV lines; sterile catheterization; the giving of meds via Nasogastric tube or any unstable tube; any tasks requiring specialized knowledge or nursing knowledge, complex observations, judgment of skills; or tasks that significantly jeopardize the enrollee’s safety. Assistance with activities of daily living does not require delegation which includes but is not limited to: application of clean dressings/band-aid using first aid training; simple observations, assistance with hygiene including toileting, monitoring therapeutic diets, etc.

OAC – Ohio Administrative Code.

OBN - The Ohio Board of Nursing.

ODODD- Ohio Department of Developmental Disabilities.

ORC – Ohio Revised Code.

Oral Medication - Any medication that can be ingested through the mouth or a stable G/J tube, other than a Nasogastric tube.

Over the Counter – Nonprescription medication taken orally or applied topically which is not described in ORC 4729.02 and is not required to be taken pursuant to the instructions of health care professional who is authorized by law to prescribe drugs.

OTC Topical/Musculoskeletal Topical medications - OAC 5123-6-01 chapter grants the authority for OTC Topical/ Musculoskeletal topical medication could be given by unlicensed employees without prescription with training and/or certification.

Prescription – A written, electronic, or oral order for drugs or combinations or mixtures of drugs to be used by a particular individual and is issued by a licensed health professional authorized and/or pharmacy order/label by law to prescribe drugs, and as described in ORC 4729.02.

RN Trainer – A registered nurse who has met the requirements set forth in OAC 5123-6-01, has successfully completed a “Train the Trainer Program” and has been certified from **ODODD** to instruct unlicensed DD personnel how to administer medications and perform health related activities listed in **ODODD** approved curriculum.

Self-Administration of Medications (Self-Med) - The enrollee is responsible for the administration of his/her own medications without assistance from certified employees.

Self-Administration of Medications with Assistance - The enrollee is responsible for the administration of his/her own medications but

has determined a need for assistance.

Topical Medication - Any medication that is applied to the outer skin, or eye, ear or nose or mucous membranes. Topical medication may include trans-dermal, vaginal or rectal suppositories/medication.

1. The Wood County Board of Developmental Disabilities medication administration courses offered for employees and other DD personnel will be planned, developed, and coordinated by RN trainer who meet all requirements in accordance with OAC 5123-6-01 and OAC 4723 for training unlicensed employees.
 - A. Other licensed health care professionals may assist in conducting those portions of the course which are in their scope of practice - this includes the observation of skills demonstrations being done by licensed practical nurses.
 - B. The RN Trainer will only train medication administration courses using ODODD approved curriculum for category 1, 2, 3.
 - C. The minimum requirements for a program instructor that trains an unlicensed employee as stated in OAC 5123-6-01 chapter.
2. Prior to giving or applying medications/feeding or performing any delegated nursing tasks an employee must successfully obtain certifications and/or training. A certified employee may only administer medications/feedings or perform delegated nursing tasks for certifications that they hold.

To Obtain/Renew ODODD Certification I, II, III:

1. Prior to a Wood County Board of Developmental Disabilities board employee performing any delegable nursing task, the employee must be appointed by a WCBDD supervisor or administration who ensure the following, in accordance with OAC 5123-6-01:
 - A. Completion of ODODD approved application for registration and returned to the RN trainer.
 - B. The appropriate department administrator will ensure and indicate that all Background checks are complete, the employee is at least 18 years of age, holds a high school diploma or GED, and is able to read, write and understand English.
2. Prior to permitting developmental disabilities personnel and/or WCBDD employee to enroll in an initial or renewal training program, the RN trainer shall, in accordance with OAC 5123-6-01;
 - A. Secure a signed attestation and ODODD approved application for registration from the employer of developmental disabilities personnel ensuring that the above criteria is met.
 - B. Verify that the developmental disabilities personnel hold a current and active independent provider certification issued by the department and has provided a copy of their high school diploma or GED.
 - C. If renewing; RN trainer will verify the employee certification has not expire/lapsed/suspended.
4. To receive certification(s) the employee shall:
 - A. Attend the entire program of training.
 - B. Participate in class discussions, activities, and return demonstration of proficiency in administering prescribed medications and performing health-related activities. Demonstrations may be a verbalization of knowledge.
 - C. Complete and submit to RN Trainer an evaluation of the training program.
 - D. Complete final closed book written exam with at least a score of 80%. A score of less than 80% will require the employee to retake the training program in its entirety to retake the exam.
5. Upon successful completion of the medication course, the employee will receive a paper certificate via email provided on application. The original copy will be maintained by the employee. The employee is responsible for uploading their certificate into Relias Learning.
6. A master list of all approved employees will be maintained by the WCBDD nursing departments and the Human Resources Department.
7. The appropriate nursing department will develop and provide the necessary site and individual specific training which will include but is not limited to: Identification of individual, Identification of individual needs, summary of individual's relevant health care information, allergies, diagnoses and implementation of individuals health care plan, clinical practice using department forms and systems, how to contact nursing, what to report and when to report it, procedures for receiving and sending medications and for maintaining the medication area.
8. RN trainer will maintain completed applications, course evaluation, course sign-in sheets, skills check list/sheet and copy of certification upon successful completion in appropriate nursing department for 7 years.

Delegated Nursing Tasks Training:

1. The delegated nursing task module must include at least the following minimal components and instructed by a licensed nurse:
 - A. A written outline including objectives.
 - B. Infection control and Universal Precaution procedures.
 - C. Step-by-step information and directions on the concepts underlying the delegated nursing task and how to perform the delegated nursing task correctly according to current standards of practice following a step-by-step guideline.
 - D. Demonstration of the delegated nursing task.
 - E. Successful return demonstration of the delegated nursing task using a written skills checklist with annual return demonstrations if applicable.
 - F. The completed skills checklist will be maintained by department nursing.
 - G. The skills checklist will contain a step-by-step outline of how to perform the delegated nursing task. A copy will always be available to the employee.
2. Delegated nursing task training must be within the licensed nurse scope of practice and follow the rules set forth in OAC 4723-13.
3. Individual Specific Training (IST) must be completed and documented after delegated nursing task training and prior to performance of nursing task. The licensed nurse will maintain all IST documentation.

4. Annual training and return demonstrations to be completed by the licensed nurse as applicable.
1. The licensed nurse and/or appropriate department supervisor must prohibit employee(s) from administering medication/feedings and/or performing a delegated nursing task if that employee is found to be unsafe and incompetently performing that duty.
2. The licensed nurse will make every reasonable effort to re-train employees with return skills demonstrations of the delegated nursing task and original documentation to be kept in personnel file. Copies of documentation will be kept in the appropriate nursing department.

References: Ohio Administrative Code Section 4723
Ohio Administrative Code 512-6-01
ODODD approved application for DD personnel

Procedures: 02-ALL-ALL-0417 (MD)
02-ALL-ALL-0419 (MD)
02-ALL-ALL-0421 (MD)
03-ALL-ALL-1058
03-ALL-ALL-1059
03-ALL-ALL-1060

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