

**POLICY 1800**  
**MEDICATION CERTIFICATION, DELEGATION OF NURSING, AND**  
**QUALITY ASSESSMENT MONITORING**

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**1800.01 PURPOSE**

The Clermont County Board of Developmental Disabilities (CCBDD) fully recognizes the challenges in meeting the complex health care needs of individuals with developmental disabilities (IDD). CCBDD acknowledges that these services must be provided to meet needs according to the individuals’ capabilities and to encourage them to achieve maximum functioning in the least restrictive environment(s).

The purpose of this policy is to meet the rule requirements set forth by the OAC 5123:2-6 governing Performance of Health-Related Activities and Administration of Prescribed Medication within County Boards of Developmental Disabilities.

- Identify IDD who request/require Medication Administration and/or Health Related Activities (MA/HRA), Gastrostomy or Jejunostomy Feedings/Medications (G/J Tube) and/or Insulin Administration by the IDD/guardian/advocate and who are unable to self-medicate or self-medicate without assistance (determined by the self-administration assessment).
- Identify the training needs of Unlicensed Developmental Disabilities Personnel (UDDP) who serve IDD related to MA/HRA
- Describe the nursing delegation for IDD who require MA/HRA, g/j tube feedings and/or insulin administration in those settings requiring nursing delegation
- Identify settings in which delegation by a licensed nurse is and is not required
- Define family delegation and its impact on the need for Category I, II and III certification by UDDP.
- Describe settings in which the CCBDD is responsible for Quality Assessment (QA) by a Registered Nurse (RN).
- Describe the Medication Quality Assessment

**1800.02 DETERMINATION OF MEDICATION/HEALTH RELATED ACTIVITIES SERVICES BY PROVIDERS**

<b>Responsible Position:</b>	<b>Service and Support Administrator (SSA)</b>
<b>Affected Department/Positions</b>	<b>Service and Support Department/Nursing</b>

The Self-Administration Assessment is a tool designed by the Department of Developmental Disabilities (DODD). The self-administration assessment is completed when a person/guardian/advocate is requesting services for MA/HRA or when the SSA or another team member identifies the potential need for support.

The purpose of the Self-Administration Assessment is to ensure that the IDD is not able to SAFELY accomplish MA/HRA prior to implementation of supports that could violate the inherent right of a person to self-administer medication and treatments. (Ohio Administrative Code 5123:2-6-02). Prior to restriction of a person’s right to self-administer medication, or perform healthcare tasks, the DODD approved Self-Administration Assessment must be completed.

Clermont County Board of Developmental Disabilities will utilize the Ohio DODD’s Self-Administration Assessment. The Service and Support Administrator (SSA) will be responsible for ensuring completion of this assessment when applicable. The SSA Department will also collaborate with the CCBDD nurses when there is a need for their assistance to complete a Self-Administration Assessment and or the results from the assessments/request for supports indicate a Nursing Quality Assessment Review is required.

**1800.03 TRAINING/CERTIFICATION REQUIREMENTS OF UDDP**

<b>Responsible Position:</b>	<b>Nursing/Agency Providers</b>
<b>Affected Department/ Positions</b>	<b>Service and Support Department / Nursing / Agency Providers / Independent Providers / School Age</b>

All medication courses will be taught by a qualified RN Trainer, as required by DODD using the Prescribed Medication Handbook and Health Related Activities Training Manual - Category 1 Certification (Certification 1). Certification 1 training is required for UDDP to administer oral and topical medications and perform certain health related activities and clearly defined within the curriculum developed by the Ohio DODD.

Category II (g/j tube medications and feedings) Certification (Certification 2) and Category III (insulin) Certification (Certification 3) will be taught by a qualified certified RN trainer for those individuals who need those types of services using the training manuals provided by DODD. Other nursing tasks not included within these curriculums may be delegated under OAC 4723:13 Ohio Board of Nursing (OBN ) rules. The Medication Administration Reference grid (OAC 5123: 2-6-3)(Appendix A) determines the authority of DD personnel to perform services by type.

Stand Alone Curriculums for those individuals who are prescribed epinephrine and/or vagal nerve stimulation (VNS) or who require Over-The- Counter (OTC) Topical creams/ Ointments for Cleansing, Comfort, and Protection are available for UDDP who work with IDD that may or may not require additional certifications.

Providers/settings applicable to the Reference Grid (Appendix A) will be responsible for meeting all certification requirements including but not limited to obtaining certifications, continuing education, skills observations, and record keeping/database tracking as described in the MA/HRA curriculum. It will be the responsibility of each respective agency/provider/setting to ensure Certified UDDP meets certification requirements, including but not limited to record keeping/database tracking/entry, continuing education and skills observation as outlined in OAC 5123:2-6. County board nurses may assist with meeting these requirements, but it is not their responsibility.

**1800.04 DELEGATION OF NURSING WITHIN CLERMONT COUNTY BOARD PROGRAMS**

<b>Responsible Position:</b>	<b>Nursing</b>
<b>Affected Department/ Positions</b>	<b>Nursing / School Age</b>

The CCBDD shall permit only Certified DD Personnel who have successfully completed training that meets the Ohio DODD standards to administer medication and/or give/apply/perform specified tasks with nursing delegation.

As specified in the Reference Grid (Appendix A), nursing delegation of medication and specific nursing tasks to UDDP may occur under the auspices of the Board. CCBDD settings such as extracurricular events prepared/sponsored by the board (i.e., Special Olympics, Activities Department’s functions) occurring outside regular operating hours and unable to be supervised directly or indirectly by an RN/LPN for the intent of nursing delegation may be excluded. In these circumstances, any medications, medical tasks/procedures will be arranged by the individual/guardian/care provider.

Delegation of MA/HRA, G/J tube Feeding/Medications, Insulin Administration and other Nursing tasks will be implemented following all rules as per OBN 4723-13 Rules and OAC 5123:2-6.

**1800.05 SETTINGS IN WHICH DELEGATION BY A NURSE IS NOT REQUIRED**

<b>Responsible Position:</b>	<b>Service and Support Department, Nursing</b>
<b>Affected Department/ Positions/Settings</b>	<b>See Reference Grid (Appendix A)</b>

See the Reference Grid (Appendix A).

**1800.06 SETTINGS IN WHICH DELEGATION BY A NURSE IS REQUIRED**

<b>Responsible Position:</b>	<b>Service and Support Department, Nursing</b>
<b>Affected Department/ Positions/Settings</b>	<b>See Reference Grid (Appendix A)</b>

See the Reference Grid (Appendix A).

**1800.07 MEDICATION ADMINISTRATION BY FAMILY MEMBERS AND  
MEDICATION ADMINISTRATION CERTIFICATION REQUIREMENTS**

<b>Responsible Position:</b>	<b>Service and Support Department</b>
<b>Affected Department/Positions</b>	<b>Family/Natural Supports/Independent Providers</b>

The Board recognizes the role of family members and natural supports. The following guidelines provided by the Ohio DODD will be followed by CCDD in regards to family members administering medication:

- Whenever an individual resides with a family member(s), the family member is authorized to administer medications without having to have Medication Administration Certification.
- Family members who live with an individual and are providing Ohio Shared Living (as an independent provider or through an agency) are authorized to administer medication as a family member and do not need to have Medication Administration Certification or nurse delegation.
  - When a family member DOES NOT LIVE with the individual, is a paid provider, and works for an agency, that family member MUST have Medication Administration certification.
  - A family member who DOES NOT LIVE with an individual, is a paid provider, and is an Independent Provider may receive delegation from the family who does live with the individual or must have Medication Administration Certification and nurse delegation as applicable to provide medications or treatments. Family delegation under Ohio Revised Code 5123.47:
- Family members living with an individual may delegate medication administration to independent providers who come into the home under the family delegation law (Ohio Revised Code 5123.47). In that case the responsibility for the training and supervision of the independent provider rests with the family and the independent provider does not have to have Medication Administration Certification.

**1800.08 COMPLIANCE MONITORING / NURSING QUALITY ASSESSMENT REVIEW**

<b>Responsible Position:</b>	<b>QA RN employed or contracted</b>
<b>Affected Department/ Positions</b>	<b>Service and Support Department, Nursing</b>

CCBDD will oversee providers/sites for IDD who have requested support services for medication administration/treatments/health-related activities and have been identified as unable to self-medicate or self-medicate with assistance to ensure that all requirements of OAC 5123:2-06 are being met in settings where nursing delegation is not required as identified in the reference grid provided by Ohio DODD (Appendix A). CCBDD shall employ or enter into a contract with a RN trainer listed on the Medication Administration Information System (MAIS) who will serve as a Quality Assessment Registered Nurse (QARN) to assist with consultation and quality assessment oversight in applicable settings.

The DODD Medication Administration (MA) and Health Related Activities (HRA) RN Quality Assessment Review is a tool to provide consultation and oversight to ensure a safe environment for the administration of medications and performance of Health-Related Activities in individual’s homes and/or day settings. For each setting, a QA RN will complete an assessment of what is currently occurring, identify areas of concern, and diagnose the core underlying contributing factors. The QARN and the SSA will collaborate with the Providers to address any deficiency identified during the quality assessment.

Quality Assessment Reviews will be conducted at a minimum of every three years at each setting where MA/HRA is being administered for IDD who are unable to self-medicate or self-medicate with assistance.

The QA RN, in collaboration with the SSA Department, will be responsible for maintaining and updating a list of settings within the county that support IDD that meet criteria for a Nursing Quality Assessment Review.

<b>Mandated By</b>	<b>Applicable Legislation/Regulation</b>
<b>OAC 5123:2-6</b>	<b>Performance of Health-Related Activities and Administration of Prescribed Medication</b>


APPENDIX A



Department of  
Developmental Disabilities

Effective November 6, 2017

Authority of DD Personnel to Perform Services by Type - Medication Administration  
Reference Grid (ORC 5123.41-.47 and OAC 5123:2-6-3)

 <b>Applicable Setting</b>	County Board (CB) responsibility for Quality Assessment (QA) by RN. See outlined boxes				
	<b>Certification 1</b>	<b>Certification 1</b>	<b>Certification 2</b>	<b>Certification 3</b>	<b>Delegable Nursing Tasks</b>
	<b>13-HRAs (Health-Related Activities)  (HRAs may be delegable without certification per OAC 4723-13)</b>	<b>Medication Administration  (Prescribed Oral, Topical, O2 and Inhalers)</b>	<b>G / J Tube  Prescribed  Medication Administration</b>	<b>Insulin  by Sub-Q Injection &amp; Pump  and injectable treatments for metabolic glycemic disorders</b>	<b>Including 13 HRAs  &amp; Administration of Nutrition by G/J Tube</b>
<b>Adult Services Settings up to 16 people</b>	Without nursing delegation	Without nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Family Support Services</b>	Without nursing delegation	Without nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Certified Supported Living Services (1-4 individuals per living arrangements)</b>	Without nursing delegation	Without nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Certified Home and Community Based Services (1-4 individuals per living arrangements)</b>	Without nursing delegation	Without nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Residential Facilities : 1-5 Beds</b>	Without nursing delegation	Without nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Early Intervention, Pre- School, School Age</b>	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Adult Services Settings with 17 or more people</b>	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Residential Facilities: 6 or more Beds</b>	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation
<b>Other Services by DD Boards or by Ohio Dept of DD</b>	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation	With nursing delegation

*\*As per OBN's Administrative Code Chapter 4723-13, an RN may delegate specific NURSING TASKS to uncertified personnel (following all provisions in OAC 4723-13) . Delegation of MEDICATION requires DODD Certification(s).*