

4723-27-07

Medication Aide Training Programs

(A) An applicant seeking approval from the board to provide a medication aide training program shall submit an application for approval on the form specified by the board.

- (1) Applications submitted on or after July 1, 2007 shall be accompanied by the fee required by paragraph (A)(10) of rule 4723-27-10.
- (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 classroom instruction relating to medication administration and meeting the minimum curriculum requirements specified in rule 4723-27-08; and
 - (b) Not less than forty clock hours of supervised clinical practice as set forth in rule 4723-27-08.
- (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 an unrestricted Ohio license to practice registered nursing for a minimum of two years, to serve as the program administrator;
 - (b) A nurse with at least one year of experience in providing nursing services, as a registered nurse or licensed practical nurse within the past five years, 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.
- (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, and 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) Prior to July 1, 2007, the supervised clinical practice component shall be provided in a nursing home or residential care facility that has been approved by the board to participate in the medication aide pilot program authorized under section 4723.63 of the Revised Code.
- (6) On or after July 1, 2007, the supervised clinical practice component shall be provided in a 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 facilityIES 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.

- (7) 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, in accordance with rule 4723-27-08.
 - (8) 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.
 - (9) 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.
 - (10) 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.
 - (11) 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:
 - (i) Tentative date of the closing;
 - (ii) The location where the program's student and other records will be retained; and
 - (iii) The name, address, and other contact information of the custodian of all program records after the program is closed;
 - (12) 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.
- (D) Approval of a medication aide training program shall be effective for a period of two years from the date of approval provided that the requirements set forth in this rule and rule 4723-27-08 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 the following to the board:

- (1) An application specified by the board which includes, but is not limited to, verification that the program meets and has maintained the requirements set forth in this rule and rule 4723-27-08;
 - (2) Payment of a program reapproval fee as specified in paragraph (A)(11) of rule 4723-27-10;
 - (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;
 - (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.