

## Requirements for Medication Administration – Train the Trainer

a. **Prerequisites for staff/agency Trainer Candidates.** Trainer candidates are required to meet the following prerequisites prior to participating in the Medication Administration Train the Trainer course:

i. Staff/agency Trainer candidate has been employed by the provider agency for at least six (6) months in one of the following DHS or Department of Aging licensed settings:

- a. Chapter 2380: Adult Training Facilities (ATF)
- b. Chapter 2390: Vocational Facilities
- c. Chapter 2600: Personal Care Homes (PCH)
- d. Chapter 2800: Assisted Living
- e. Chapter 3800: Child Residential and Day Treatment Facilities
- f. Chapter 6400: Community Homes for Individuals with Intellectual Disabilities (serving eight or fewer individuals)
- g. Chapter 6600: Intermediate Care Facilities for Persons with Intellectual Disabilities (serving eight or fewer individuals)
- h. Chapter 6600: Intermediate Care Facilities for Other Related Conditions (ICF/ORC) (serving eight or fewer individuals)
- i. Title 6 Aging, Chapter 11: Adult Day Services
- j. Title 55 Aging, Chapter 2800: Assisted Living

ii. Trainer candidates must have at least six (6) months experience within the last year administering medications. If staff employed by a **new provider** view the webcast titled “New Provider Guidance for Medication Administration Webcast”, then the requirement of employment for 6 months or more is waived. A new provider is defined as a provider that has been in existence for less than 6 months or existing providers that do not currently use the Medication Administration Program and add an eligible licensed service.

iii. Trainer candidates have familiarity with the agency policies and procedures related to medication administration and passed a practicum within the last year;

iv. Trainer candidate has passed a practicum within the last year.

v. Trainer candidate has completed and passed the DHS Medication Administration Course with the following exceptions: Licensed staff (RN, LPN, MD, RPh., PharmD, PA, CRNP) are excluded from taking the Medication Administration course prior to attending the face to face classroom Train-the-Trainer course, but they must be familiar with the course.