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.