

Kansas Certified Medication Aide Course Instruction Manual

Health Occupations Credentialing

**Kansas Department for Aging and Disability Services
503 S Kansas Ave
Topeka, Kansas 66603**

May 10, 2013

TABLE OF CONTENTS

Introduction	3
--------------------	---

Medication Aide 75-Hour Course

Course Requirements	3
Course Delivery.....	5
Certified Medication Aide Test	10
Certification	12
Kansas Nurse Aide Registry (KNAR)	13
Miscellaneous	14

Medication Aide Continuing Education

Course Requirements	15
Course Delivery.....	16
Updating the KNAR	19
Miscellaneous	20
Required forms.....	21

APPENDICES:

Certified Medication Aide Test Manual.....	24
Certified Medication Aide Test Manual, Section A for Sponsors and Instructors.	25
Test Security Attestation.....	27
Certified Medication Aide Test Manual, Section B for Proctors of the CMA Test.	28
Test Number Inventory Form.....	31
Website Resource List.....	32

Note: This manual contains the essential information for sponsors, coordinators, instructors and test proctors of the Kansas State Certified Medication Aide training program. Coordinators and instructors share joint responsibility for compliance with regulations and policies regarding the training program. A copy of this manual and the corresponding regulations should be downloaded by each person who has any responsibility in a Kansas State CMA training course.

INTRODUCTION

Medication aide training in Kansas

The medication aide program in Kansas is administered by the Kansas Department for Aging and Disability Services, Health Occupations Credentialing (HOC) and includes a 75-hour course and test. Upon successful completion of the course and test, the person's certification as a medication aide will be identified on the Kansas nurse aide registry. To continue being eligible for employment, the medication aide must successfully complete a 10-hour continuing education course as described in regulation, every two years. If the medication aide fails to complete the continuing education course during the two years that the medication aide is certified, the medication aide may complete the continuing education course within one year of the eligibility. After that, the aide must successfully complete the 75-hour course and test to regain employment eligibility.

The training regulations for medication aides include K.A.R. 26-50-30 through 26-50-40. The regulations may be downloaded from the KDADS Website. Instructors should be sure students know how to access the website, regulations and resources.

75-HOUR MEDICATION AIDE COURSE

COURSE REQUIREMENTS

Who may take the course?

The student must be

- at least 18 years of age and
- a nurse aide listed on the Kansas nurse aide registry with no pending or current prohibitions against that individual's certification; or
- a qualified intellectual disability professional (QIDP) who can provide verification of employment as a QIDP. QIDP medication aides may administer medications only to residents in an Intermediate care facility for people with intellectual disability.

- The student who is a nurse aide must be screened and tested for reading comprehension at an eighth grade reading level prior to enrolling in the course. The QIDP does not need to be tested for reading.

Course sponsors must be:

- post-secondary schools under the jurisdiction of the
- state board of regents
- state-operated institutions for people with intellectual disability
- professional health care associations approved by the licensing agency

CMA Instructor Requirements

Instructors must meet the following requirements:

- Registered Nurse with current Kansas license with no pending or current disciplinary actions against that individual's license
- Two years of clinical experience as a registered nurse

A copy of the instructor approval notice should be retained by the instructor and a copy given to each sponsor conducting the training to show compliance with state laws.

Note: The Instructor Application (available at the KDADS website) may be submitted separately or may accompany the application for approval of the course.

Clinical Sites

Clinical sites must be:

- licensed adult care homes
- long- term care units of licensed hospitals
- state-operated institutions for people with intellectual disability
- Students who receive their clinical experience at this site are only eligible to work in an intermediate care facility for people with intellectual disability.

Clinical training in assisted living or residential health care facilities

The clinical portion of a medication aide course is usually held in a nursing facility or a long-term care unit of a hospital. The clinical portion of a medication aide course may be held in an assisted living or residential health care facility if the full range of clinical tasks and experiences necessary for training are available at the assisted living facility or residential health care facility, or provided in cooperation with a nursing facility.

When submitting an Application for Approval of Training Course which shows an assisted living facility or residential care facility as the clinical site, there must be written assurance from the sponsor that the performance evaluation tasks will be available to be experienced during the clinical portion of the course.

COURSE DELIVERY

Who is responsible?

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state regulations. Each approved instructor for a medication aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 26-50-32.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, providing that the reason for having more than one instructor is identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as "lead" instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

Note: The department requires no more than **six students per one instructor** in the clinical setting.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for medication aides. For example, a Kansas licensed pharmacist actively working in the pharmacy field may assist the instructor by conducting a portion of the training. Any person providing training does so under the direct supervision of the approved course instructor.

Students may be supervised for clinical experience by a licensed nurse on the staff of the adult care home where the clinical **practice** is taking place. The clinical performance as the student administers medications is evaluated by the instructor.

Note: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the course?

The Kansas certified medication aide curriculum focuses on the geriatric population in an adult long term-care versus acute medical care setting. The blueprint for the curriculum serves as the basis for the state-developed standardized test.

The curriculum includes information in the following areas:

- current drug classification, action, use, side effects, adverse reactions, interactions and nursing care for medications used to treat commonly recurring health conditions affecting body systems
- administering prescribed medications, monitoring oxygen therapy and applying non-sterile dressings
- legal, ethical and current practice
- communication
- documentation

The instructor is responsible for updating the curriculum with additional or new information.

Curriculum

The Kansas certified medication aide curriculum must be used to develop medication aide courses. The subject content provides skills information and provides opportunity for an instructor to modify the training program as necessary in response to perceived trainee learning needs.

How to obtain the curriculum The Kansas certified medication aide curriculum can be obtained by downloading the document from KDADS website. It may be printed and distributed as needed. The required forms listed in the manual and appendices should be downloaded from the website. Sponsors and instructors should check the website occasionally for the most current forms.

Text books

There is no required text for the medication aide training program; however, any supplementary text(s) used for the course should have been revised within the last five years to reflect current acceptable practices and must be noted on the course application.

Although not required, it is beneficial to students to have a copy of the Kansas certified medication aide curriculum to use as reference, both in class and in their future work.

Course approval process

The approval process includes the following steps:

- Sponsor or instructor completes the **Application for Approval of Training** (available at website).
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. An approval notice is sent with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion helps reduce delays in processing. An application must be submitted to the department at least three weeks prior to the beginning date of each course and must be approved prior to offering the course. **As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.**

Why is a course approval number important?

The course approval notice with the course approval number should be retained by the instructor. This course approval number should be referenced on all correspondence with the department regarding a particular class.

Didactic/classroom and clinical instruction

The course consists of 75 hours of instruction: didactic/laboratory and clinical sessions. The clinical component must include a minimum of 25 hours.

Note: Any change in class hours, dates, content, instructors, classroom or clinical sites must be **prior** approved by the department.

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (computer, LCD projector, white boards, and audio-visual supplies etc.) for the instruction of the trainees. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated, closed area for the classroom.

Class times must be within reasonable limits: no more than eight hours per day of instruction with lunchtime and breaks provided. Students may not be in facilities past 9:00 p.m.

Laboratory settings

Clinical laboratories for trainee practice and performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting. The laboratory setting allows the instructor to observe and measure trainee performance prior to assigning clinical duties.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the didactic/classroom and clinical training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved instructor during the times of didactic/classroom and clinical instruction. **There can be no delegation of the instructor's duties, and the DON must not teach while performing duties as DON.** The approved instructor must be on site and easily

accessible to the trainees at all times during scheduled course instruction hours.

Throughout the training course, there should be a combination of didactic/classroom theory and a practice of the tasks and skills learned in the supervised laboratory. **The more supervised practice the instructor can provide, the more competence and confidence the trainee will achieve in the training program.**

Demonstration of competency: Performance Evaluations

Upon completion of the didactic/laboratory sessions of the medication aide training program, the instructor evaluates each trainee's performance using performance evaluations developed by the instructor. Sample evaluations appear in the curriculum.

The student must satisfactorily **demonstrate/simulate/describe** all tasks to the approved instructor prior to administering medications to residents. Instructors must observe satisfactory completion of each task.

Not all medication administration skills can be demonstrated by trainees in a clinical setting. The instructor should allow students to complete as many different skills with the residents as possible in the clinical setting.

The summary evaluation (in the curriculum) must be completed for each student.

Challenging the test

Some individuals who are deemed to have equivalent training may challenge the test. An approved instructor of the **Kansas course** shall evaluate the training for equivalency. Before applying for equivalency, each person shall be a Kansas certified nurse aide and meet one of the following:

- The person is currently credentialed to administer medication and is in good standing in another state. The instructor shall confirm competence in the administration of medications, applying non-sterile dressings; legal, ethical and current practice; communication and documentation; and clinical experience administering medications.

- The person is currently enrolled in an accredited practical or professional nursing program and has successfully completed a course of study in pharmacology with a grade of C or better.
 - The person is currently licensed or has been licensed as a licensed mental health technician within 24 months from the date of application with no pending or current disciplinary actions against the individual's license.
 - The person whose license is inactive but who has been licensed within 24 months from the date of application as a licensed practical nurse or a licensed registered nurse with no pending or current disciplinary actions against the individual's license.
-

CERTIFIED MEDICATION AIDE TEST

See also test manual, attestation and inventory form, included. Anyone who has any responsibility for the tests must sign and submit the attestation, and all program staff should download and maintain current copies of manuals.

Test requirements Students may take the test no more than two times before they must repeat the course to qualify to test again. Students who repeat the course will have two more attempts to complete the test. The course maybe repeated as often as desired.

Students challenging the test have one opportunity to pass the test. If the test is not passed on the first attempt, the student must successfully complete the 75-hour medication aide course to qualify to test again.

The state test is timed and contains 85 multiple-choice questions. Each trainee has one and one-half hours in which to complete the test. The test is designed to measure knowledge in the following areas:

- current drug classification, action, use, side effects, adverse reactions, interactions and nursing care for medications used to treat commonly recurring health conditions affecting body systems
- administering prescribed medications and monitoring oxygen therapy and applying non-sterile dressings
- legal, ethical and current practice
- communication

- documentation

Written Test

Inventory forms should be filled out and submitted early in January, May and September of each year, as well as anytime there is a change in proctor or administrator.

The written test for the medication aide course is provided to the sponsor by the department. Sponsors must request copies of the test from KDADS. The test consists of 85 questions. The student should be given one and one-half hours to complete the test. The pass score for the test is 65.

The sponsor assumes responsibility for the security of the tests. The sponsor will notify KDADS immediately upon noticing a damaged, lost or missing test booklet. The sponsor may request replacement/additional copies from KDADS. (See Attestation and Inventory Form.)

The sponsor assures that the test materials will be maintained in a secure and confidential manner at all times. (See Test Manual.) The sponsor must not discuss the content of the tests with anyone.

The instructor may not review or proctor the tests.

If notification is received by KDADS of valid complaints against you, or you fail to meet the responsibilities assigned to sponsors, your test administration privileges may be terminated. You will be notified of any complaints filed against you and given an opportunity to respond to the issues of the complaint. The sponsor will decide when the test is to be given and will **assign a proctor to give the test.** **The Test Administration Manual for Proctors of the Medication Aide Test** outlines the test administration procedures. The sponsor must provide an answer sheet for the test and the instructions for its use. The sponsor will be responsible for scoring the test.

Disabilities

Any candidate who has a:

- physical disability
- learning disability
- psychological disability

which may require a reasonable accommodation to take the state test should make arrangements with the sponsor. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and lab/clinical settings of

the course, and successfully completed the performance evaluations. The candidates may not have the test read to them.

Language provisions

No oral tests are allowed for the medication aide tests. The student must demonstrate reading ability to be allowed to enroll in the course.

The state test is available in only the English language. **NOTE:** Any candidate for whom English is a second language may use a bilingual language dictionary during the state test. **Computer dictionaries and medical dictionaries are prohibited.**

CERTIFICATION

What must be submitted to HOC

The instructor/sponsor must submit:

- **Signed and completed 75-Hour Medication Aide Roster**
- **Signed and completed 75-Hour Medication Aide Application Form(s)**
- **\$20.00 non-refundable fee for each student**

Rosters

It is the responsibility of the course instructor/sponsor to assure that all candidates listed on the roster have met all the requirements for the training course and passed the written test. Therefore, the roster must be signed by the course instructor/sponsor, not other agency personnel, and sent to KDADS.

What happens when the test and course are successfully completed?

Candidates whose names appear on the roster as having successfully completed the course and the test will be listed on the Kansas Nurse Aide Registry as being a certified medication aide.

On average, it takes two weeks from the time the roster has been received for the department to place the person on the Registry. **Individuals should allow 15 days to lapse from the date the roster was submitted before calling the department to check the status of the certification.**

What happens if the course not successfully completed?

If a candidate fails the course, the candidate must retake the course before taking the test. **The name should not be included on the roster.**

KANSAS NURSE AIDE REGISTRY (KNAR)

The KNAR is a federally mandated program that tracks employment and training for aides in Kansas. A unique aide identification number is issued to each candidate who has successfully completed the requirements for certification as a nurse aide. The identification number that is assigned to an individual by the department identifies the individual in all training programs (i.e., certified nurse aide, certified medication aide and certified home health aide).

Abuse, Neglect, and Exploitation

The KNAR includes any information which prohibits an aide from working in an adult care home. Each adult care home must contact the registry prior to hiring a nurse aide or a medication aide. The facility may NOT employ a person with an administrative confirmation on the registry of a finding of abuse, neglect, or exploitation of a resident recorded after April 1, 1992 or persons prohibited due to certain findings on a criminal record check.

Employment eligibility

CMAs are eligible for employment for 24 months following the date the certification is issued. They must maintain current eligibility for employment as a CNA to work as a CMA.

To remain eligible to work as a CMA, the CMA must complete ten hours of continuing education as specified in K.A.R. 26-50-40. The successful completion of the continuing education will allow the CMA to be eligible to work an additional two years. The CMA must take a continuing education course within every two year period to remain eligible to work. If their certification lapses, the CMA has a one year period (from the expiration date of their certification) in which to take a continuing education course to reinstate their certification. The CMA may not work if the certification has expired. After the certification has been expired for one year, the CMA must successfully pass the 75-hour course and test to become eligible for employment.

Explanation should be given to all students regarding the continuing education requirement for CMAs. Once the paperwork indicating successful completion of continuing education is submitted, HOC will record it on the computer system.

Important points to convey to students

Instructors should assure that students:

- perform only those tasks for which they are competent
- know that they MUST contact KDADS (whenever they move)
- understand the continuing education requirements

**MISCELLANEOUS
Instructor information update**

State-approved instructors are reminded of their responsibility to update their personal instructor record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.

Distance learning technologies (DLT)

The department has developed guidelines conducting medication aide training using distance learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. The guidelines are available on the KDADS website.

Web-based instruction

The sponsor must submit a proposal for approval by the department in addition to the course approval form. The first two courses submitted by a particular sponsor, if approved, will be done on a pilot basis.

MEDICATION AIDE CONTINUING EDUCATION

COURSE REQUIREMENTS

Who may take the course?

The student must:

- be a certified medication aide with a certificate that was issued sometime in the past three years.

Who may sponsor a course?

Course sponsors must be:

- post-secondary schools under the jurisdiction of the state board of regents
- adult care homes
- long-term care unit of a hospital
- state-operated institutions for people with intellectual disability
- professional health care associations approved by the licensing agency

Instructor requirements

An instructor must have the following qualifications:

- Registered Nurse with current Kansas license with no pending or current disciplinary actions against that individual's license and
- 2 years of clinical experience as a registered nurse.

A copy of the approved instructor application should be retained by the instructor and a copy given to each sponsor conducting the training to show compliance with state laws.

NOTE: The Instructor Application (available at KDADS website) may be submitted separately or may accompany the application for approval of the course.

COURSE DELIVERY

Who is responsible?

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state regulations. Each approved instructor for a medication aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 26-50-32.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, provided that the reason for having more than one instructor is identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as "lead" instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for medication aides. For example, a Kansas licensed pharmacist actively working in the pharmacy field may assist the instructor by conducting a portion of the training. Any person providing training does so under the direct supervision of the approved course instructor.

NOTE: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the continuing education course?

The topic(s) may be chosen from the following list:

- new classes of drugs and new drugs
- new uses of drugs
- new methods of administering drugs
- alternative treatments such as herbs, acupuncture, interaction with traditional drugs
- documentation

Curriculum

The curriculum is developed by the instructor based on the topics listed above.

Course Approval Process

Applications for Approval of Training Courses go through the following process:

- Sponsor or instructor completes the **Application for Approval of Training Course** (available on KDADS) and submits it to HOC at least three weeks prior to the start date of the course.
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. A copy of the approval notice is returned to the sponsor with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion of paperwork helps reduce delays in processing.

An application must be submitted to the department **at least three weeks prior** to the beginning date of each course and must be approved prior to offering the course. As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.

Why is a course approval number important?

A copy of the approval notice with the course approval number should be retained by the instructor. This course approval number should be referenced on all correspondence with the department regarding a particular class.

Didactic/classroom and clinical instruction	The course consists of a minimum of ten hours of instruction. NOTE: Any change in class dates, instructors, classroom or clinical sites must be prior approved by the department.
Class environment	The classroom studies should be provided in a classroom environment with appropriate equipment (computer, LCD projector, white boards, audio-visual supplies, etc.) for the instruction of the trainees. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction.
	Class times must be within reasonable limits: no more than eight hours per day of instruction with lunchtime and breaks provided. Students may not be in facilities past 9:00 pm.
Laboratory settings	Clinical laboratories for trainee practice and performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting.
General delivery of the training course appropriate.	The approved instructor is responsible for ensuring that the delivery of the training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved instructor during the times of instruction. There can be no delegation of the instructor's duties, and the DON must not teach while performing duties as DON.
Equivalent training student's	The sponsor/instructor will evaluate the nursing training and, if deemed equivalent, may submit documentation of training. College credits or vocational training may be approved as substantially equivalent if the course

content is substantially equivalent to the topic(s) listed in regulation K.A.R. 28-50-36:

- new classes of drugs and new drugs
- new uses of drugs
- new methods of administering drugs
- alternative treatments such as herbs, acupuncture, interaction with traditional drugs
- safety and administration of drugs
- documentation

UPDATING THE KNAR

What must be submitted to HOC

For students who have successfully completed the course, the instructor/sponsor must submit:

- **Medication Aide Continuation Education Instruction Roster**
- **Medication Aide Continuing Education Renewal Application Form(s)**
- **\$20.00 non-refundable fee for each candidate**

Rosters

It is the responsibility of the course instructor/sponsor to assure that all candidates listed on the roster have met all the requirements for the training course. Therefore, the roster must be signed by the course instructor/sponsor, not other agency personnel, and sent to KDADS.

What happens if the course is successfully completed?

Once the paperwork indicating successful completion of continuing education is submitted, HOC list the individual's continued certification status on the Kansas Nurse Aide Registry. The CMA is responsible for ensuring maintenance of their certification.

What happens if the course is not successfully completed?

If a student does not successfully complete the course, the name of the student should not be included on the roster.

Employment eligibility

CMAs are eligible for employment for 24 months following the date their certification is issued. Both CMA and CNA certification must be active and in good standing for the aide to work as a medication aide.

To remain eligible to work as a CMA, the CMA must complete ten hours of continuing education as

specified in K.A.R. 26-50-40. The successful completion of the continuing education will allow the CMA to be eligible to work an additional two years. The CMA must take a continuing education course within every two year period to remain eligible to work. If their certification lapses, the CMA has a one year grace period in which to take the continuing education course to reinstate their certification. After their certification has been expired three years, the CMA must successfully pass the 75-hour course and test to become eligible for employment.

Explanation should be given to all students regarding the continuing education requirement for CMAs.

Important points to convey to students

Instructors should assure that students:

- know that they must contact KDADS whenever they move.
- understand the continuing education requirements.

MISCELLANEOUS

Instructor information update

State-approved instructors are reminded of their responsibility to update their personal instructor record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.

Distance learning technologies (DLT)

The department has developed guidelines for conducting medication aide training using distance learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. DLT guidelines are available on the KDADS website.

Web-based instruction

Guidelines have been developed for conducting medication aide continuing education by web. Web-based instruction guidelines are available on the KDADS website.

LIST OF REQUIRED FORMS

The following forms should be downloaded from Sponsors and instructors should check the KDADS website periodically for the most current versions.

- **Kansas Regulations:** KAR 26-50-30 through KAR 26-50-40
- **Instructor Application for CNA and CMA Training Courses**
- **Application for Approval of Training Course**
- **75-Hour Certified Medication Aide Instructor Roster**
- **75-Hour Certified Medication Aide Application Form**
- **Certified Medication Aide Continuing Education Instructor Roster**