



Technical Bulletin

Division of Public and Behavioral Health



Date: April 2017
Topic: Medication Management Program
Contact: HCQC Medication Management Team
To: Health Facilities Licensed by the Bureau of Health Care Quality and Compliance

This technical bulletin is being provided to assist in understanding processes for:

Medication Management: Approval of Training Curriculum and Instructors.

Regulatory Basis: NAC 449.196(3) (a)-(d), derived from NRS 449.037(6)(e), authorizes the Bureau of Health Care Quality and Compliance (HCQC) to approve Medication Management curricula and instructors for the purpose of providing training for caregivers working in residential facilities for groups who administer medications to residents.

Whereas it is the intent of the Bureau to review and approve curricula and instructors in a standardized manner, the following processes will be utilized to evaluate, approve and monitor curricula and instructors:

- Curriculum Approval: The application form for course curriculum approval request must be completed in its entirety (including names, dates, phone numbers, addresses, etc). The initial curriculum application will include a review of the topics to be presented, length of time allocated for each topic and training materials. Once approved, the application is time limited and will expire in two years- at which time the curriculum must be re-evaluated and approved.
- Curriculum Re-Approval: A re-approval reminder letter and application form will be sent from the Bureau no later than 60 days prior to expiration date of course curriculum. Upon approval, a certificate with a new course number using the re-approval date and a sequential number will be sent to the course coordinator.
- The course coordinator will check with the Nevada Commission on Postsecondary Education (CPE) regarding licensing requirements pursuant to NRS Chapter 394. Contact: Commission on Postsecondary Education, 8778 South Maryland Parkway Suite 115, Las Vegas, Nevada 89123; Ph: 702-486-7330; Fax: 702-486-7340; www.cpe.state.nv.us.
- Curriculum Monitoring: The presenter/instructor of an approved course is responsible to provide a roster of participants successfully completing the medication management course. This roster should be completed and submitted electronically to HCQC within 10 days of training. Course evaluations are to be kept by the instructors for a period of two years. An HCQC representative may attend a training session at any time, unannounced.
- Instructor Initial and Renewal Certification: The instructor application form must be completed in its entirety. An interview/assessment of each applicant will be conducted by HCQC staff. Instructor Certification Period – two years. Application must be submitted 60 days before expiration date. Additional instructors for a certified curriculum must apply for instructor approval.
- Instructor qualifications include the following requirements:
 1. Must be in good standing with the licensing boards, if applicable (BELTCA, BOME, BON, etc.)
 2. Must own or have authorized use of an approved Medication Management curriculum
 3. Has completed the 16 hours and/or 8 hours of Medication Management class in the past 12 months
 4. Can speak, read, write and teach the entire course in EnglishAND
 5. Is a licensed healthcare professional – MD, DO, PA, ARNP, RN, LPN,OR
 - Has three years verifiable experience administering medications and/or supervising medication administration in a medical or non-medical facility.
- The instructor must submit a signed document covering Ethical Obligations, Professional Expectations and Acknowledgements.
- Quality Assurance Monitoring and Accountability:
 - Course Coordinator: The course coordinator or instructor will submit the attendance roster within 10 days of training. The course coordinator will retain the sign-in sheet for two years. An HCQC representative may attend the training program at any time unannounced.

- Inspector: During periodic licensure survey or complaint investigation, medication related violations may be further investigated to determine the root cause of deficient practice (For example, caregiver's failure to understand the medication management process or to apply the correct processes, instructor's failure to provide comprehensive training, shortened class hours or incomplete training, language barriers, etc.). Determining the root cause may necessitate the inspector requesting the responsible caregiver(s) to complete an onsite written medication examination in the presence of an inspector.
- Administrator: A Statement of Deficiencies (SOD) will be sent to the facility Administrator. The Administrator will be required to submit a Plan of Correction (POC) within ten calendar days. HCQC may impose a sanction against the facility. Depending on the severity and scope of the deficiency, and through a Directed Plan of Correction (DPOC), the caregiver(s) may be required to take at least eight hours of Medication Management retraining.
- Instructor:
 - 1) If further investigation proved the deficiency was due to lack of medication management education, the instructor will be notified.
 - 2) If an instructor is found to be negligent in providing appropriate or complete instruction for medication management, a point system utilizing an attendance roster, will be applied to determine appropriate accountability actions.
 - 3) Once determined, following the root cause analysis, accountability action may include one of the following:
 - Instructor will offer the 8-hour Medication Management remedial course to the caregiver(s).
 - Instructor will receive a written warning and will offer the 8-hour Medication Management remedial course to the caregiver(s).
 - Instructor's certificate may be suspended for six months.
 - Instructor's certificate may be suspended for one year.
 - Any medication related deficiencies at Severity 4 may result in the immediate revocation of instructor's certificate. The instructor may be allowed to submit new application for certification after one year from date of revocation.

All communications, applications and exhibits must be submitted electronically to Medication Management Team via email to medmgt@health.nv.gov.

Paul Shubert – Bureau Chief