

**Carroll County Board of MRDD**

**Policy Reference:** Administration of Medications  
Permitting the Delegation of  
Nursing Tasks and the Giving or  
Applying of Medications

**Ohio Administration Code Reference:** OAC Section: 5123:2-1-07 and 5123:2-1-02(L)(3)  
ORC 5126.353, OAC 4723:21-13, OAC 4723:21-16, OAC 4723:21-18, OAC 4723:21-20, OAC  
4723:21-22, OAC 5123:2-1-07.

**Ohio Revised Code Reference:** ORC Section: ORC 5126.351 through 5126.357 Revised  
(Effective Date 1-08-04) 5123:2-6-02 , 5123:-6-03, 5123:-6-04, 5123:6-05, 5123:-6-06  
5123:6-07 Replaces part of 5123:2-1-07

- L. **SUBJECT:** Policy for Administration of Medications Permitting the Delegation of Nursing Tasks and the Giving or Applying of Medications.

**II. PURPOSE AND GUIDING PRINCIPALS:**

- A. The purpose of the Policy for Administration of Medications and Delegated Nursing Tasks is to ensure the health and well being of individuals served by the Carroll County Board of MR/DD.
- B. The Carroll County Board of MRDD fully recognizes the challenges in meeting the complex health care needs of persons with mental retardation and other developmental disabilities. The Board acknowledges that services must be provided to meet these needs according to the individuals and capabilities and to encourage them to achieve maximum functioning in the least restrictive environment(s). However, by so doing the health and nursing care needs of individuals should not be compromised.
- C. The Ohio Board of Nursing has the authority to regulate the practice of nursing so as to protect the health and safety of the public.
- D. It is the position of the Carroll County Board of MRDD in concert with the Board of Nursing and the Ohio Department of MRDD that the promotion of safe and accessible nursing care for the public can incorporate the trained unlicensed worker and that the changes in the health care environment have and will continue to alter the scope of nursing practice and its relationship to the activities delegated to the trained unlicensed worker.

**III. POLICY PERMITTING DELEGATION AT AUTHORIZED LOCATIONS:**

- A. The Carroll County Board of MRDD shall permit delegated nursing tasks and the giving and applying of prescribed medications in all authorized settings and locations that includes all County Board owned or leased facilities where programs, services, and supports are provided to individuals by the Board or by entities under contract with the Board, either directly or through the Mid-East Ohio Council of Governments.

- B. The Carroll County Board of MRDD shall permit the performance of delegated nursing tasks and the giving and applying of prescribed medications or other actions authorized, when a County Board individual from an authorized setting is being transported in a vehicle operated by or under contract with the Board, while the individual is on a field trip conducted in this state, or while the individual is involved in some other activity under the Board's authority at a location different from the setting for which the action was originally authorized.

**TV. SELF-ADMINISTRATION OF MEDICATION:**

- A. The Carroll County Board of MRDD shall permit a county board worker to assist a county board individual recipient of services and/or supports in the self-administration of prescribed medications. County Board administrative procedures specific to administration of medications and delegated nursing shall be adhered to related to self-medication.

**V. FAMILY MEMBER AUTHORIZED UNLICENSED IN-HOME HEALTH CARE:**

- A. The parent, guardian or family member of an enrollee may authorize delegation of nursing tasks to an unlicensed in home care worker including the giving or applying of prescribed medications or performance of other health care tasks. The unlicensed in-home care worker must be selected by the family member and be under the direct supervision of the family member to provide the care to the individual
- B. The family member who authorizes the health care to the unlicensed in home care worker retains full responsibility for the health and safety of the individual receiving the care. No entity that funds or monitors the provision of in-home care may be held liable for the results of the care provided including the Carroll County Board of MR/DD.
- C. The County Board may evaluate the authority granted by a family member to an unlicensed in-home care worker at any time it considers necessary and shall evaluate the authority on receipt of a complaint. If the County Board determines that a family member has acted in a manner that is inappropriate for the health and safety of the individual receiving services, the authorization granted to the family member to an unlicensed in home care worker is void, and the family member may no longer authorize the in home care worker to provide the care.

**VI. COMPLIANCE WITH REGULATIONS SPECIFIC TO DELEGATED NURSING:**

- A. It is the policy of County Board to maintain full compliance with applicable Statutes and Rules of both the Ohio Board of Nursing defined in Chapter 4723 of the Revised Code and the Ohio Department of MR/DD defined in 5123:2-1-07 of the Administrative Code in the implementation of this policy.
- B. The policy shall be implemented by the licensed nurse of authority for the Carroll County Board of MR/DD utilizing written procedures related to delegated nursing in the performance of administering medications or performing nursing tasks by

qualified trained Board workers.

- C. The Board agrees to take immediate corrective action to bring the Board's programs, services, and supports into full compliance with applicable Statutes and Rules when the findings of any investigation reveal that the Board is out of compliance.

VII. ANNUAL REVIEW AND ADOPTION OF **POLICIES:**

- A. This policy shall be maintained on file in the Administrative Offices and reviewed and updated annually.

ADOPTED/REVISED/REMOVED BY TITLE  
CARROLL COUNTY BOARD OF  
MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

SIGNATURE OF BOARD OFFICER

*Karl E. Schumacher*

DATE, 0-27-0

**Pursuant to Ohio Revised Code sections 5123.41 through 5123.47 and in accordance with the authorization of the statute, the Carroll County Board of Mental Retardation And Developmental Disabilities(CCBMRIDD) shall conduct health services associated with administration of medications and health related services performed by MR/DD personnel according to the Ohio Department of MRDD administrative Rules 5123:2-6-01 through 5123:2-6-07.**

**5123:2-6-01 Definitions.**

The following definitions shall apply to Chapter 5123:2-6 of the Administrative Code:

(A) "Abuse" has the same meaning as in section 5123.50 of the Revised Code, except that it includes a misappropriation, as defined in that section.

(B) "Adult services" has the same meaning as in section 5126.01 of the Revised Code.

(C) "Certified home and community-based services provider" means a person or government entity certified under section 5123.045 of the Revised Code.

(D) "Certified supported living provider" means a person or government entity certified under section 5126.431 of the Revised Code.

(E) "Contact hour" has the same meaning as in Chapter 4723-14 of the Administrative Code.

(F) "County board" means a county board of mental retardation and developmental disabilities established under Chapter 5126. of the Revised Code or a regional council of government formed under section 5126.13 of the Revised Code by two or more county boards.

(G) "Delegable nursing task" means a nursing task, which a licensed nurse has detennined meets the provisions listed in Chapter 4723-13 of the Administrative Code.

(H) "Department" means the Ohio department of mental retardation and developmental disabilities as established by section 121.02 of the Revised Code.

(I) "Drug" has the same meaning as in section 4729.01 of the Revised Code.

(J) "Early intervention, preschool or school-age services" means those services offered or provided under Chapter 5123. or Chapter 5126. of the Revised Code.

(K) "Family support services" has the same meaning as in section 5126.01 of the Revised Code.

(L) "Health-related activities" means the following:

- (1) Taking vital signs;
- (2) Application of clean dressings that do not require health assessment;
- (3) Basic measurement of bodily intake and output;
- (4) Oral suctioning;
- (5) Use of glucometers;
- (6) External urinary catheter care;
- (7) Emptying and replacing colostomy bags;
- (8) Collection of specimens by noninvasive means.

(M) "ICF/MR" means an intermediate care facility for people with mental retardation.

(N) "Individual" means a person with mental retardation and/or developmental disabilities.

(O) "Licensed health professional authorized to prescribe drugs" has the same meaning as in section 4729.01 of the Revised Code.

(P) "Licensed nurse" means a registered nurse or a licensed practical nurse who holds a current valid license to practice nursing in Ohio.

(Q) "Major unusual incident" has the same meaning as in rule 5123:2-17-02 of the Administrative Code.

(R) "Medicaid" has the same meaning as in section 5121.01 of the Revised Code.

(S) "MRIDD personnel" means the employees and the workers under contract who provide specialized services to individuals with mental retardation and developmental disabilities. "MRIDD personnel" includes those who provide the services as follows:

- (1) Through direct employment with the department of mental retardation and developmental disabilities or a county board of mental retardation and developmental disabilities;
- (2) Through an entity under contract with the department of mental retardation and developmental disabilities or a county board of mental retardation and developmental disabilities; or
- (3) Through direct employment or being under contract with private entities, including private entities that operate residential facilities.

(T) "Neglect" has the same meaning as in section 5123.50 of the Revised Code.

(U) "Nursing delegation" means the process established in rules adopted by the Ohio board of nursing pursuant to Chapter 4723. of the Revised Code under which a registered nurse or licensed practical nurse acting at the direction of a registered nurse transfers the performance of a particular nursing activity, task, or prescribed medication administration to another person who is not otherwise authorized to perform the activity, task, or prescribed medication administration.

(V) "Oral prescribed medication" means any prescribed medication that can be ingested through the mouth.

(W) "Prescribed medication" means a drug that is to be administered according to the instructions of a licensed health professional authorized to prescribe drugs.

(X) "Prescribed medication error" means the administration of the wrong prescribed medication (which includes outdated prescribed medication and prescribed medication not stored in accordance with the instructions of the manufacturer or the pharmacist), administration of the wrong dose of prescribed medication, administration of prescribed medication at the wrong time, administration of prescribed medication by the wrong route, or administration of prescribed medication to the wrong person.

(Y) "Prescribed medication via stable labeled gastrostomy tube or stable labeled jejunostomy tube" means administration of an oral prescribed medication to an individual through a stable labeled gastrostomy tube or a stable labeled jejunostomy tube.

(Z) "Residential facility" means a facility licensed under section 5123.19 of the Revised Code or *subject* to section 5123.192 of the Revised Code.

(AA) "Self administration or assistance with self-administration of prescribed medication" has the same meaning as in rule 5123:2-6-02 of the Administrative Code.

(BB) "Specialized services" has the same meaning as in section 5123.50 of the Revised Code.

(CC) "Subcutaneous insulin injection" includes injection of prescribed insulin by syringe and needle subcutaneous injection, and by insulin pump injection.

(DD) "Task" means a task that is prescribed, ordered, delegated, or otherwise directed by a health care professional acting within the scope of the professional's practice.

(EE) "Topical prescribed medication" means any prescribed medication that is applied to the outer skin, and eye, ear, or nose drops. "Topical medication" may include transdermal prescribed medication or vaginal or rectal suppositories.

(FF) "Train the instructor program" means the program for training registered nurses to train MR/DD personnel and for training registered nurses to train other registered nurses to train

MRJDD personnel in the administration of oral and topical prescribed medications and health-related activities, administration of food and prescribed medication via stable labeled gastrostomy tube or jejunostomy tube, administration of subcutaneous insulin injections, or performance of delegable nursing tasks pursuant to Chapter 4723-13 of the Administrative Code.

(GG) "Tube feeding" means the provision of prescribed nutrition to an individual through a stable labeled gastrostomy tube or a stable labeled jejunostomy tube.

(HH) "Unusual incident" has the same meaning as in rule 5123:2-17-02 of the Administrative Code.



## **PROCEDURE**

### **5123:2-6-02 Self-administration or assistance with the self-administration of prescribed medication.**

(A) An individual who can safely self-administer medication or receive assistance with self-administration of medication has the right to self-administer medication or receive assistance with the self-administration of medication.

(B) Self administration assessment: Based on department approved self-administration assessment the individual service plan shall document when the individual CANNOT safely selfadminister prescribed medication or receive assistance with self-administration of prescribed medication. The department approved self-assessment (attachment 1 to this policy) shall be used by CCBMRDD.

1. The self-administration assessment shall be completed by the MRIDD personnel who know the individual. The self-administration assessment documents mental alertness. The self-administration assessment is not a nursing assessment. Any self-assessment will become part of the individual's central file (located in the medical section) and results will be documented in the ISP.
2. The assessment will be reviewed annually and a new assessment will be conducted at least every three (3) years.

C. MR/DD personnel who are not specifically authorized by other provisions of the Revised Code to provide assistance in the self-administration of prescribed medication may, under section 5123.651 ORC and 5123:2-6.02 OAC, provide that assistance as part of the services they provide to individuals with mental retardation and developmental disabilities. To provide assistance with self-administration of prescribed medication, MRIDD personnel are not required to be trained or certified in accordance with section 5123.42 ORC and rules 5123:2-6-05 and 5123:2-6-06.

D. When assisting with self-medication of prescribed medication, MRIDD personnel shall take only the following actions:

1. Remind an individual when to take the medication and observe the individual to ensure that the individual follows the directions on the container.
2. Assist an individual by taking the medication in its container from the area where it is stored, handing the container with the medication in it to the individual, and opening the container, if the individual is physically unable to open the container.

3. Assist, on request or with the consent of, a physically impaired but mentally alert individual, with removal of oral or topical medication from the container and with the individual's taking or applying of the medication. If an individual is physically unable to place a dose of oral medication to the individual's mouth without spilling or dropping it, MR/DD personnel may place the dose in another container and place that container to the individual's mouth.

E. Assisting with self-medication is a condition of MR/DD personnel as a condition of employment or contracting with CCBMRDD for the following personnel:

1. Full-time, part-time, and substitute staff in direct care positions at Carroll Hills Industries working at any location and while on field trips including: Workshop Specialists, aides, nurses, and Habilitation Managers.
2. Full-time, part-time, substitute Job Coaches working with supported employment services
3. Approved provider agencies and their respective personnel providing family support services, certified supported living, and/or certified home and community based services with one (1) to four (4) persons per living arrangement, and any residential setting.

**5123:2-6-03 Authorization of MRDD personnel to administer prescribed medications, perform health-related activities, or perform tube feedings.**

A. Personnel who are not specifically authorized by other provisions of the Revised Code to administer prescribed medications, perform health-related activities, or perform tube feedings may do so pursuant to section 5123.42 of the Revised Code and rules adopted by the department under this chapter as part of the specialized services the MR/DD personnel provide to individuals in the following categories:

- (1) Individuals receiving early intervention, preschool, and school age services offered or provided pursuant to Chapter 5123 or Chapter 5126 of the Revised Code;
- (2) Individuals receiving adult services offered or provided pursuant to Chapter 5123 or Chapter 5126 of the Revised Code;
- (3) Individuals receiving family support services offered or provided pursuant to Chapter 5123 or chapter 5126 of the Revised Code;
- (4) Individuals receiving services from certified supported living providers, if the services are offered or provided pursuant to Chapter 5123 or Chapter 5126 of the Revised Code;
- (5) Individuals receiving residential support services from certified home and community-based service providers, if the services are received in a community living arrangement that includes not more than four individuals and the services are offered or provided pursuant Chapter 5123 Or 5126 of the Revised Code;
- (6) Individuals receiving services not included in paragraphs (A) (1) to (A)(5) of this rule that are offered or provided pursuant to Chapter 5123 or Chapter 5126 of the Revised Code;
- (7) Individuals residing in a residential facility with five or fewer beds;
- (8) Individuals residing in a residential facility with at least six but not more than sixteen beds;
- (9) Individuals residing in a residential facility with seventeen or more beds who are on a field trip from the facility, if all the following are the case:
  - (a) The field trip is sponsored by the facility for purposes of complying with federal medicaid statutes and regulations, state medicaid statutes and rules, or other federal or state statutes, regulations, or rules that require the facility to provide habilitation, community integration, or normalization services to its individuals.
  - (b) Not more than five field trip participants are individuals who have health needs requiring the administration of prescribed medications, excluding participants who self-administer prescribed medications or receive assistance with self-administration of prescribed medications.
  - (c) The facility staffs the field trip with MRDD personnel in such a manner that one person will administer prescribed medications, perform health-related activities, or perform tube feedings for not more than two participants if one

or both of these participants have health needs requiring the person to administer prescribed medications through a gastrostomy or jejunostomy tube.

- (d) According to the instructions of a health care professional acting within the scope of the professional's practice, the health needs of the participants who require administration of prescribed medications by MRIDD personnel are such that the participants must receive the prescribed medications during the field trip to avoid jeopardizing their health and safety.

B. Authorization of MRIDD personnel to administer prescribed medications, perform health-related activities, or perform tube feedings by the categories specified in paragraphs (A)(1) to (A)(9) of this rule

- (1) In the case of individuals receiving early intervention, preschool, and school-age services, offered or provided pursuant to Chapter 5123 or 5126 of the Revised Code, all the following apply:

- (a) With nursing delegation, MRIDD personnel may perform health-related activities.
- (b) With nursing delegation, MRIDD personnel may administer oral and topical prescribed medications
- (c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled
- (d) with nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

- (2) In the case of individuals receiving adult services, offered or provided pursuant to Chapter 5123 or 5126 of the Revised Code, all of the following apply:

- (a) with nursing delegation, MRIDD personnel may perform health-related activities
- (b) With nursing delegation, MRIDD personnel may administer oral and topical prescribed medications.
- (c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.
- (d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

- (3) In the case of individuals receiving family support services, offered or provided pursuant to Chapter 5123. or 5126. of the Revised Code, all of the following apply:

- (a) Without nursing delegation, MRIDD personnel may perform health-related activities
- (b) Without nursing delegation, MRIDD personnel may administer oral and topical prescribed medications.
- (c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

(e) With nursing delegation, MRIDD personnel may administer routine doses of insulin through subcutaneous injections and insulin pumps.

(4) In the case of individuals receiving services from certified supported living providers, if the services are offered or provided pursuant to Chapter 5123. or 5126. of the Revised Code, all of the following apply:

(a) Without nursing delegation, MRIDD personnel may perform health-related activities

(b) Without nursing delegation, MRIDD personnel may administer oral and topical prescribed medications.

(c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

(e) With nursing delegation, MRIDD personnel may administer routine doses of insulin through subcutaneous injections and insulin pumps.

(5) In the case of individuals receiving residential support services from certified home and community-based services providers, if the services are received in a community living arrangement that includes not more than four individuals and the services are offered or provided pursuant to Chapter 5123. or 5126. of the Revised Code, all of the following apply:

(a) Without nursing delegation, MRIDD personnel may perform health-related activities.

(b) Without nursing delegation, MRIDD personnel may administer oral and topical prescribed medications.

(c) With nursing delegation, MRIDD personnel may administer prescribed medication through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

(e) With nursing delegation, MRIDD personnel may administer routine doses of insulin through subcutaneous injections and insulin pumps.

6) In the case of individuals receiving services not included in paragraphs (A) (1) to (A)(5) of this rule that are offered or provided pursuant to Chapter 5123. or 5126. of the Revised Code, all of the following apply:

(a) With nursing delegation, MRIDD personnel may administer health-related activities

(b) With nursing delegation, MRIDD personnel may administer oral and topical prescribed medications.

(c) With nursing delegation, M.RIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MR/DD personnel may perform routine tube

feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled

(7) In the case of individuals residing in a residential facility with five or fewer beds, all of the following apply:

(a) Without nursing delegation, MR/DD personnel may perform health-related activities

(b) Without nursing delegation, MRIDD personnel may administer oral and prescribed medications.

(c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

(e) With nursing delegation, MRIDD personnel may administer routine doses of insulin through subcutaneous injections and insulin pumps.

(8) In the case of individuals residing in a residential facility with at least six but not more than sixteen beds, all of the following apply:

(a) With nursing delegation, MRIDD personnel may perform health-related activities

(b) With nursing delegation, MRIDD personnel may administer oral and topical prescribed medications

(c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

(9) In the case of individuals residing in a residential facility with seventeen or more beds who are on a field trip from the facility, all of the following apply during the field trip, subject to the limitations specified in paragraph (A)(9) of this rule:

(a) With nursing delegation, MRIDD personnel may perform health-related activities

(b) With the nursing delegation, MRIDD personnel may administer oral and topical prescribed medications

(c) With nursing delegation, MRIDD personnel may administer prescribed medications through gastrostomy and jejunostomy tubes, if the tubes being used are stable and labeled.

(d) With nursing delegation, MRIDD personnel may perform routine tube feedings, if the gastrostomy and jejunostomy tubes being used are stable and labeled.

(C) The authority of MRIDD personnel to administer prescribed medications, perform health-related activities, and perform tube feedings pursuant to section 5123.42 of the Revised Code and this rule is subject to all of the following:

(1) To administer prescribed medications, perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injection for individuals in the categories specified under paragraphs (A)(1) to (A)(8) and (B)(1) to (B)(8) of this rule, MR/DD personnel shall obtain the certificate or certificates required by the department and issued under 5123.45 of the Revised Code and rule 5123:2-6-06 of the Administrative Code. MR/DD personnel shall administer prescribed medication, perform health-related activities, and perform tube feedings only as authorized by the certificate or certificates held.

(2) To administer prescribed medications, perform health-related activities, or administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube for individuals in the category specified under paragraphs (A)(9) and (B)(9) of this rule, MR/DD personnel shall successfully complete the training course or courses developed under section 5123.43 of the Revised Code and rule 5123:2-6-05 of the Administrative Code for MR/DD personnel, or obtain the certificate or certificates required by the department and issued under section 5123.45 of the Revised Code and rule 5123:2-6-06 of the Administrative Code. MR/DD personnel shall administer prescribed medication, perform health-related activities, and perform tube feedings only as authorized by the training completed.

(3) If nursing delegation is required under paragraph (B) of this rule, MR/DD personnel shall not act without nursing delegation or in a manner that is inconsistent with the delegation.

(4) Prior to delegating under this rule, the delegating licensed nurse shall:

(a) Assess the individual and complete an evaluation of *the* conditions under which the delegated task(s) or delegated prescribed medication(s) administration will be done; and

(b) Select MR/DD personnel that have current training in the MR/DD personnel training pursuant to rule 5123:2-6-05 of the Administrative Code and do individual specific training; or select MR/DD personnel that have current certification in the MR/DD personnel training pursuant to rule 5123:2-6-06 of the Administrative Code and do individual specific training; or if the delegating licensed nurse is qualified as a registered nurse instructor pursuant to rule 5123:26-05 of the Administrative Code provide training to the MR/DD personnel pursuant to rule 5123:2-6-05 of the Administrative Code and do individual specific training; and

(c) Document assessment and training.

(5) The employer of MR/DD personnel shall ensure that MR/DD personnel have

been trained specifically with respect to each individual for whom they administer prescribed medications, perform health-related activities, administer food, or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injections. MRIDD personnel shall not administer prescribed medications, perform health-related activities, administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injection for any *individual for* whom they have not been specifically trained,

(6) In situations in which nursing delegation is required, the delegating licensed nurse shall also ensure that MR/DD personnel have been trained specifically with respect to each individual for whom they administer prescribed medications, perform health-related activities, administer food *or* prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injections. MR/DD personnel shall not administer prescribed medications, perform health-related activities, administer food *or* prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube or administer subcutaneous insulin injection for any individual for whom they have not been specifically trained.

(7) If the employer of MR/DD personnel believes or is notified by the county board, the department, a delegating licensed nurse or the registered nurse responsible for quality assessment pursuant to rule 5123:2-6-07 of the Administrative Code that MRIDD personnel have not safely administered or will not safely administer prescribed medications, have not safely performed or will not safely perform health-related activities, have not safely administered or will not safely administer food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, or have not safely administered or will not safely administer subcutaneous insulin injections, the employer shall:

(a) Prohibit the action from continuing or commencing;

(b) Immediately make other staffing arrangements so that administration of prescribed medication, performance of health-related activities, administration of food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, and administration of subcutaneous insulin injections are completed as prescribed, including compliance with the requirements of this chapter of the Administrative Code;

(c) If applicable, immediately notify the county board via the major unusual incident reporting system pursuant to rule 5123:2-17-02 of the Administrative Code, and, if applicable, the county board shall notify the registered nurse responsible for quality assessment oversight pursuant to rule 5123:2-6-07 of the Administrative Code; and

(d) If applicable, immediately notify the delegating licensed nurse.



(S) MR/DD personnel shall not engage in the action or actions *subject to an* employer's prohibition or a delegating licensed nurse's prohibition.

(9) If the licensed nurse delegating to MRIDD personnel believes that , I D D personnel have *not safely* administered or will not safely administer delegated prescribed medications, the delegating licensed nurse shall not authorize the action to commence and shall withdraw authorization for the action to continue. The delegating licensed nurse shall immediately notify the MRIDD personnel's employer and if applicable the registered nurse responsible for quality assessment pursuant to rule 5123:2-6-07 of the Administrative Code. MRIDD personnel shall not engage in the prescribed medication administration requiring nurse delegation without specific authorization from the delegating licensed nurse.

(10) A registered nurse shall reassess delegation and the needs of the individual on an on-going basis, but at least annually, including determination that delegation continues to be necessary and appropriate, determination that the individual continues to be stable, and determination that the MRJDD personnel continue to have the skills to perform the nursing task(s), activity(ies), or prescribed medication administration that have been delegated. The reassessment may be more frequent if necessary in the judgment of the delegating registered nurse.

5123:2-6-04 Qualifications, training, and certification of registered nurses to train MR/DD personnel in the administration of prescribed medications, performances of health-related activities, and performance of tube feedings

A. Qualifications of instructional personnel for the train the instructor program

1. A registered nurse who has a current valid license in Ohio to practice as a registered nurse;
2. Has at least 60 months experience in the practice of nursing with at least 24 months in the field of mental retardation and developmental disabilities;
3. Has knowledge of the laws and rules regulating the practice of nursing, and the laws and rules of the department that address delegation by a licensed nurse to MR/DD personnel and the training of MR/DD personnel pursuant to this chapter;
4. Has knowledge of and experience with the principles of adult education;
5. Has successfully completed the train the instructor program and maintains the certification pursuant to this rule and;
6. Is authorized by the department to teach the train the instructor program.

B. Qualifications to plan, develop, and coordinate an MR/DD personnel program of instruction

1. Only a registered nurse who meets the following requirements shall plan, develop, and coordinate a program of instruction that prepares MR/DD personnel to give oral or apply topical medications, perform health-related activities, perform subcutaneous insulin injections, or administer food or prescribed medication via stable labeled gastrostomy tube or stable labeled jejunostomy tube:

- a. Holds a current valid licensure in Ohio to practice nursing as a registered nurse;
- b. Has a minimum of 18 months experience in the practice of nursing as a registered nurse;
- c. Has previous experience caring for an individual with mental retardation and developmental disabilities; and has
- d. Successfully completed the train the instructor program as evidenced by a certificate from an approved department trainer

2. The registered nurse certified instructor may utilize other licensed health care professionals to assist with the training if they meet the requirements of this rule. They may not teach the entire class but serve as a guest instructor.

3. Licensed practical nurses may choose to participate in the train the instructor program and receive CEU's and a certificate of participation but may not become a certified trainer.

C. Minimum curriculum for the train the instructor program

1. The train the instructor program for registered nurses trained on or after the effective date of this rule, which prepares a registered nurse to teach MRIDD personnel to give oral or apply topical prescribed medications and perform health-related activities, administer food and prescribed medication via a stable labeled gastrostomy tube and a stable labeled jejunostomy tube, or perform subcutaneous insulin injections, including general principles of delegation by a licensed nurse to MRIDD personnel must be at least 8 hours and include the following:

- a. A review of section 4723.071 or the ORC and review of sections 5123.41 to 5123.47 of ORC and rules adopted under this chapter and applicable ORC and Administrative Code relating to the functioning of a county board, nursing delegation and MRIDD personnel;
- b. A review of all components required when teaching MRIDD personnel to give oral or apply topical prescribed medications and perform health-related activities, administer food and prescribed medication via a stable labeled gastrostomy tube and a stable labeled jejunostomy tube, or perform subcutaneous insulin injections, including general principles of delegation by a licensed nurse to MRIDD personnel;
- c. A review of quality measures and quality assessment requirements pursuant to this chapter;
- d. A review of MR/DD personnel and licensed nurse documentation requirements;
- e. A review of the principles of nursing delegation supervision including direct and indirect supervision and how to determine the appropriate type of supervision;
- f. Methods for providing indirect supervision, including methods for remaining accessible and training MRIDD personnel how and when to access help;
- g. Methods to evaluate the MRIDD personnel's skills and how to develop a skills checklist for use in the program of instruction that teaches MRIDD personnel to give oral or apply topical prescribed medications and perform health-related activities, administer food and prescribed medication via a stable labeled gastrostomy tube and a stable labeled jejunostomy tube, or perform subcutaneous insulin injections;
- h. Liability issues pursuant to rule 5123:2-6-07 of the Administrative Code; and
- i. General principles of adult basic education.

2. The train the instructor program for registered nurses trained prior to the effective date of this rule, and already certified under the delegation train the instructor program (DTTI) pursuant to requirements in effect prior to the effective date of this rule, which prepares a registered nurse to teach MRIDD personnel to give oral or apply topical prescribed medications and perform delegable nursing tasks or administer food and prescribed medication via gastrostomy tube and jejunostomy tube, shall be at minimum two and one half hours and include at minimum the following:

- a. A review of sections 5123.42 to 5123.47 of the Revised Code and rules adopted under this chapter;
- b. An update on MRIDD personnel administration of oral and topical prescribed medication, performance of health related activities, administration of food or

prescribed medication via a stable labeled gastrostomy tube or stable labeled jejunostomy tube, or perform subcutaneous insulin injections;

- c. A review of quality measures and quality assessment requirements;
- d. A review of MRIDD personnel and nurse documentation requirements;
- e. A review of prescription receiving and transcription by MRIDD personnel requirements;
- f. An introduction to the internet accessible database for certified registered nurses and certified MRIDD personnel.

3. The registered nurse coordinator of the train *the* instructor program shall ensure that the train the instructor program for a registered nurse shall be planned, developed, and taught in accordance with requirements set forth in this rule.

4. The training of nursing task delegation shall be completed as described in rules adopted by the Ohio board of nursing under Chapter 4723-13 of the Administrative Code

5. The department must approve a train the instructor program course not developed by the department prior to use in the train the instructor program.

#### D. Certificate of Training

To receive certification, the registered *nurse* must submit to the course instructor the required application, attend the entire program of required training, participate in class discussion and activities, and complete and submit the evaluation of the train the instructor program.

E. Renewing certification and maintaining qualifications to teach MRIDD personnel To maintain the certification to teach MRIDD personnel the registered nurse shall complete at a minimum, four contact hours of continuing education per licensure renewal period that relate to the information taught in the train the instructor program or that will enhance the role of the registered nurse who has completed the train the instructor program. Cardiopulmonary resuscitation (CPR), first aid or universal precautions training shall not make up any part of the four contact hours. These hours may be part of the 24 hours required by the Ohio board of nursing during each licensure renewal period.

Pursuant to Ohio Revised Code Section 5123.42 and in accordance with the department rule 5123:2-6-06, the Carroll County Board of Mental Retardation and Developmental Disabilities recognizes the authority of MR/DD personnel to administer prescribed oral/topical medications, and perform health-related activities **without nursing delegation** as part of the specialized services MRIDD personnel provide to individuals while receiving certain services from or through CCBMRDD and subject to MR/DD personnel obtaining the required Certification 1. Furthermore, MR/DD personnel shall administer prescribed oral/topical medication, perform health-related activities **without nursing delegation** only as authorized by department recognized Certification 1.

## PROCEDURE

- A. MR/DD personnel must hold a valid Certification Oral/Topical Medications & Health Related Activities. Certification must be documented in the State of Ohio Data Base. To obtain a valid Certification 1: Oral/Topical Medications & Health Related Activities MR/DD must:
- 1 Be at least 18 years of age
  2. Have earned a high school diploma or GED
  3. Have verification that individual is not on the state nurse aide registry for abuse or neglect of a long-term care facility resident or misappropriation of resident property.
  4. Have verification that the MRDD personnel's name does not appear on the abuser registry as having committed abuse or neglect of an individual or misappropriation of an individual's property
  5. Have verification of a criminal background check
  6. Attend a department approved course that is a minimum of fourteen {14} hours.(5123 :2-6-06 C)
  7. Pass the course with 80% score or better on a closed book test. developed by the department.
  8. Participate in class discussions, activities and return demonstration of proficiency in administering oral/topical medications and performing health related activities.
  9. Complete and submit an evaluation of the training program.
- B. Annually, MR/DD personnel must obtain 2-hours of approved continuing education to maintain Certification 1.
- C. If MR/DD personnel do not maintain their certification for lack of continuing education training, their certification will be suspended (along with their ability to administer medications) for up to 60 days to enable the MRIDD personnel to obtain required training. If they fail to obtain training by that time, they must start over with the fourteen hour (14) course

D. Prior to administering prescribed oral medication or applying prescribed topical medications or performing health-related activities, the certified MR/DD personnel must have individual specific training. Individual specific training regarding oral/topical medications and health related activities Is Not delegated nursing as defined by ORC and OAC 5123:2-6-03 for the following individuals:

1. Individuals receiving family support services. Reference 5123:2-6-03 (B)(3)(a)(b) OAC.
2. Certified supported living. Reference 5123 :2-6-03(B)(4)(a)(b) OAC.
3. Certified home and community based services with one (1) to four (4) persons per living arrangement. Reference 5123:2-6-03(B)(5)(a)(b) OAC.
4. Residential facilities with one (1) to five (5) licensed beds. Reference 5123:2-6-03(B)(7)(a)(b) OAC.

E. Table 6.1 shows the information found in item D above.

<b>Authority for MRIDD personnel to perform service</b>		
For individual services while in	Health Related activities	Medication Administration
Family support services. Reference 5123:2-6-03 (B)(3)(a)(b) OAC.	<b>WITHOUT nursing delegation</b>	<b>WITHOUT nursing delegation</b>
Certified supported living. Reference 5123:2-6-03 (B)(4)(a),(b) OAC	<b>WITHOUT nursing delegation</b>	<b>WITHOUT nursing delegation</b>
Certified home and community based services With one (1) to four (4) persons per living arrangement. Reference 5123:2-6-03 (B)(5)(a)(b) OAC.	<b>WITHOUT nursing delegation</b>	<b>WITHOUT nursing delegation</b>
Residential facilities with one (1) to five (5) licensed beds. Reference 5123:2-6-03 (B)(7)(a)(b) OAC.	<b>WITHOUT nursing delegation</b>	<b>WITHOUT nursing delegation</b>

Table 6.1 Source: Ohio Legislative Service Commission. (2003) Final Analysis Sub, S.B. 191 124 General Assembly

F. If CCBMRDD believes or is notified that MRIDD personnel have not safely administered or will not safely administer prescribed medications, have not safely performed or will not safely perform health-related activities, CCBMRDD shall: Reference 5123:2-603(c)(7)

1. Prohibit MRIDD personnel from continuing or commencing to administer . oral/topical medications, performing health-related activities.
2. Immediately make other staffing arrangements so that the administration of prescribed medication, are completed as prescribed, including compliance to rules of the OAC.
3. As needed initiate the Major Unusual Incident reporting system according to CCBMRDD policy and 5123:2-17-02 OAC.
4. Immediately notify the delegating nurse, if applicable.

G, A registered nurse shall reassess delegation and the needs of the individual on an on-going basis, but at least annually, including determination that delegation continues to be necessary and appropriate, determination that the individual continues to be stable, and determination that the MRIDD personnel continue to have the skills to perform the nursing task(s), activity(ies), or prescribed medication administration that have been delegated. The reassessment may be more frequent if necessary in the judgment of the delegating registered nurse. [5123:2-6-03 (C)(10)]

Pursuant to Ohio Revised Code Section 5123.42 and in accordance with the department rule 5123:2-6-06, the Carroll County Board of Mental Retardation and Developmental Disabilities recognizes the authority of MRIDD personnel to administer medications through gastrostomy and jejunostomy tubes, and to perform routine tube feedings **with nursing delegation** as part of the specialized services MRIDD personnel provide to individuals while receiving certain services from or through CCBMRDD and subject to MRIDD personnel obtaining the required Certification 1. Furthermore, MRIDD personnel shall administer medications through gastrostomy and jejunostomy tubes, and to perform routine tube feedings **with nursing delegation** only as authorized by department Certification 2.

## **PROCEDURE**

- A. MRIDD personnel must hold a valid Certification 2: Medication & Food Administration Via Gastrostomy and Jejunostomy Tubes. Certification 2 must be documented in the State of Ohio Data Base. To obtain a valid Certification 2: Medication & Food Administration Via Gastrostomy and Jejunostomy Tubes MRIDD must:
  1. Have valid Certification 1 before taking course for Certification 2.
  2. Attend a department approved course that is a minimum of four (4) hours
  3. Pass the course with 80% score or better on a closed book test.
  4. Successfully return demonstration for medication and food administration via gastrostomy and jejunostomy tubes.
  5. If MRIDD personnel do not maintain their certification for lack of continuing education training, their certification will be suspended (along with their ability to administer medications) for up to 60 days to enable the MRIDD personnel to obtain required training. If they fail to obtain training by that time, they must start over with the four hour (4) course.
- B. Annually, MRIDD personnel must obtain 1-hours of approved continuing education to maintain Certification 2.
  1. Approved continuing education will be offered by CCBMRDD as part of the board employees' annual REQUIRED in-service education.
- C. Annually, MRIDD personnel must successfully return demonstration for medication and food administration via gastrostomy and jejunostomy tubes.
- D. Prior to administering medication and food via gastrostomy and jejunostomy tubes, the certified MRIDD personnel must have nursing delegation and individual specific training. Certified MRIDD personnel shall not act without nursing delegation or in a manner that is





OAC		
facilities with at least six (6) but not more than sixteen (16) licensed beds. Reference 5123:2-6-03(Bg)(a)(b) OAC.	<b>WITH nursing nursing delegation</b>	<b>WITH nursing delegation</b>
Other services not covered above or by policy 6.03. Reference 5123:2-6-03(B)(6)(a)(b) OAC.	<b>WITH nursing delegation</b>	<b>WITH nursing delegation</b>

Table 6.3 Source: Ohio Legislative Service Commission. (2003) Final Analysis Sub. S.S. 191 124 General Assembly

F. Prior to delegating, the delegating licensed nurse shall:

1. Assess the individual and complete an evaluation of the conditions under which the delegated routine gastrostomy and jejunostomy feedings or delegated administration of prescribed medications(s) via gastrostomy and jejunostomy will be done. Reference 5123:2-6-03(C)(4)(a)
2. Assess that the gastrostomy and jejunostomy to be used is stable and labeled.
3. Select MRIDD personnel that have current department Certification 2 and provide MR/DD personnel with individual specific training for each individual for whom they administer prescribed medications, perform routine feedings via gastrostomy and jejunostomy tubes.
4. Delegating licensed nurse shall document individual assessment and specific individual training of MRIDD personnel.

G. CCBMRDD shall ensure that MRIDD personnel have been trained specially with respect to each individual for whom they administer prescribed medications, perform routine feedings via gastrostomy and jejunostomy tubes.

1. Certified MRIDD personnel shall not administer prescribed medication or perform routine feedings via stable and labeled gastrostomy and jejunostomy tubes for any individual for whom they have not been specifically trained. Reference 5123:2-6-03(C)(6) OAC.

Fl. If CCBMRDD believes or is notified that MR/DD personnel have not safely administered or will not safely administer prescribed medication or perform routine feedings via stable and labeled gastrostomy and jejunostomy tubes, CCBMRDD shall: Reference 5123:2-6-03(c)(7)

1. Prohibit MRIDD personnel from continuing or commencing to administer prescribed medication or perform routine feedings via stable and labeled gastrostomy and jejunostomy tubes.
2. Immediately make other staffing arrangements so that the administration of prescribed medication or performance of routine feedings via stable and labeled gastrostomy and jejunostomy tubes, are completed as prescribed, including compliance to rules of the OAC.

3. If applicable, immediately initiate the Major Unusual Incident reporting system according to CCBMRDD policy and 5123:2-17-02 OAC.
4. If applicable, immediately notify the delegating licensed nurse.

I. If delegating nurse believes or is notified that MRIDD personnel have not safely administered prescribed medication or perform routine feedings via stable and labeled gastrostomy and jejunostomy tubes, the delegating nurse shall: Reference 5123:2-6-03(c)(9)

1. Not authorize the MR/DD personnel from commencing and shall withdraw authorization for the action to administer prescribed medication or perform routine feedings via stable and labeled gastrostomy and jejunostomy tubes.
2. Immediately make other staffing arrangements so that the administration of prescribed medication or performance of routine feedings via stable and labeled gastrostomy and jejunostomy tubes, are completed as prescribed, including compliance to rules of the OAC.
3. As needed initiate the Major Unusual Incident reporting system according to CCBMRDD policy and 5123:2-17-02 OAC.

J. A registered nurse shall reassess delegation of MRIDD personnel to administer prescribed medication or perform routine feedings via stable and labeled gastrostomy and jejunostomy tubes and the needs of the individual on an on-going basis, but at least annually.

Assessment will include:

1. Determination that delegation continues to be necessary and appropriate. Reference 5123:2-6-03(C)(10)
2. Determination that individual continues to be stable. Reference 5123:2-6-03(C)(10)
3. Determination that the MR/DD personnel continue to have the skills to perform the health-related activities, prescribed medication administration that have been delegated. Reference 5123:2-6-03(C)(10)

Pursuant to Ohio Revised Code Section 5123.42 and in accordance with the department rule 5123:2-6-06, the Carroll County Board of Mental Retardation and Developmental Disabilities recognizes the authority of MRIDD personnel to administer routine doses of insulin through subcutaneous injection and insulin pumps **with nursing delegation** as part of the specialized services MRIDD personnel provide to individuals while receiving certain services from or through CCBMRDD and subject to MRIDD personnel obtaining the required Certification 3. Furthermore, MRIDD personnel shall administer routine doses of insulin through subcutaneous injection and insulin pump **with nursing delegation** only as authorized by department Certification 3.

## PROCEDURE

A. MRIDD personnel must hold a valid department Certification 3: Subcutaneous Insulin Injection & Insulin Pumps. Certification 3 must be documented in the State of Ohio Data Base. To obtain a valid Certification 3: Subcutaneous Insulin Injection & Insulin Pumps must:

1. Have valid Certification I before taking course for Certification 3.
2. Attend a department approved course that is a minimum of four (4) hours
3. Pass the course with 80% score or better on a closed book test.
4. Successfully return demonstration for subcutaneous insulin injection and use of insulin pumps.
5. If MRIDD personnel do not maintain their certification for lack of continuing education training, their certification will be suspended (along with their ability to administer medications) for up to 60 days to enable the MRIDD personnel to obtain required training. If they fail to obtain training by that time, they must start over with the four hour (4) course.
6. Cost of attending Certification 3: Subcutaneous Insulin Injection & Insulin Pumps course will be paid by CCBMRDD for those board employees required to have training.

B. Annually, MRIDD personnel must obtain 1-hour of approved continuing education to maintain Certification 3.

1. Approved continuing education will be offered by CCBMRDD as part of the employees' annual REQUIRED in-service education.

- C. Annually, MR/DD personnel must successfully return demonstration for subcutaneous insulin injection and use of insulin pumps.
- D. Prior to administering routine doses of insulin by subcutaneous injection or insulin pump, the certified MR/DD personnel must have nursing delegation and individual specific training. Certified MR/DD personnel shall not act without nursing delegation or in a manner that is inconsistent with the delegation for the following individuals: Reference 5123:2-6-03 OAC.
1. Family support services. Reference. 5123:2-6-03(B)(3)(e) OAC.
  2. Certified supported living. Reference 5123:2-6-03(B)(4)(e) OAC.
  3. Certified home and community-based services with one (1) to four (4) persons per living arrangement. Reference 5123:2-6-03(B)(5)(e) OAC.
  4. Residential facilities with one (1) to five (5) licensed bed. Reference 5123:2-6-03(B)(7)(e) OAC.

Table 6.4 shows the information found in item D.

<p style="text-align: center;"><b>Authority for MRIDD personnel to perform</b></p>	<p style="text-align: center;"><b>service</b></p>
<p>Family support services. Reference 5123:2-6-03(B)(3)(c)(d)</p>	<p style="text-align: center;"><b>WITH nursing delegation</b></p>
<p>Certified supported living. Reference 5123:2-6-03(B)(4)(c)(d) OAC.</p>	<p style="text-align: center;"><b>WITH nursing delegation</b></p>
<p>Certified home and community-based services with one (1) to four (4) persons per living arrangement. Reference 5123:2-6-03(B)(5)(c)(d) OAC.</p>	<p style="text-align: center;"><b>WITH nursing delegation</b></p>
<p>Residential facilities with one (1) to five (5) licensed bed. Reference 5123:2-6-03(B)(7)(c)(d) OAC</p>	<p style="text-align: center;"><b>WITH nursing delegation</b></p>

Table 6.4 Source: Ohio Legislative Service Commission. (2003) Final Analysis Sub. S.B. 191 124 General Assembly

F. Prior to delegating, the delegating licensed nurse shall:

1. Assess the individual and complete an evaluation of the conditions under which the delegated routine doses of insulin by subcutaneous injection or insulin pump will be done. Reference 5123:2-6-03(C)(4)(a)
2. Select MR/DD personnel that have current department Certification 2 and provide MR/DD personnel with individual specific training for each individual for whom they administer routine dose of insulin by subcutaneous injection or insulin pump.
3. Delegating licensed nurse shall document individual assessment and specific individual training of MR/DD personnel.

G. CCBMRDD shall ensure that MR/DD personnel have been trained specially with respect to each individual for whom they administer routine dose of insulin by subcutaneous injection or insulin pump.

1. Certified MR/DD personnel shall not administer routine dose of insulin by subcutaneous injection or insulin pump for any individual for whom they have not been specifically trained. Reference 5123:2-6-03(C)(6) OAC.

H. If CCBMRDD believes or is notified that MR/DD personnel have not safely administered or will not safely administer prescribed routine doses of insulin by subcutaneous injection or insulin pump, CCBMRDD shall: Reference 5123:2-6-03(c)(7)

1. Prohibit MR/DD personnel from continuing or commencing to administer routine doses of insulin by subcutaneous injection or insulin pump.
2. Immediately make other staffing arrangements so that the administration of routine doses of insulin by subcutaneous injection or insulin pumps, are completed as prescribed, including compliance to rules of the OAC.
3. If applicable, immediately initiate the Major Unusual Incident reporting system according to CCBMRDD policy and 5123:2-1.7-02 OAC.
4. If applicable, immediately notify the delegating licensed nurse.

L If delegating nurse believes or is notified that MR/DD personnel have not safely administered routine doses of insulin by subcutaneous injection or insulin pump, the delegating nurse shall: Reference 5123:2-6-03(c)(9)

1. Not authorize the MR/DD personnel from commencing and shall withdraw authorization for the action to administer routine doses of insulin by subcutaneous injection or insulin pump.
2. Immediately make other staffing arrangements so that the administration of prescribed routine doses of insulin by subcutaneous injection or insulin pump, are completed as prescribed, including compliance to rules of the OAC.
3. As needed initiate the Major Unusual Incident reporting system according to CCBMRDD policy and 5123:2-17-02 OAC.

J. A registered nurse shall reassess delegation of MRIDD personnel to administer prescribed routine doses of insulin by subcutaneous injection or insulin pump and the needs of the individual on an on-going basis, but at least annually. Assessment will include:

- 1, Determination that delegation continues to be necessary and appropriate. Reference 5123:2-6-03(C)(10)
2. Determination that individual continues to be stable. Reference 5123:2-6-03 (C)(10)
3. Determination that the MRIDD personnel continue to have the skills to perform the health-related activities, prescribed medication administration that have been delegated. Reference 5123:2-6-03(C)(1 0)

Pursuant to Ohio Revised Code Sections 5121.41 through 5123.47 and in accordance with the authorization of the statute, the Carroll County Board of Mental Retardation and Developmental Disabilities requires documentation of administration of prescription medications and health related services performed by MR/DD personnel according to the Ohio Department of Mental Retardation and Developmental Disabilities Administrative Rules 5123:2-6-07.

## PROCEDURE

A. Documentation of all prescribed medications, health-related activities, subcutaneous insulin injections, or delegated tube feedings shall be on a *prescribed medication administration record or treatment administration record* and document as follows all medications, health-related activities, subcutaneous insulin injections, or delegated tube feedings as follows: Reference 5123:6-07 (B)(1) OAC.

1. Indicate when prescribed medication or treatment was given, applied, missed, held, or refused

- i. Record name of medication or type of treatment
- ii. Must record the time and date of each occurrence
- iii. Record pertinent observations

2. Indicate the name or initials of the MR/DD personnel administering a prescribed medication or treatment.

3. MR/DD personnel are required to report any change in their name, or the manner in which they sign their name or initials to human resources.

B. MR/DD personnel will not sign the *prescribed medication administration record or treatment administration record* for anyone other than themselves. Signing another MR/DD personnel's name or initials will result in disciplinary action.

C. Individual *prescribed medication administration record* and *treatment administration record* will be maintained for each individual served.

1. *Prescribed medication administration records* and *treatment administration records* shall not be destroyed.

2. All *prescribed medication administration record* or *treatment administration record* will be part of the individual permanent record.

D. This procedure does not apply to individuals who are self-administering medications as previously covered.



Pursuant to Ohio Revised Code Sections 5123.42 and in accordance with the authorization of the statute, any complaint regarding the administration of prescribed medication, performance of health-related activities, or performance of tubes feedings or compliance with rules adopted under Chapter 5123:2-6 OAC, by MRIDD personnel providing services through the Carroll County Board of Mental Retardation and Developmental Disabilities shall use the process established under rule 5123:2-17-01 OAC. Reference 5123:2-6-07(I)(1) OAC.

## **PROCEDURE**

- A. Any complaints related to the scope of nursing practice shall be referred to the Ohio Board of Nursing, which regulates nursing practice in accordance with Chapter 4723 ORC. Reference 5123:2-6-07(I)(2) OAC.
- B. When a quality assessment registered nurse receives a complaint or identifies concerns based on a quality assurance review that relate to the performance or qualifications of MRIDD personnel, the quality assessment registered nurse shall do an initial investigation. Reference 5123:2-6-07(1)(3) OAC.
  - 1. Initial investigation will include a discussion with the MRIDD personnel and his/her employer.
  - 2. Information regarding the complaint and initial investigation will be provided to CCBMRDD.
- C. After completing the initial investigation the quality assessment registered nurse shall contact and work with the nurse consultant or designee of the department to assure that the cases are handled in a consistent manner statewide. Reference 5123:2-6-07(I)(3) OAC.
- D. In the event that an investigation results in a finding of failure to comply with the requirements regarding the administration of prescribed medication, performance of health-related activities, or performance of tubes feedings or compliance with rules adopted under Chapter 5123:2-6 OAC, CCBMRDD shall work with the MRIDD personnel's employer to assure immediate action is taken to correct the issue or with the MR/DD's personnel employment agency in meeting compliance under Chapter 5123:2-6 OAC. Reference 5123 :2-6-07(J)(1) OAC.
  - 1. The department may make recommendations to assist the CCBMRDD in achieving compliance. Reference 5123:2-6-07(J)(2) OAC.
  - 2. The department may make recommendations to assist the provider in achieving compliance. Reference 5123:2-6-07(J)(2) OAC.

3. The department shall review compliance within thirty (30) days of the corrective action. Reference 5123:2-6-07(7)(4) OAC
  4. CCBMRDD may appeal findings of the department with seven (7) days of receipt of notification by the department. Reference 5123:2-6-07(7)(5) OAC
- E. MRIDD personnel who administer prescribed medications, perform health-related activities or perform tube feedings pursuant to the authority granted under section 5123.42 of the Revised Code and rule 5123:2-6-03 of the Administrative Code are not liable for any injury caused by administering the prescribed medications, performing the tasks, or performing the tube feedings if both the following apply:
1. The MRIDD personnel acted in accordance with the methods taught in training, completed in compliance with section 5123.42 of the Revised Code and rules 5123:2-6-05 and 5123:2-6-06 of the Administrative Code; and
  2. The MRIDD personnel did not act in a manner that constitutes immoral, cruel, or reckless misconduct

Pursuant to Ohio Revised Code Sections 5123.41 through 5123.47 and in accordance with the authorization of the statute, the Carroll County Board of Mental Retardation and Developmental Disabilities requires MRIDD personnel to report errors associated with administration of medications and health related services according to the Ohio Department of Mental Retardation and Developmental Disabilities Administrative Rules 5123:2-6-07(D) OAC.

## **PROCEDURE**

- A. Any error by MRIDD personnel in the administration of oral or application of topical prescribed medications, performance of health related activities, or performance of health-related activities, or performance of delegable tube feedings that results in physical harm to the individual shall be immediately reported to an appropriate health care professional. Reference 5123:2-6-07(D) OAC.
  
- B. Any error by MRIDD personnel in the administration of oral or application of topical prescribed medications, performance of health related activities, or performance of health-related activities, or performance of delegable tube feedings shall be reported in accordance to rule 5123:2-17-02 OAC if the error meets the definition of major unusual incident or unusual incident as defined in 5123:23-17-02(C)(6) and 5123:2-17-02(C)(8) OAC. Reference 5123:2-6-07(D) OAC.
  - 1. Administration of incorrect medication or failure to administer medication as prescribed shall be considered and reported as an unusual incident unless the medication error would otherwise constitute a major unusual incident. Reference 5123:2-17-02(C)(8) OAC.
  
  - 2. All policy requirements for MUI/UI shall be followed. Reference 5123:2-17-02 OAC.

**"MUI" or "Major Unusual Incident"** - means the alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of an individual, including acts committed or allegedly committed by one individual against another individual. Reference 5123:2-17-02(C)(6) OAC.

**"UI" or "Unusual Incident"** - means an event or occurrence involving an individual that is not consistent with routine operation, policies, procedures, or the care and habilitation plan of the individual, but is not a major unusual incident as defined in this rule. Administration of incorrect medication or failure to administer medication as prescribed shall be considered and reported as an unusual incident unless the medication error would otherwise constitute a major unusual incident. Reference 5123:2-17-02(C)(8) OAC.

Pursuant to Ohio Revised Code Sections 5123.41 through 5123.47 and in accordance with the authorization of the statute, the Carroll County Board of Mental Retardation and Developmental Disabilities shall provide for quality reviews to assure compliance to rules 5123:2-6-01 through 5123:2-6-07 OAC according to the Ohio Department of Mental Retardation and Developmental Disabilities Administrative Rules 5123:2-6-07(E) OAC.

## **PROCEDURE**

- A. Compliance and quality assessment reviews of individuals receiving services from certified supported living providers; individuals receiving residential support services from certified home and community-based services providers, if the services are received in a community living arrangement that includes not more than four individuals; or individuals residing in residential facilities of five or fewer licensed beds, unless the individuals are Self Medicating, excluding ICF/MR.
  
- B. A registered nurse, employed by or under contract with CCBDD shall complete quality assessment reviews in a format prescribed by the department. Reference 5123:2-6-07(E)(2) OAC.
  - 1. The quality assessment shall be conducted for each individual receiving administration of prescribed medications or performance of health-related activities by MRIDD personnel.
  - 2. Quality reviews will be conducted at least once every three years.
  - 3. More frequent reviews may be conducted if the registered nurse, CCBMRDD or the department determines there are issues to warrant such reviews.
  
- C. Quality assessment reviews shall include, but are not limited to the following:
  - 1. Observation of administering prescribed medication or performing health-related activities. Reference 5123:2-6-07(E)(5)(a) OAC.
  - 2. Review of documentation of administration and health-related activities for completeness of documentation and for documentation of appropriate actions taken based on parameters provided in prescribed medication and health-related activities training. Reference 5123:2-6-07(E)(b) OAC.
  - 3. Review of all prescribed medication errors in past twelve (12) months. Reference 5123 :2-6-07(E)(c) OAC.
  - 4. Review of the system used by the provider to monitor and document completeness and correct techniques used during oral and topical prescribed medication administration and health-related activities. Reference 5123:2-6-07(E)(d) OAC.

D. The quality assessment registered nurse shall provide a copy of the quality assessment review to CCBMRDD and the provider of services within ten (10) business days of the quality assessment review.

1. The quality assessment registered nurse shall recommend to CCBMRDD and the provider of services steps to take to improve the functioning of the trained MRIDD personnel and to maintain compliance with Chapter 5123:2-6 OAC, Reference 5123:2-6-07(E)(6) OAC.

Approved by Thomas Shearer, Superintendent  
Revised Date: June 7, 2005