

STATE OF LOUISIANA

DEPARTMENT OF HEALTH AND HOSPITALS

OFFICE FOR CITIZENS

WITH DEVELOPMENTAL DISABILITIES

MEDICATION ADMINISTRATION COURSE

GUIDELINES

PROMULGATED LOUISIANA REGISTER

JULY 20, 1995

Revised September 20, 1997

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES
MEDICATION ADMINISTRATION COURSE
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PUBLIC HEALTH - GENERAL

Part IX. Mental Retardation/Developmental Disabilities Services

Chapter 9. Guidelines for Certification of Medication Attendant

§901. Overview

- A. R.S. 37:1021-1025 authorizes the establishment of a medication administration course for the purpose of training and certifying unlicensed personnel to administer certain medication to residents of intermediate care facilities for the mentally retarded (ICFs/MR) and community homes for the mentally retarded either operated by the Office for Citizens with Developmental Disabilities (OCDD) or funded through the Department of Health and Hospitals (DHH); and to individuals in programs/agencies contracting for services with DHH except as prohibited in §911.B.5. Persons who successfully complete the medication administration course and demonstrate an acceptable level of competency on a written test and a practical examination are eligible for certification as medication attendants. Use of certified medication attendants (CMAs) on the part of private providers that contract with DHH is strictly voluntary.
- B. The guidelines establish:
1. Qualifications for instructors and CMA applicants
 2. Authorized functions and prohibitions of certified medication attendants
 3. Certified medication attendant 60 hour course curriculum
 4. Requirements for initial certification and ongoing re-certification of medication attendants and reciprocity
 5. Decertification and appeal process
 6. Provider responsibilities
 7. Role and responsibilities of the Office for Citizens with Developmental Disabilities
 8. Composition and role of Certified Medication Administration Committee

§903. Definitions

For the purpose of these CMA guidelines, the following definitions shall apply:

Abuse -

- a. the infliction of physical or mental injury; or
- b. causing deterioration to such an extent that the consumer's health, morale, and/or emotional well-being is endangered. Cause of such deterioration may include but is not limited to the following:
 - i. sexual abuse;
 - ii. exploitation;
 - iii. extortion of funds or other things of value.

CMA Applicant -

an employee of a provider agency who is enrolled in the 60 hour course curriculum.

Certified Instructor -

a registered nurse (RN), with a minimum of one year experience working with the developmentally disabled, who has completed the training for instructors, and has been certified by the Office to teach the 60 hour medication administration course.

Certified Medication Attendant (CMA) -

the designation given an employee who has successfully completed the 60 hour course and passed the OCDD initial certification exam and has been issued a certificate by the office.

Community Home -

a small community based intermediate care facility for the mentally retarded.

Cruelty to the Infirm -

the intentional or criminally negligent mistreatment or neglect whereby unjustifiable pain or suffering is caused to the infirmed, disabled adult who is a resident of a mental retardation facility.

Department -

the Department of Health and Hospitals (DHH).

Developmental Center -

a state ICF/MR operated by the Office for Citizens with Developmental Disabilities.

Falsification or Alteration of CMA Certificate -

includes, but is not limited to, altering expiration date, CMA name, OCDD coordinator's signature, or attempting to use another person's certificate.

Falsification of Consumer Medical Records -

includes, but is not limited to, falsification of time, dosage, date, amount, and documentation of prescribed treatment that did not occur.

ICF/MR -

Intermediate Care Facility for the Mentally Retarded - a 24 hour residential facility funded through the Department of Health and Hospitals and is either state or privately operated. An ICF/MR can either be a small facility with 15 or less beds or a large facility with 16 or more beds.

Misappropriation of Resident's Property -

to take possession, without permission, of resident's personal belongings. Misappropriation includes but is not limited to taking the following:
a. clothing; b. jewelry; c. money; d. electronic equipment such as radios, stereos, video cassette recorders, and televisions.

Neglect -

the CMA's failure to provide the proper or required medical care, nutrition or other care necessary for a consumer's well-being.

Office -

the Office for Citizens with Developmental Disabilities (OCDD).

Regional Office -

the Regional Office for the Office for Citizens with Developmental Disabilities.

§905. Applicability

These guidelines shall apply only for certification of medication attendants who are:

1. Employed in facilities operated by the Office for Citizens with Developmental Disabilities;
2. Employed in community homes for the mentally retarded and/or small or large intermediate care facilities for the mentally retarded funded through the Department of Health and Hospitals;
3. Employed in program/agencies, except as prohibited by §911.B.5., contracting with the Department of Health and Hospitals for services to the developmentally disabled.

§907. Qualifications of Applicants to be Medication Attendants

- A. Each person accepted to participate in the medication attendant course shall be:
1. a citizen of the United States and a resident of Louisiana
 2. an employee of a facility operated by the OCDD, an ICF/MR, community home for mentally retarded, program or agency, except as prohibited by §911.B.5., funded through the Department of Health and Hospitals
 3. at least 18 years of age
 4. able to read, write, and comprehend the English language
 5. free of communicable diseases as documented by a current physician's statement
 6. have no known record or history of:
 - a. alcohol or drug abuse NOTE: MUST BE IN COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT
 - b. mental or physical abuse/neglect
 - c. molestation, or
 - d. conviction of a felony
- B. There will be no discrimination in selection of medication attendants for reason of race, color, creed, religion, disabilities, or national origin.

§909. Qualifications of Instructors for Certified Medication Administration Courses

- A. A registered nurse (RN) with a minimum of one year of clinical experience in a mental retardation setting qualifies as an instructor to teach the 60 hour course consisting of 40 hours classroom theory and 20 hours of clinical practical. The RN may delegate the 20 hours of practical training to a licensed practical nurse (LPN) with a minimum of one year of clinical experience in a mental retardation setting and knowledge of the course.
- B. The RN instructor must complete training offered by the Office in the curriculum and implementation of the medication attendant administration module prior to teaching the course.

- C. The Department of Health and Hospitals, Office for Citizens with Developmental Disabilities, may offer the medication administration instructor course on at least an annual basis, or as determined by the Certified Medication Attendant Committee.

§911. Authorized and Prohibited Functions of Certified Medication Attendants

A. Authorized Functions of the Certified Medication Attendant

1. Deliver medications ordered by a physician or dentist to residents for self administration
2. Deliver and administer medications ordered by a physician or dentist to residents with the supervision of a registered nurse as defined in LAC 46:XLVII.3703.10
3. Administer oral medications, enemas, douches, ointments, and suppositories unless otherwise indicated
4. Record in the resident's chart:
 - a. Doses delivered to and/or administered to the resident
 - b. Effectiveness of the drug
 - c. Any adverse effect of the drug
 - d. Appropriate vital signs as indicated by the physician order and/or knowledge of the drug
 - e. May transfer prescribed medication information to Medication Administration Record (MAR). Pharmacy transfer label may be used.
5. Administer pro re nata "PRN", as needed, medications when authorized by a licensed physician, dentist, or registered nurse. This authorization must be documented in writing within 24 hours.

B. Prohibited Functions of the Certified Medication Attendant

1. May not give medications by intramuscular, intravenous, subcutaneous or tube (gastro/NG) routes.

2. May not administer medications by the oral inhalant aerosol route unless administering a premeasured dosage unit provided by the manufacturer.
3. May not receive or assume responsibility for reducing to writing oral or telephone orders from a physician.
4. May not alter medication dosages as delivered from the pharmacy unless authorized by a physician or dentist.
5. May not administer medications in an acute care unit funded by DHH and/or operated by the OCDD.
6. May not administer any medications when there is indication that the medication has been inappropriately dispensed by the pharmacist or mishandled by other individuals.

§913. Certified Medication Attendant Course Curriculum

Each applicant must complete a 60 hour course to become a certified medication attendant.

1. The course curriculum is 40 hours of classroom theory to include at a minimum, instruction in the following topics:
 - a. legal aspects
 - b. roles and responsibilities of drug administration
 - c. definitions
 - d. terminology
 - e. classification of drugs
 - f. measurement
 - g. identification
 - h. effects and side effects
 - i. distribution and route

- j. care and handling of drugs
- k. skills-tasks to be completed for competency
- l. documentation

2. Twenty hours practical which may consist of 10 hours of classroom demonstration and 10 hours on the unit for hands on experience. The applicant must attain proficiency in the following 25 skill areas, either by actual demonstration, or by verbally demonstrating to the satisfaction of the licensed nurse:

- a. hand washing
- b. oral medications
- c. liquid medications
- d. topical medications
- e. eye medications
- f. ear drops
- g. nose drops
- h. rectal suppositories
- i. vaginal suppositories/cream
- j. disposable enemas
- k. disposable douches
- l. counting pulse
- m. counting respirations
- n. taking blood pressure
- o. taking oral temperature
- p. taking rectal temperature
- q. taking axillary temperature

- r. premeasured transdermal patches
- s. nasal atomizer
- t. oral powdered medications
- u. charting
- v. crushing tablets
- w. rectal creams
- x. premeasured dosage unit provided by the manufacturer of an oral aerosol inhalant
- y. limited sublingual medications

§915. Certification Requirements and Process

A. *Effective October 1, 1997, all CMA certificates will be issued for a certification period of October of one calendar year to October of the next calendar year. All certificates issued after October 1, 1997 will expire for October 31, 1998.*

1. The agency administrator/representative must complete Form CMA - 1, Profile Sheet, for each employee CMA applicant, acknowledging that all the qualifications outlined in §907 are met prior to the applicant attending the course.
2. The CMA applicant must complete the 60 hour course; 40 hours of classroom theory, and 20 hours of practical with 10 hours conducted in the work place.
3. The CMA applicant must demonstrate proficiency in the 25 skill areas to pass the practical portion of the course. A RN or LPN must administer the practical. Proficiency may be either verbal or physical demonstration. A pass/fail grade shall apply.
4. After completion of the 60 hour course, the CMA instructor completes Form CMA - 2, Initial Exam and Certification Request, and sends it to the regional office or the developmental center coordinator to request applicant(s) be scheduled for the written OCDD CMA certification exam. Form CMA - 2, must be attached to the Form CMA - 1, Profile Sheet for each applicant.
5. The regional office or the developmental center coordinator will:
 - a. establish a test date.
 - b. notify the central office coordinator to mail the exam to the regional office/developmental center coordinator. The exam consists of 50

questions at two points each for a total possible score of 100 points.

- c. administer the test.
 - d. return test(s) to the central office coordinator for grading and scoring.
 - e. notify CMA instructors as to applicants' scores.
 - f. assist CMA instructors regarding any questions.
6. The central office coordinator will:
- a. grade each test and determine test score.
 - i. A test score of 80 is required to pass the exam.
 - ii. A test score between 70 and 78 allows the test to be retaken once without repeating the course.
 - iii. A test score below 70 requires a repeat of the entire 60 hour course.
 - b. send the regional office/developmental center coordinator the exam scores.
7. Upon passing the OCDD CMA certification exam, the applicant is designated as a CMA.
8. The central office coordinator will issue two certificates; one for the CMA, and one for the requesting provider agency.
9. The certificate shall include at least the following:
- a. name of CMA
 - b. expiration date
 - c. signature of central office coordinator

B. Recertification

1. ***Recertification requirements outlined in §917.A will be waived for existing CMAs for the first certification period of October to October.***
2. ***Recertification requirements outlined in §917.A will be required for the CMA to be recertified for each subsequent certification period of October to October.***

3. *All initial certification issued after October 1998 will expire in October of the certification period in effect.*
4. *Recertification requirements outlined in §917.A will be waived the first certification period of October to October.*
5. *Recertification requirements outlined in §917.A will be required for the CMA to be recertified for each subsequent certification period of October to October.*

§917. Re-certification Requirements and Process

- A. Annual Requirements. On an annual basis each CMA must be recertified. The requirements for re-certification are:
 1. completion of a total of nine hours of in-service training, two of which directly relate to the agency's medication administration policy and procedure. **The remaining seven hours on in-service must relate to medication administration.** A CMA working in multiple agencies may combine training to meet these requirements with the exception that the two hours training on medication administration policy and procedure **REQUIRED PER AGENCY EMPLOYED AS A CMA.** Each agency must have documentation of each CMA(s) required nine hours of in-service training.
 2. pass with proficiency, either by physical or verbal demonstration, the 25 skills on the practical checklist.
- B. Upon successful completion of these requirements the CMA instructor sends Form 3a. and Form 3b. to the central office coordinator.
- C. The central office coordinator issues two certificates. One certificate is for the CMA and the other is for the requesting provider agency.
- D. This process must be repeated annually, prior to the month of expiration of the CMA's certification.
- E. A CMA who has not worked directly with medication administration in a facility, program, or agency for the mentally retarded for 12 months or more must repeat the 60 hour course and pass the OCDD CMA certification exam prior to being re-certified.

§919. Decertification of Medication Attendants

- A. Decertification shall occur under the following conditions:
1. falsification of consumer medical records as defined in these regulations
 2. found guilty of abuse, neglect or cruelty to the infirmed as defined in these regulations
 3. found guilty of misappropriation of a resident's property as defined in these regulations
 4. falsification or alteration of CMA certificate issued by the office as defined in these regulations
 5. falsification of CMA qualifications
 6. failure to meet CMA qualifications
- B. Decertification may occur under the following conditions:
1. failure of CMA to obtain annual re-certification requirements. The CMA may be reinstated if the recertification requirements are met within six months of expiration of the certificate. During this six month period the CMA's authorized functions shall be suspended.
 2. unsatisfactory performance of CMA reported by a licensed nurse, either RN or LPN, can result in either a temporary suspension of the CMA's medication administration privileges or decertification. The RN may choose to suspend CMA medication administration privileges not to exceed three months and provide training during which time the CMA may administer medications only under RN or LPN direct observation. After completion of designated suspension and training, the RN reserves the right to re-instate medication administration privileges or decertify the CMA. If decertified, the CMA must repeat the 60 hour course and retake the OCDD CMA certification exam. **The suspension of CMA medication administration privileges DOES NOTE EFFECT THE EXPIRATION DATE OF THE CERTIFICATION.**
- C. Based on the aforementioned criteria, the RN in consultation with the agency administrator makes the decision to decertify the CMA.
- D. The RN/CMA instructor sends a confidential letter and FORM CMA 4 - Decertification Form to both the CMA and the central office coordinator identifying the reasons for decertification of the individual.
- E. A copy of the decertification letter and FORM CMA 4 along with pertinent documentation is maintained in the provider's records.

§921. Appeal Process

- A. A CMA who has had privileges suspended or has been decertified has the right of appeal.
- B. Notice of Violations. When there are substantiated charges against the CMA, either through oral or written evidence, the OCDD will notify the individual(s) implicated in the investigation of the following information by certified mail:
1. the nature of the violations, and the time and date of each occurrence;
 2. the state's intent to report these violations to the CMA registry; and
 3. the right to request an informal discussion and/or the right to an administrative hearing.
- C. Right To An Informal Discussion. When a CMA feels that he/she has been wrongly accused, the following procedure should be followed.
1. Within 15 calendar days of the receipt of the office's notice of violation, the CMA may request an informal discussion.
 2. Such request must be made to the office in writing. A meeting will be arranged within 20 days of such a request. The informal discussion is designed to provide an opportunity for:
 - a. the CMA to informally review the situation;
 - b. the agency to offer alternatives based on corrections or clarifications, if any; and
 - c. the CMA to evaluate the necessity for seeking an administrative hearing.
 3. During this informal discussion, the CMA will be afforded the opportunity to talk with office personnel involved in the situation, to review pertinent documents on which the alleged violation is based, to ask questions, to seek clarifications, and to provide additional information.
- D. Right To Request Administrative Hearing
1. Within 30 calendar days after the receipt of notice of the office's notice of violation or the notice of results of informal discussion, the CMA may request an administrative hearing. Such request must be in writing to the Office of the Secretary Attention Bureau of Appeals. The request must contain a statement setting forth the specific charges with which s/he disagrees, and the reasons for this disagreement.
 2. Unless a timely and proper request is received by the appeals section, the findings of the OCDD shall be considered a final and binding administrative determination. Notification will then be entered to the CMA registry.

E. Basic Provisions

The administrative hearing shall be conducted in accordance with the Louisiana Administrative Procedure Act, R.S. 49:965 et seq., and the provisions set forth in the procedures described therein.

F. Right To Counsel

Any party may appear and be heard at any appeals proceeding through an attorney at law or through a designated representative.

G. Appearance In Representative Capacity

1. A person appearing in a representative capacity shall file a written notice of appearance on behalf of a provider:
 - a. identifying himself by name, address and telephone number, and
 - b. identifying the party represented, and
2. A such person shall have a written authorization to appear on behalf of the provider.

H. Preliminary Conference

1. Although not specifically required, the appeals bureau may schedule a preliminary conference. The purposes of the preliminary conference include but are not limited to the following:
 - a. clarification, formulations and simplification of issues;
 - b. resolution of matters in controversy;
 - c. exchange of documents and information;
 - d. stipulations of fact so as to avoid unnecessary introduction of evidence at the formal review;
 - e. the identification of witnesses; and
 - f. such other matters as may aid disposition of the issues.
2. When the appeals bureau schedules a preliminary conference, it shall notify all parties in writing. The notice shall direct any parties and their attorneys to appear at a specified date, time, and place.

I. Results of Preliminary Conference

1. Where the preliminary conference resolves all or some matters in controversy, a summary of the findings agreed to at the conference shall be provided by the administrative law judge.

2. Where the preliminary conference does not resolve all matters in controversy, an administrative hearing shall be scheduled on those matters still in controversy. The hearing shall be scheduled within 30 calendar days following the completion of the preliminary conference, or at a time mutually convenient to all parties.

J. Notice of Administrative Hearing

When an administrative hearing is scheduled, the appeals bureau shall notify the CMA and/or his representative and the office representative, in writing of the date, time and place of the hearing. Notice shall be mailed not less than 10 calendar days before the scheduled date of the hearing.

K. Conduct of Hearing

1. The hearing shall be conducted by the administrative law judge from the appeals bureau.
2. Testimony shall be taken only on oath, affirmation, or penalty of perjury.
3. Each party shall have the right to call and examine parties and witnesses; to introduce exhibits; to question opposing witnesses and parties on any matter relevant to the issue even though the matter was not covered in the direct examination; to impeach any witness regardless of which party first called him to testify; and to rebut the evidence against him.
4. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil or criminal actions. Documentary evidence may be received in the form of copies or excerpts.
5. The administrative law judge may question any party or witness and may admit any relevant and material evidence.
6. The administrative law judge shall control the taking of evidence in a manner best suited to ascertain the facts and safeguard the rights of the parties. Prior to taking evidence, the administrative law judge shall explain the issues and the order in which evidence will be received.
7. A party has the burden of proving whatever facts it must establish to sustain its position.
8. The burden of producing evidence to substantiate the written charge(s) will be on the provider of services. Once the burden of producing evidence to substantiate the charges has been met, the CMA and/or his representative shall have the burden of producing evidence answering the charges.

L. Witnesses and Subpoena

1. Each party shall arrange for the presence of their witnesses at the hearing.
2. A subpoena to compel the attendance of a witness may be issued by the administrative law judge upon written request by a party and a showing of the need therefor.
3. A subpoena may be issued by the administrative law judge on his own motion.
4. An application for subpoena duces tecum for the production by a witness of books, papers, correspondence, memoranda, or other records shall be made in writing to the administrative law judge, giving the name and address of the person or entity upon whom the subpoena is to be served. The application shall precisely describe the material that is desired to be produced and shall state the materiality thereof to the issue involved in the proceeding. It shall also include a statement that, to the best of the applicant's knowledge, the witness has such items in his possession or under his control.

M. Continuance of Further Hearings

1. The administrative law judge may continue a hearing to another time or place, or order a further hearing on his own motion or upon showing of good cause, at the request of any party.
2. Where the administrative law judge determines that additional evidence is necessary for the proper determination of the case, he may at his discretion:
 - a. continue the hearing to a later date and order the party to produce additional evidence; or
 - b. close the hearing and hold the record open in order to permit the introduction of additional documentary evidence. Any evidence so submitted shall be made available to both parties and each party shall have the opportunity for rebuttal.
3. Written notice of the time and place of a continued or further hearing shall be given except that when a continuance of further hearing is ordered during a hearing, oral notice of the time and place of the hearing may be given to each party present at the hearing.

N. Record of Hearing.

A sound recording of the hearing shall be made. A transcript will be prepared and reproduced at the request of a party to the hearing provided he bears the cost of the copy of the transcript.

O. Decision

1. At the conclusion of the hearing, the administrative law judge shall take the matter under submission.

2. The administrative law judge shall prepare a written proposed decision which will contain findings of fact, a determination of the issues presented, a citation of applicable policy and regulations, and an order.
3. The appeals bureau, on behalf of the secretary of the DHH, may adopt the proposed decision or may reject it based upon the record, or it may be remanded to the administrative law judge to take additional evidence. In the latter case, the administrative law judge thereafter shall submit a new proposed decision.
4. The decision shall be final and binding upon adoption on behalf of the secretary, subject only to judicial review by the courts. Copies of the decision shall be mailed to the CMA at his last known address and to any representative thereof.

P. Failure to Appear

1. If a CMA fails to appear at a hearing, a decision may be issued by the appeals bureau dismissing the hearing. A copy of the decision shall be mailed to each party.
2. Any dismissal may be rescinded upon order of the appeals bureau if the CMA makes written application within 10 calendar days after the mailing of the dismissal, and provides evidence of good cause for his failure to appear at the hearing.

§923. Reciprocity

A provider whose employee furnishes documentation as to successful completion of an equivalent medication administration course conducted in another state and meets other criteria stated in these guidelines and successfully passes the CMA initial certification exam, may on a case by case basis be granted reciprocity. The provider agency would complete FORM CMA -5, Reciprocity Request, and mail to the central office OCDD coordinator. The Certified Medication Attendant Committee will review the documentation and determine if the individual will be certified as a CMA in Louisiana. If reciprocity is granted, the provider is notified and the central office OCDD coordinator would issue the certificates to the provider.

§925. Provider Responsibility

- A. Each provider shall maintain records on each CMA. The records must include:**
1. The current monitoring skills checklist required for certification and re-certification.
 2. A copy of the current certificate issued to the CMA by the central office coordinator.
 3. Documentation of annual continuing education necessary for re-certification of CMA.

- B. The provider is legally responsible for the level of competency of its personnel and for ensuring that unlicensed staff administering medications have successfully completed the medication administration course curriculum. Additionally, the provider is responsible for maintaining annual re-certification requirements of their CMA's and that their CMA's perform their functions in a safe manner.
- C. The provider shall conduct thorough employment checks including verification of CMA certification.
- D. The provider is responsible for contacting the central office to verify that a CMA is in good standing prior to employing a CMA certified by another provider. The central office coordinator will send the provider FORM CMA -6 verifying that the CMA is in good standing. FORM CMA -6 must be maintained on file in the providers records. The CMA would be responsible for providing a copy of their certificate to the provider.

§927. Office for Citizens with Developmental Disabilities Responsibilities

The OCDD shall ensure the integrity of the medication administration course by:

- 1. implementing the CMA Law, R.S. 37:1021-1025
- 2. revising guidelines
- 3. issuing tests for initial certification of CMAs
- 4. maintaining the originals of written examinations with scoring
- 5. maintaining a roster of certified instructors
- 6. issuing certificates
- 7. offering an instructor's course
- 8. chairing the Certified Medication Administration Committee
- 9. verifying CMA's in good standing
- 10. maintaining a CMA registry

§929. The Certified Medication Administration Committee

- A. Composition of Committee as determined by the Assistant Secretary of OCDD
 - 1. designated CMA instructors
 - 2. central office coordinator
 - 3. two OCDD regional managers
 - 4. two office CMA instructors from the developmental centers

5. a consumer
 6. other representatives as determined by the Office
- B. Responsibilities of the Committee
1. Provide input regarding CMA program aspects such as guidelines, course curriculum, instructor training
 2. Review requests for reciprocity status
 3. Offer assistance to CMA instructors upon request

§931. CMA FORMS

1. **Form CMA - 1**
is the profile sheet completed by the provider agency's administrator/representative to attest that all qualifications are met for the CMA applicant to attend the 60 hour medication administration course. This form is given to the CMA instructor.
2. **Form CMA - 2**
is the exam request and initial certification request form completed by the CMA instructor and sent to either the regional office or developmental center coordinator to request the Office schedule CMA applicant(s) for the OCDD CMA certification exam. FORM CMA -1 must be attached to the CMA -2 for each CMA applicant to be scheduled for the test. For those applicants that pass the test, the Office will send the certificates to the CMA instructors.
3. **Form CMA - 3a. and 3b.**
are the re-certification request completed by the CMA instructor acknowledging that all recertification requirements are met. The CMA instructor sends these forms to the central office coordinator for issuance of certificates.
4. **Form CMA - 4**
is the decertification form completed by the CMA instructor identifying the reasons for decertifying the CMA and sent to the central office coordinator. FORM 4 is also sent to the CMA along with a confidential letter. A copy of FORM CMA - 4 must be maintained in provider agency records.
5. **Form CMA - 5**
is the reciprocity request form the provider agency would complete for employees that furnish documentation of successful completion of an equivalent medication administration course from another state. This form is sent to the central office coordinator for review and determination.
6. **Form CMA - 6**
is the form completed by the central office coordinator verifying a CMA is in good standing. This form is sent to provider agencies who employ a CMA in good standing certified by another agency. FORM CMA - 6 must be keep on file in the provider records.

STATE OF LOUISIANA

DEPARTMENT OF HEALTH AND HOSPITALS

**OFFICE FOR CITIZENS
WITH
DEVELOPMENTAL DISABILITIES**

MEDICATION ADMINISTRATION COURSE

CMA FORMS

**September, 1995
Revised March, 1998**

STATE OF LOUISIANA
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES

COVER MEMORANDUM
(TO USE WITH RECERTIFICATION REQUESTS)

DATE: _____

TO: _____
OCDD CMA COORDINATOR
REGIONAL OFFICE/DEVELOPMENTAL CENTER

FROM: _____
CMA INSTRUCTOR AND AGENCY

RE: "RECERTIFICATION REQUESTS"

Attached are the "recertification requests" for those employees who have met the recertification requirements. Please issue certificates for the following:

<u>AGENCY</u>	<u>CMA EMPLOYEE</u>	<u>RECERTIFICATION</u> <u>EFFECTIVE</u> <u>DATE</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

STATE OF LOUISIANA
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES

CERTIFIED MEDICATION ADMINISTRATION

"DECERTIFICATION REQUESTS"

DATE: _____

TO: _____
OCDD CMA COORDINATOR
REGIONAL OFFICE/DEVELOPMENTAL CENTER

FROM: CMA INSTRUCTOR: _____
NAME

ADDRESS

TELEPHONE #

RE: "DECERTIFICATION: EFFECTIVE DATE: _____
CMA NAME _____
SS# _____ - _____ - _____
EMPLOYER _____
EMPLOYER ADDRESS _____

I request, effective on the above referenced date, decertification of the identified CMA due to the following condition(s):

- _____ Falsification of consumer medical records.
- _____ Found guilty of abuse, neglect or cruelty to the infirmed.
- _____ Found guilty of misappropriation of a resident's property.
- _____ Found guilty of falsification or alteration of CMA certificate.
- _____ Failure of CMA to obtain annual recertification requirements.
- _____ Unsatisfactory performance of CMA reported by a licensed nurse (either RN or LPN).

CMA INSTRUCTOR SIGNATURE _____
DATE

STATE OF LOUISIANA
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES

CERTIFIED MEDICATION ADMINISTRATION

"RECIPROCITY REQUEST"

DATE: _____

TO: _____
OCDD CMA COORDINATOR
REGIONAL OFFICE/DEVELOPMENTAL CENTER

FROM: _____
CMA INSTRUCTOR

ADDRESS

TELEPHONE NUMBER

RE: RECIPROCITY OF EMPLOYEE FOR CMA

I DO HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THE ABOVE NAMED EMPLOYEE MEETS THE FOLLOWING QUALIFICATION REQUIREMENTS PRESCRIBED UNDER L.R.S. 37:1025 AND IS A CERTIFIED MEDICATION ATTENDANT IN GOOD STANDING IN ANOTHER STATE AND AM REQUESTING CMA STATUS IN LOUISIANA FOR SAID EMPLOYEE. ATTACHED IS DOCUMENTATION OF EMPLOYEE'S MEDICATION ADMINISTRATION TRAINING CURRICULUM FROM OTHER STATE.

- * U.S. Citizen
- * Louisiana resident
- * 18 years of age
- * Able to read, write and comprehend the English language
- * Free of communicable diseases
- * Is in suitable physical and emotional health to administer medications safely
- * Free of current illicit drug use
- * No record of conviction of a felony

SIGNED: _____ DATE _____
AGENCY ADMINISTRATOR/REPRESENTATIVE

STATE OF LOUISIANA
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES

CERTIFIED MEDICATION ADMINISTRATION
"VERIFICATION OF CMA IN GOOD STANDING"

DATE: _____

TO: _____

FROM: _____
OCDD CMA STATE OFFICE COORDINATOR

RE: VERIFICATION OF CMA IN GOOD STANDING

This will verify that the below referenced CMA is in good standing with all privileges.

CMA NAME	CERTIFICATE/ EXPIRATION DATE
_____	_____

OCDD CMA STATE OFFICE COORDINATOR

DATE