

**Rules of**  
**Department of Social Service**  
**Division 15—Division of Aging**  
**Chapter 13—Training Program for**  
**Nursing Assistants**

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**Title 13—DEPARTMENT OF  
SOCIAL SERVICES**

**Division 15—Division of Aging  
Chapter 13—Training Program for  
Nursing Assistants**

**13 CSR 15-13.010 Nurse Assistant Training  
Program**

*PURPOSE: The Omnibus Nursing Home Act mandates in section 198.082, RSMo that nursing assistants employed in skilled nursing and intermediate care facilities complete an approved training program. This rule gives information regarding the purpose of the training program, required objectives and curriculum content, designates what is the approved course curriculum and indicates the training locations and testing which are required for a program to be considered approved.*

(1) Definitions.

(A) Basic course shall mean the seventy-five (75) hours of classroom training, the one hundred (100) hours of on-the-job supervised training and the final examination of the approved Nurse Assistant Training course.

(B) Certifying agency shall mean a long-term care (LTC) association or other entity approved by the division under subsection (11)(B) to issue certificates to nursing assistants.

(C) Challenge the final examination shall mean taking the final examination of the basic course without taking the entire basic course.

(D) Division shall mean the Missouri Division of Aging.

(E) Long-term care association shall mean the Missouri Health Care Association, the Missouri Association of Homes for the Aged, the League of Nursing Home Administrators or the Missouri Assisted Living Association.

(F) Nursing service shall mean an agency or organization, such as a Nursing Pool Agency or Hospice, which employs nurses and nursing assistants for temporary or intermittent placement in LTC facilities.

(G) Training agency shall mean the organization which sponsors the approved training program. An approved training agency is approved by the Division of Aging under section (7) of this rule.

(H) Program shall mean the Nurse Assistance Training Program as required by the Omnibus Nursing Home Act and section 198.082, RSMo 1994.

(2) The purpose of the Nurse Assistant Training Program shall be to prepare individuals for employment in a LTC facility. The program shall be designed to teach skills in res-

ident care which will qualify students to perform uncomplicated nursing procedures and to assist licensed practical nurses or registered professional nurses in direct resident care.

(3) All aspects of the Nurse Assistant Training Program included in this rule (that is, qualified instructor, clinical supervisor, examiner, approved course curriculum, approved training agency, supervised on-the-job training, testing and student qualifications) shall be met in order for a program to be considered as approved.

(4) The program shall consist of a basic course consisting of a minimum of seventy-five (75) classroom hours of training on basic nursing skills, fire safety and disaster training, resident safety and rights, social and psychological problems of residents, and the methods of handling and caring for mentally confused residents such as those with Alzheimer's disease and related disorders; one hundred (100) hours of supervised on-the-job training (clinical practice); a final examination; and, following the basic course, continuing in-service training as provided for in 13 CSR 15-14.042(19) through (24).

(5) Curriculum content of the program shall include procedures and instructions on basic nursing skills in the following areas: basic hygiene techniques; bedmaking; personal care of residents; food service; charting; safety measures (including fire/safety and disaster preparedness, and infection control); basic preventative and restorative care and procedures; basic observation procedures, such as weighing and measuring; communication skills; methods of handling and caring for mentally confused residents; residents' rights; ethical and legal responsibilities; death and dying; and mental health and social needs.

(A) The course curriculum as outlined in the manual entitled *The Nurse Assistant in a Long-Term Care Facility*, produced by the Instructional Materials Laboratory, University of Missouri-Columbia, 1987, catalogue number 50-5061-S shall be considered an approved course curriculum. Other manuals and course material may be used to supplement the curriculum. Instructors shall use the companion instructor's guide, catalogue number 50-5061-I.

(B) An orientation module consisting of certain topics identified as such in the approved course curriculum shall be the first material covered in the course unless the course is taught in its entirety before nursing assistants have resident contact. All students

must complete the nurse assistant orientation module prior to providing direct care to any resident. For those students already employed by an intermediate care or skilled nursing facility, the orientation module shall be taught at the beginning of the course and before the nursing assistant is allowed to provide direct care to residents independently.

1. The orientation module shall include, as a minimum, the following topics: hand-washing, gloving and infection control; emergency procedures and Heimlich Maneuver; residents' rights; abuse and neglect reporting; safety (fire and accident); lifting; moving and ambulation; answering signal lights; bedpan, urinal, commode and toilet; preparing residents for and serving meals; feeding the helpless; bathing; dressing and grooming; mouth care; bedmaking (occupied and unoccupied); promoting residents' independence; communication and interpersonal skills.

2. Students shall complete the orientation module taught by a qualified instructor even though they may be employed in a facility that uses the approved course material for orientation as required by 13 CSR 15-14.042(20). The instructor, in that instance, may adjust the time required to cover the material or may integrate the material into the basic course content.

(C) The suggested time schedule included for each curriculum topic in the approved course cited in subsection (5)(A) may be adjusted by the instructor to meet the particular learning abilities of the students providing that the orientation module shall be taught in at least sixteen (16) hours for Medicare- or Medicaid-certified facilities. Licensed-only facilities shall provide at least twelve (12) hours of basic orientation approved by the division.

(D) The on-the-job supervised component of one hundred (100) hours shall start after the student has enrolled and started the course curriculum and shall precede the final examination.

(E) Continuing in-service education shall be offered in the intermediate care or skilled-nursing facility (ICF/SNF) to nursing assistants on a regular basis following their successful completion of the basic course as required in 13 CSR 15-14.042(20) through (23).

(6) Student Enrollment and Qualifications.

(A) Any individual who is employable by an ICF/SNF to be involved in direct resident care shall be eligible to enroll in an approved training agency course if—

1. The individual is at least eighteen (18) years of age and employable. Employable shall mean that the individual is not listed on the Missouri Division of Aging



Employee Disqualified List; who has not been found guilty of, pled guilty to, been convicted of, or *nolo contendere* to, a Class A or B felony under Chapters 565, 566 or 569, a Class D felony under section 568.020, RSMo 1994 or any violation of section 198.070.3, RSMo 1994, unless a good cause waiver has been granted by the division; and who meets requirements under 13 CSR 15-14.042(32); or

2. The individual is at least sixteen (16) years of age providing he or she is—

A. Currently enrolled in a secondary school health services occupation program or a cooperative work education program of an area vocational-technical school or comprehensive high school;

B. Placed for work experience in an ICF/SNF by that program; and

C. Under the direct supervision of the instructor or licensed nursing staff of the facility, or both, while completing the clinical portion of the course. A certified facility may not employ a student in the facility who is not certified within four (4) months of date of hire. A licensed-only facility may only employ a student in that facility for up to one (1) year from the date of hire prior to certification.

(B) All full or part-time employees of an ICF/SNF who are involved with direct resident care, and hired in that capacity after January 1, 1980, shall have completed the approved Nurse Assistant Training Program or shall enroll in and begin study in the approved training program within ninety (90) days of employment, except that the following persons shall be permitted to challenge the final examination:

1. Persons who were enrolled in a professional (RN) or practical (LPN) nursing education program for at least four (4) months or who are enrolled in this program and who have successfully completed the Fundamentals of Nursing Course, including clinical hours within the last five (5) years, may challenge the final examination of the course, as this training is deemed equivalent to the required classroom hours and on-the-job training;

2. Professional nursing or practical nursing licensure candidates who have failed state licensure examinations may challenge the final examination, as their training is deemed equivalent to the required classroom hours and on-the-job training;

3. Persons from other states who are approved to work as a nurse assistance in the other states may challenge the final examination, as their training is deemed equivalent to the required classroom hours and on-the-job training;

4. Students who have completed a nursing program outside the United States and who are awaiting the licensure examination in this country shall be required to apply to the division to take the challenge examination. In addition to a completed application, the student must also include: a copy of the out of country license or certificate; a copy of the school transcript translated to English; a copy of the out of country criminal background check translated to English. Students shall be required to complete the orientation module of the course as given in subsection (5)(B) of this rule and then may challenge the final examination, as their training is deemed equivalent to the other required classroom hours and on-the-job training;

5. Persons trained in acute care sections of hospitals as nursing assistants or persons trained as psychiatric aides shall complete the orientation module with special emphasis on the geriatric residents' needs, residents' rights and orientation to the facility and shall complete the one hundred (100) hours of on-the-job training in an LTC facility or LTC unit of a hospital and then they may challenge the final examination, as their training is deemed equivalent to the other required classroom hours and on-the-job training;

6. Persons trained in an LTC unit of a hospital and who have been employed in the LTC unit of the hospital for at least twelve (12) months and who submit a letter of recommendation from the administrator or director of nursing documenting their training may challenge the final examination after completing the units on residents' rights and care of the confused resident. Such training shall be deemed equivalent to the other required classroom hours and on-the-job training; and

7. Any other persons whose background, education and training in gerontology and health occupations includes the components of the approved training curriculum may be allowed to challenge the final examination after taking those portions of the course as determined to be necessary based on evaluation of their credentials by the supervisor of health education of the Division of Aging.

(C) Those persons designated in paragraphs (6)(B)1.-7., who want to challenge the final examination shall submit a request in writing to the division enclosing any applicable documentation. The division will respond, in writing, either approving or denying the request to challenge the final examination and, if approved, the letter from the division may be presented to an approved training agency to challenge the examination or complete the course or portions of the

course as required and then challenge the examination.

(D) Those persons permitted to challenge the final examination shall have made arrangements to do so within sixty (60) days of employment as a nursing assistant and shall have successfully challenged the final examination prior to or within one hundred twenty (120) days of employment. Permission letters not utilized within the one hundred twenty (120)-day period shall be considered invalid and reapplication for permission to challenge shall be made to the division.

(E) Nursing assistants who are employed by a nursing service, or who are working on a private duty basis providing direct resident care shall have completed the approved basic course, shall have a current certificate from an approved certifying agency and shall be listed on the Division of Aging Certified Nurse Assistant Registry prior to functioning in an ICF/SNF.

(F) Allied health care personnel, such as emergency medical technicians, medical laboratory technicians, surgical technicians, central supply technicians and dental auxiliaries, shall not be considered qualified and shall not be allowed to challenge the final examination. Individuals, if employed by an ICF/SNF to provide direct patient care shall enroll in and successfully complete an approved program.

(G) If a student drops the course due to illness or incapacity, the student may reenroll in a course within six (6) months and make up the course material missed without retaking the entire course upon presenting proof of attendance and materials covered in the original class.

(H) A student shall complete the entire basic course (including passing the final examination) within one (1) year of employment as a nursing assistant in an SNF/ICF, except that a nursing assistant employed by a facility certified under Title XVIII or Title XIX shall complete the course and be certified within four (4) months.

(I) A full or part-time employee of an ICF/SNF who is employed as a nursing assistant after January 1, 1989 who has not completed at least the classroom portion of the basic course shall not provide direct resident care until he or she has completed the sixteen (16)-hour orientation module and the twelve (12) hours of supervised practical orientation required in 13 CSR 15-14.042(20).

(J) All nursing assistants trained prior to January 1, 1989 who were not trained using the course curriculum referenced in subsection (5)(A) of this rule with at least seventy-five (75) hours of classroom instruction shall have attended a special four (4)-hour retraining program which used the manual entitled

*Long-Term Care Nurse Assistant Update* produced by the Instructional Materials Laboratory, University of Missouri-Columbia, 1989, catalogue number 50-5062-I or 50-5062-S. Any nursing assistant who did not attend this retraining program by August 31, 1989 shall no longer be considered a trained nursing assistant and all previous credentials issued by any source shall be considered invalid. To be certified as required by the provisions of this rule, a person shall successfully complete the entire Nursing Assistant Training Program.

(7) Training Agencies.

(A) The following entities are eligible to apply to the division to be an approved training agency:

1. Area vocational technical schools and comprehensive high schools offering health service occupation programs which have a practice classroom and equipment used in delivering health care and a written agreement of cooperation with one (1) or more SNFs/ICFs or an LTC unit of a hospital in their vicinity for the one hundred (100)-hour on-the-job training component of the course;

2. Community junior colleges or private agencies approved by the Missouri Department of Elementary and Secondary Education or accredited by a nationally recognized accrediting agency or association on the list published by the secretary of the Department of Education, pursuant to the Higher Education Act (20 USC Sections 295-4(2)(D), 42 USC Section 298(b)(6)) and the Veterans' Readjustment Assistance Act (38 USC Section 1775(a)) which have a practice laboratory with one (1) or more bed units and equipment used in delivering health care and have a written agreement of cooperation with one (1) or more SNFs/ICFs, or LTC units of a hospital in their vicinity for the on-the-job training component of the course; or

3. A licensed hospital, licensed SNF/ICF which has designated space sufficient to accommodate the classroom teaching portion of the course, and if the one hundred (100) hours of on-the-job training is not provided on-site, has a written agreement of cooperation with an LTC unit of a hospital or SNF/ICF to provide that portion.

(B) A school, agency, hospital or nursing facility which wants to be approved by the division to teach the Nursing Assistant Training Program shall file an application with the division giving the name(s) of the instructor(s) and clinical supervisor(s); and, if clinical training is not being done on-site, a copy of an agreement with a nursing facility for the clinical portion of the course.

(C) In order to be approved, the applicant shall have an area which will be designated during training sessions as a classroom with sufficient space to allow fifteen (15) students to be seated with room for note-taking, appropriate equipment as needed for teaching the course, approved instructors and clinical supervisors, and shall assure that the instructor and each student has a manual for the state-approved course. Any ICF/SNF which has received a Notice of Noncompliance related to administration and resident care from the division in the two (2)-year period prior to application for approval shall not be eligible for approval and if this Notice is issued after approval, approval shall be withdrawn by the division within ninety (90) days and the certifying agencies shall be notified of the withdrawal of approval. Students already enrolled in a class in this facility, however, may complete their course if a Notice is issued after a course has begun. However, a noncompliant facility where an extended or partially extended survey has been completed may apply in writing to the division requesting permission for approval to train and test nurse assistants for certification. The approval for each separate class may be granted to teach and test in the facility but not by the facility staff. If approval is granted for a waiver for a certified facility or exception for a licensed-only facility, the division shall require certain criteria to be met, depending on the issues such as time and distance to other training agencies in the area.

(D) The division shall make an on-site inspection of each approved training agency's premises within two (2) years of approval to determine the adequacy of space; equipment and supplies; and, if clinical training is not done on-site, verify that there is a current copy of an agreement with a nursing facility for the clinical portion of the course.

(E) Upon receipt of a fully completed application form, the division shall notify the applicant in writing within ninety (90) days of approval or disapproval. If disapproved, the reasons why shall be given.

(F) Training agencies shall be approved for a two (2)-year period and shall submit a new application for approval thirty (30) days prior to the expiration of approval.

(8) Instructor/student ratio shall be a maximum of one to fifteen (1:15) and it is recommended that the ratio be one to ten (1:10) or less.

(9) Qualifications of Instructors, Clinical Supervisors and Examiners.

(A) Instructor.

1. An instructor shall be a registered professional nurse currently licensed in Missouri or shall have a temporary permit from the Missouri State Board of Nursing. The licensee shall not be subject of current disciplinary action, such as censure, probation, suspension or revocation.

2. An instructor shall have had, at a minimum, two (2) years of nursing experience and at least one (1) year of experience in the provision of LTC facility services in the last five (5) years. Other personnel from the health professions may assist the instructor; however, they must have at least one (1) year of experience in their field.

3. An applicant to be an instructor, shall submit credentials (resume) and a copy of his/her current license renewal card or temporary permit to the Division of Aging. A letter shall be provided by the division to the applicant indicating the status of the applicant's qualifications and, if not qualified, the reasons and what additional requirements are needed.

4. An applicant to be an instructor shall attend a seminar approved by the Division of Aging to learn the methodology of teaching the course but only after his/her credentials have been reviewed and approved by the Division of Aging. The Division of Aging shall issue a final letter of approval to be a qualified instructor after the person has satisfactorily completed the seminar. The seminar shall be conducted either by an LTC association or the Missouri Department of Elementary and Secondary Education using qualified teacher educators approved by the Missouri Department of Elementary and Secondary Education and the Division of Aging.

5. Any registered nurse approved by the division or the Department of Elementary and Secondary Education as an instructor or examiner prior to January 1, 1990, except those involved in nurse assistant curriculum development with the division or who are employed by a certifying agency, shall attend a training seminar on teaching the nurse assistant course conducted by a LTC association or the Department of Elementary and Secondary Education by July 1, 1993 in order to maintain status as an approved instructor. Instructors approved prior to January 1, 1990 who are exempt from attending the training seminar shall write the Division of Aging submitting documentation of classes and students taught. The division will issue those instructors letters of approval so they will not have to attend the new training seminar. After July 1, 1993 all credentials issued prior to January 1, 1990 shall be void. Nurses who attend the approved seminar shall be issued



new certificates and the division shall maintain a list of all approved instructors, including those issued letters of approval.

(B) Clinical Supervisor (On-the-Job Supervisor). The clinical supervisor shall be a currently licensed registered professional nurse or licensed practical nurse, whose license is not currently subject to disciplinary action such as censure, probation, suspension or revocation. The clinical supervisor shall be licensed in Missouri or shall have a temporary permit from the Missouri State Board of Nursing. The clinical supervisor shall be currently employed by the facility where the students are performing their duties or by the agency conducting the course and shall have attended a seminar approved by the Division of Aging to learn methodology of supervising the on-the-job training. Upon successful completion of the training seminar, the clinical supervisor shall be issued a certificate and the division shall maintain a list of approved clinical supervisors. The clinical supervisor shall be on the facility premises in which the students are performing their duties while the students are completing the on-the-job component of their training and shall directly assist the students in their training and observe their skills when checking their competencies. The clinical supervisor shall have at least one (1) year of experience in LTC if not currently employed by an LTC facility.

(C) Examiner.

1. The examiner shall be a registered professional nurse currently licensed in Missouri or shall have a temporary permit from the Missouri State Board of Nursing, and shall not be currently subject of disciplinary action such as censure, probation, suspension or revocation.

2. The examiner shall have taught a similar course or shall be qualified to teach a similar course; but shall not have been the instructor of the students being examined; and shall not be employed by the operator whose students are being examined. The examiner shall be specifically approved by the Division of Aging to administer final examinations of the state-approved nurse assistant training curriculum and shall have signed an agreement with the division to protect and keep secure the final examinations.

3. The examiner shall have attended an examiner's seminar given by the Division of Aging to learn the methodology and sign an agreement.

(D) Causes for Disqualification. A person shall not be allowed to be an instructor, clinical supervisor or examiner if it is found that he or she—

1. Knowingly acted or omitted any duty in a manner which would materially or

adversely affect the health, safety, welfare or property of a resident;

2. Defrauded a training agency or student by taking payment and not completing a course, not administering the final examination as required, or not being on-site while students are being trained;

3. Failed to teach, examine or clinically supervise in accordance with 13 CSR 15-13.010, or taught students from the state test, changed answers on the state test, lost test booklets, or recorded false information on test materials or test booklets of the program; or

4. Failed to send documentation of a completed course to a certifying agency within thirty (30) days.

(E) Notification of Disqualification.

1. The division shall notify the individual that he or she is no longer eligible to be an instructor, clinical supervisor or examiner.

2. The division shall notify all approved training and certifying agencies if it has been determined that an individual is no longer considered an approved instructor, clinical supervisor or examiner and that person's name shall be removed from the lists maintained by the division of approved instructors, clinical supervisors or examiners.

3. To be reinstated as a state-approved instructor, clinical supervisor or examiner the individual shall submit a request in writing to the division director stating the reasons why reinstatement is warranted. The division director or the director's designee shall respond in writing to the request.

(10) Testing.

(A) In order to be eligible for testing, a student shall have either completed the state-approved training curriculum offered by an approved training agency or shall have a letter from the Division of Aging granting approval to challenge the final examination.

(B) A student shall pass a minimum of three (3) written or oral tests throughout the course with an eighty (80) score or better on each test in order to be eligible to take the final examination.

(C) The final examination shall be conducted by an approved examiner who may be assisted by the instructor using the following procedures:

1. The instructor will select an LTC resident to participate in the testing process and obtain approval for this activity from the resident;

2. The examiner shall verify the eligibility of the students by reviewing records to establish that the student has completed the approved training program or possesses an approval letter from the division granting

approval to challenge the final examination. In the event that a qualified instructor for the nurse assistant LTC program did not sign records of a student who successfully completed the program, without justification or due to resignation from his/her position, the administrator of the approved training agency may validate the training by signature. Evidence of successful completion of the basic course (that is, test scores, class schedules and the like) shall be documented prior to a student taking the final examination;

3. The student shall successfully complete at least nine (9) procedures under the observation of the instructor or a facility licensed nurse and examiner.

A. The nine (9) procedures shall always include a type of bath, vital signs (temperature, pulse, respirations and blood pressure), transfer techniques, feeding techniques, dressing and grooming, skin care, active or passive, range of motion to upper and lower extremities (unless contraindicated by a physician's order) and handwashing and gloving from the standardized curriculum.

B. The remainder shall be selected according to the resident's care needs at the time of day that testing occurs.

C. The evaluation of the student shall include communication and interaction with the resident, provision of privacy, work habits, appearance, conduct and reporting and recording skills;

4. The student shall successfully answer forty (40) out of fifty (50) oral or written questions presented by the examiner based on the standardized curriculum and selected from a specific test pool of questions which are safeguarded by the Division of Aging;

5. Any person who fails the final examination, except those who have been permitted to challenge the examination, shall have the opportunity to retake the examination twice within ninety (90) days. The examiner shall notify the division and obtain different examinations to be administered each time. If it is failed a third time, the entire course or selected sections, as determined by the examiner, must be retaken before another examination can be given; and

6. Any person who is required by section 198.082, RSMo to enroll in the Nurse Assistant Program, but who has been permitted to challenge the final examination and who fails the examination, must immediately reenroll in and begin study in the next available course and shall complete the basic course within one (1) year of employment.

(11) Records and Certification.

(A) Records.



1. The examiner shall complete and sign the competency record sheet and the final examination score sheet which shall include scores and comments. The examiner shall advise the individual that successful completion of the evaluation will result in the addition of his/her name to the State Nursing Assistant Register.

2. After scoring, the examiner shall return all test materials, test booklets, answer sheets, and any appendices to the division. The examiner shall also provide the training agency with documentation of the student's test scores.

3. A copy of the student's final record sheets shall be provided to the student (except for the answer sheets). If the course is not completed, records and documentation regarding the portions completed shall be provided to the student, if requested, and to the training agency.

4. The training agency shall maintain the records of students trained. Records shall be maintained for at least two (2) years.

(B) Certification and Entry of Names on State Register.

1. The training agency shall submit within thirty (30) days, the student's final record sheets to any one of the long-term care associations or any other agency which is specifically approved by the division to issue nursing assistant certificates and provide names to the division for entry on the nurse assistant register.

2. Each student shall obtain a certificate from a state-approved association or agency validating successful completion of the training program.

3. The Division of Aging shall maintain a list of long-term care associations or other agencies approved to handle the issuance of certificates for the Nurse Assistant Training Program. In order for a long-term care association or agency to be approved by the Division of Aging, it shall enter into an agreement of cooperation with the Missouri Division of Aging which shall be renewable annually and shall effectively carry out the following responsibilities:

A. Issue certificates to individuals who have successfully completed the course;

B. Provide the Division of Aging with the names and other identifying data of those receiving certificates on at least a monthly basis; and

C. Maintain accurate and complete records for a period of at least two (2) years.

4. The certificate of any nurse assistant who has not performed nursing services for monetary compensation for at least one (1) day in a twenty-four (24)-consecutive month period shall be invalid and the person's name

shall be removed from the Missouri nursing assistant register. This individual, however, may submit his/her credentials to the Division of Aging at any time and if unemployed for less than five (5) years, s/he may be authorized to challenge the final examination. If s/he passes the examination, the examiner shall submit the individual's records to a training agency so that s/he can be issued a new certificate and his/her name can be placed on the nurse assistant register again. If unemployed longer than five (5) years, the individual must successfully complete the entire course before s/he can be recertified and s/he is not eligible to challenge the final examination.

*AUTHORITY: sections 198.079 and 198.082, RSMo 1994.\* Original rule filed Aug. 13, 1982, effective Jan. 13, 1983. Amended: Filed March 10, 1983, effective June 11, 1983. Amended: Filed Sept. 12, 1984, effective Dec. 11, 1984. Amended: Filed Oct. 13, 1987, effective Jan. 29, 1988. Emergency amendment filed Dec. 16, 1988, effective Jan. 1, 1989, expired April 5, 1989. Amended: Filed Jan. 19, 1989, effective April 27, 1989. Amended: Filed June 16, 1992, effective Feb. 26, 1993. Amended: Filed May 26, 1998, effective Jan. 30, 1999.*

*\*Original authority: 198.079, RSMo 1979 and 198.082, RSMo 1979, amended 1988.*



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF AGING  
APPLICATION FOR APPROVAL AS A NURSING ASSISTANT TRAINING AGENCY

DATE SUBMITTED	
TRAINING AGENCY NAME	TELEPHONE
ADDRESS	FAX NUMBER
ADMINISTRATOR/DIRECTOR	
INSTRUCTOR NAME	LICENSE NUMBER
ADDRESS	
EXAMINER NAME	LICENSE NUMBER
ADDRESS	
PLEASE CHECK THE FOLLOWING IF APPLICABLE:	
<input type="checkbox"/> DA LICENSED FACILITY BASED	<input type="checkbox"/> NON-FACILITY BASED
<input type="checkbox"/> DEPARTMENT OF HEALTH LICENSED/EXTENDED CARE WING OF HOSPITAL	<input type="checkbox"/> VOCATIONAL-TECHNICAL SCHOOL (PUBLIC)
	<input type="checkbox"/> VOCATIONAL-TECHNICAL SCHOOL (PRIVATE)
	<input type="checkbox"/> JUNIOR COLLEGE
	<input type="checkbox"/> COMMUNITY COLLEGE
	<input type="checkbox"/> PRIVATE AGENCY
	<input type="checkbox"/> HOSPITAL
NAME(S) OF FACILITY(IES) WITH WHICH THERE IS/ARE A SIGNED AGREEMENT(S) FOR CLINICAL ON-THE-JOB TRAINING. (ATTACH A COPY OF THE AGREEMENT FOR EACH CLINICAL SITE.)	
NAME(S) AND ADDRESSES OF CLINICAL SUPERVISOR(S) AND LICENSE NUMBERS	
<b>STATE AGENCY</b>	
<input type="checkbox"/> APPROVE 2 YEARS <input type="checkbox"/> DISAPPROVE <input type="checkbox"/> WITHDRAW APPROVAL	
REASON FOR DISAPPROVAL OR WITHDRAWAL OF APPROVAL	
SIGNATURE	DATE

MO 886-2757 (3-91)

**13 CSR 15-13.020 Certified Medication Technician Training Program**

*PURPOSE: Individuals who administer medications in intermediate care and skilled nursing facilities are required by 13 CSR 15-14.042(49) to have successfully completed a medication administration training program approved by the Division of Aging. This rule sets forth the requirements for the approval of a medication technician training program designating the required course curriculum content, outlining the qualifications required of students and instructors, designating approved training facilities, outlining the testing and certification requirements, and establishing an update course.*

*PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.*

(1) The purpose of the Certified Medication Technician Training Program shall be to prepare individuals for employment as certified medication technicians in intermediate care or skilled nursing facilities (ICF/SNF). The program shall be designed to teach skills in medication administration of nonparenteral medications which will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in drug therapy.

(2) All aspects of the Certified Medication Technician Training Program included in this rule shall be met in order for a program to be approved. If the program is to be offered in an ICF/SNF, the administrator of that facility shall make the arrangements with the sponsoring educational agency to—

(A) Provide administration of the Test of Adult Basic Education (TABE) and review of the student's qualifications;

(B) Arrange for a certified instructor;

(C) Administer the final examination; and

(D) Certify the students through a state-approved certifying agency which is any one (1) of the long-term care associations or any other division approved agency authorized to issue certificates.

(3) The objective of the Certified Medication Technician Training Program shall be to

ensure that the medication technician will be able to—

(A) Prepare, administer and chart medications by all routes except those given by the parenteral route;

(B) Observe, evaluate, report and record responses of residents to medications given;

(C) Identify responsibilities associated with control and storage of medications;

(D) Identify appropriate reference materials;

(E) Relate side effects, interactions and nursing implications of common medications;

(F) Identify lines of authority and areas of responsibility; and

(G) Identify what constitutes a medication error.

(4) The course shall consist of at least sixty (60) classroom hours of instruction and a minimum of eight (8) hours of clinical practice under the direct supervision of an instructor or licensed registered nurse (RN) designated by the sponsoring educational agency, including a minimum of a two (2)-hour final practicum in a licensed ICF/SNF and a final written examination. The hours of a student's clinical practice required by an instructor may be greater, based on each student's mastery of course content as determined by the instructor.

(A) The approved course curriculum shall be the course developed by the Missouri Department of Elementary and Secondary Education and the Division of Aging as outlined in the manual entitled *Medication Technician* produced by the Instructional Materials Laboratory, University of Missouri-Columbia, revised 1994, catalogue number 50-6010-S. Students shall each have a copy of this manual. The instructor shall use the companion *Instructor's Guide*, catalogue number 50-6010-I. These manuals and materials are incorporated in this rule by reference.

(B) The curriculum content shall include procedures and instructions in the following areas:

1. Basic review of body systems and drug effect on each;

2. Medical terminology;

3. Infection control;

4. Drug classifications;

5. Dosage, measurements and forms;

6. Storage and accountability;

7. Problems of observations in drug therapy;

8. Administration by oral, rectal, vaginal, otic, ophthalmic, nasal, skin, topical, transdermal patches, and oral metered dose inhaler; and

9. Special categories.

(C) A student shall not be allowed to independently administer medications until successfully completing the course. The final score sheet may be used as authorization to independently administer medications for up to ninety (90) days. After this period the student must have a certificate and be listed on the Missouri State Certified Medication Technician Registry.

**(5) Student Qualifications.**

(A) Any individual employable in an ICF/SNF who will be involved in direct resident care shall be eligible to enroll as a student in the course if the following criteria are also met:

1. High school diploma or General Education Development (GED) Certificate;

2. A minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Application tests on the D level of the Test of Adult Basic Education (TABE). The tests shall be administered by the public educational sector;

3. Six (6) months of employment as a certified nurse assistant who is listed on the Missouri State Nurse Assistant Register and who has a letter of recommendation submitted to the training agency or school by the administrator or director of nursing of the facility, or, if now unemployed, by a previous employer; and

4. Nursing assistants who plan to enroll in the course may or may not be currently employed in a long-term care facility.

(B) The following individuals may qualify as certified medication technicians by successfully challenging the course through a written and performance final examination:

1. Students enrolled in a professional nursing school or in a practical nursing program who have completed a medication administration course and who have a letter of endorsement from the school or program director;

2. Individuals who successfully completed a professional or practical nursing program but who failed the professional (RN) or practical (LPN) state licensure examination;

3. Individuals who provide evidence of successful completion of a state-approved certified medication technician course while working as aides at a facility operated by the Missouri Department of Mental Health providing that an individual successfully complete the orientation module of the approved Nurse Assistant Training Program and challenges the course by successfully completing the final examination of that program so that his or her name appears on the Missouri Certified Nurse Assistant Register. This shall be



completed prior to challenging the Certified Medication Technician course;

4. Individuals who have successfully completed a state-approved medication technician course in another state, who are currently listed as Certified Medication Technicians in good standing in that state, and who submit a letter of recommendation to the division from an administrator or director of nursing of a facility in which he or she served as a medication technician; and

5. Individuals listed on the Certified Nurse Assistant (CNA) register. All individuals who qualify to challenge the final examination must first challenge the Certified Nurse Assistant final examination if not already listed on the registry as a CNA.

(C) Individuals who have successfully completed a professional or practical nursing program and who have not yet taken or received the results of the state licensure examination may request a letter from the division which entitles them to administer medication in a long-term care facility. However, if more than ninety (90) days have lapsed since graduation or since taking the Missouri State Board Examination with no results confirmed, the individual must ask for permission to challenge the final examination for certification as a medication technician. Challenge letters shall be valid for one hundred twenty (120) days.

(D) Those persons designated in subsections (5)(B) and (C) who want to challenge the final examination or receive a letter of qualification, shall submit a request in writing to the division enclosing any applicable documentation. If approved to—

1. Challenge the examination, a letter so stating will be sent from the division and may be presented to a sponsoring educational agency so that arrangements can be made for testing; or

2. Qualify without taking the course or challenging the examination, a letter so stating will be sent by the division and shall be presented and used in lieu of a certificate.

(E) Individuals who must qualify by successfully completing the final examination or by special qualifying criteria shall not be allowed to administer medications until successfully completing the challenge process or receiving a letter of qualification from the division.

(6) Instructor Qualifications for Basic Course.

(A) An instructor shall be currently licensed to practice as a registered nurse in Missouri or shall have a temporary permit from the Missouri State Board of Nursing. The instructor shall not be the subject of cur-

rent disciplinary action, such as censure, probation, suspension or revocation of license.

(B) The instructor shall meet state certification requirements as follows:

1. Hold a current full-time teaching certificate or a short-term instructor approval certificate from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education;

2. Complete an instructor/examiner workshop to implement the program; and

3. Be responsible to a sponsoring educational agency, such as an area vocational-technical school, a comprehensive high school, a community college or an approved four (4)-year institution of higher learning.

(C) Instructor may be assisted by pharmacists as guest instructors in to the areas of drug distribution systems, regulations governing drugs, drug actions, adverse reactions and drug interactions.

(D) When the instructor is an employee of the ICF/SNF in which training is conducted, a qualified registered nurse approved by the sponsoring educational agency shall conduct the final examinations. The examiner may also be the instructor.

(E) A person shall not be approved to be an instructor or examiner if he or she has ever been found to have knowingly acted or omitted any duty in a manner which would materially and adversely affect the health, safety, welfare or property of a resident.

(F) A person who has been approved to be an instructor or examiner shall have that status revoked if, after an investigation by the division, it is found that the person:

1. Knowingly acted or omitted any duty in a manner which materially and adversely affected the health, safety, welfare or property of a resident;

2. Defrauded a training agency or student by taking payment and not completing a course or following through with certification;

3. Did not administer the final examination as required, or was not on-site while students were being trained; or

4. Falsified information on the final score sheet or any other required documentation.

(G) When an individual is no longer qualified to be an instructor or examiner, the division shall notify:

1. The individual that he or she is no longer eligible to be an instructor or examiner; and

2. All approved training and certifying agencies if it has been determined that an individual is no longer considered an approved instructor or examiner and that the person's name shall be removed from the list

of approved instructors and examiners maintained by the division.

(H) To be reinstated as an approved instructor or examiner the individual shall submit a request in writing to the division director stating the reasons why reinstatement is warranted. The division director or the director's designee shall respond in writing to the request.

(7) Training Agencies.

(A) The following entities are eligible to apply to the division to be an approved training agency: vocational-technical schools, comprehensive high schools, community college or approved four (4)-year institutions of higher learning.

(B) All classrooms shall contain sufficient space, equipment and teaching aids to meet the course objectives as determined by the sponsoring educational agency.

(C) A school desiring divisional approval to teach the Certified Medication Technician Course shall file an application with the division giving the names of the instructors, listing the equipment and classroom space that will be used and provide a copy of an agreement with the nursing facility conducting the clinical portion of the course.

(D) The ICF/SNF in which clinical practice and the final practicum examination are conducted shall allow students, instructors and examiners access to the medication room, supervised access to residents and access to the medication recording area.

(E) There shall be a signed written agreement between the sponsoring educational agency and each cooperating ICF/SNF which specifies the rules, responsibilities and liabilities of each party.

(F) The sponsoring educational agency is responsible for sending the division a copy of the most current signed agreement with the cooperating ICF/SNF where clinicals will be conducted. The division shall review all signed agreements. On-site inspections of the training site or educational agency may be made by the division if problems occur or complaints are received. If requirements are not met the status as a training site may be revoked by the division.

(G) The classroom portion may be taught in an ICF/SNF if there is an approved educational agency as a sponsor.

(8) Basic Course Testing.

(A) Prior to the student's enrollment, the TABE shall be administered by qualified examiners from the public educational sector designated by the sponsoring educational agency. See paragraph (5)(A)2. of this rule.

(B) To be eligible for the final examination, students shall have achieved a score of at least

eighty percent (80%) on each written examination in the course curriculum.

(C) The final examination shall consist of a written and practicum examination.

1. The written examination shall include fifty (50) multiple choice questions based on the course objectives. A score of at least eighty percent (80%) is required for passing.

2. The practicum examination shall include preparing and administering all non-parenteral routes and recording of medications administered to residents. It shall be conducted under the direct supervision of the instructor or examiner and the person responsible for medication administered in the ICF/SNF. Testing on medications not available in the ICF/SNF shall be done in a simulated classroom situation.

3. The final examination may be retaken one (1) time within ninety (90) days without repeating the course.

4. A challenge examination may be taken one (1) time. If failed the entire course shall be taken before retesting is allowed.

(D) The instructor and examiner shall complete the final records and the record sheet shall include competencies and scores and other identifying information.

#### (9) Records and Certification.

##### (A) Records.

1. For at least two (2) years, the sponsoring educational agency shall maintain records of individuals who have completed the Certified Medication Technician Training Program and shall submit to one (1) of the state-approved certifying agencies the student's name, student's Social Security number, class beginning date and completion date, a challenge or full course and other identifying information from the final score sheet.

2. A copy of the final record shall be provided to the certified medication technician.

3. A transcript may be released with written permission from the student in accordance with the provisions of the Privacy Act—P.L. 90-247.

##### (B) Certification.

1. The sponsoring educational agency shall maintain the records of individuals who have been enrolled in the Certified Medication Technician Program and shall submit to a state approved certifying agency the names and address of all individuals who successfully complete the program. Upon receipt of the successful completion of course material and final examination, the state-approved certifying agency shall issue a certificate of completion to the student through the sponsoring educational agency (school). Any final exam-

ination documentation over ninety (90) days old shall be invalid.

2. On a monthly basis, the certifying agency shall provide the division with names and other identifying information of those receiving certificates.

3. The division shall maintain a list of certifying agencies approved to handle the issuance of certificates for the Certified Medication Technician Training Program. In order for a certifying agency to be approved by the division, it shall enter into an annually renewable agreement of cooperation with the division.

#### (10) Certified Medication Technician Update Course.

(A) All medication technicians with certificates from state-approved certifying agencies who have not taken the new sixty-eight (68)-hour course using the 1994 edition, curriculum catalog number 50-6010-S shall successfully complete the Certified Medication Technician Update Course (number 50-6015-S) to remain qualified certified medication technicians. Any individual taking the update course shall be certified as a nurse assistant with his or her name listed on the Missouri State Nurse Assistant Registry. Any previously qualified student who does not attend the update course prior to June 30, 2000, must take the complete sixty-eight (68)-hour course.

(B) The certifying agency must receive the score sheet and accompanying documentation within ninety (90) days after the Certified Medication Technician Update Course final examination is administered. Score sheets and documents shall become invalid if not properly submitted within ninety (90) days after the final examination is given.

(C) The following may request permission from the division to take the Certified Medication Technician Training Update Course:

1. Individuals trained by the then existing Missouri Division of Health Institutional Advisory Nurses prior to 1978;

2. Individuals certified through the vocational educational system using the Department of Health-approved curriculum;

3. Individuals who have completed a long-term care medication technician course in another state which has been approved by the appropriate state agency and who have a letter from the division giving permission to work as certified medication technicians;

4. All medication technicians with valid certificates from the Department of Elementary and Secondary Education; and

5. All medication technicians with valid certificates from state-approved certifying agencies who have not taken the new

sixty-eight (68)-hour course using the 1994 revised curriculum catalog number 50-6010-S.

(D) Prior to a sponsoring educational agency accepting a Certified Medication Technician Update Course student, the sponsoring educational agency, the student's employing facility or the student him/herself shall send the division the following information: current legal name and any prior name(s); address; a copy of the student's Social Security card; a copy of the student's current certified medication technician certificate or qualifying information and a copy of the student's current certified nurse assistant certificate. This information will be used for student validation and placement in an update course. No student may be admitted to the update course without first presenting a letter from the division allowing him or her to take the update course. The division will complete the processing of all update course requests within twelve (12) working days of receipt of the appropriate and complete information.

(E) The update course shall consist of at least seven (7) hours of classroom instruction, to include demonstrations on apical pulse, ophthalmic medication, transdermal patch, oral metered dose, and inhaler medications. The update course also includes information on body systems and infection control. In order to be approved, the certified medication technician training agency, school, or ICF/SNF, under the auspices of the approved training agency shall have an area that will be designated during training sessions as a classroom with sufficient space to allow at least twenty (20) students to be seated with room for note-taking and appropriate equipment as needed for teaching the update course. Each student and instructor shall have an update course manual.

(F) The final examination shall consist of at least fifty (50) multiple choice questions taken from one (1) of the two (2) tests found in the 50-6015-I manual for instructors and examiners. Test time may be no longer than one (1) hour. A score of eighty percent (80%) is required for passing. If not successfully passed, a second test from the same manual may be administered one (1) time within the next ninety (90) days. Any individual who fails the examination on the first attempt, may no longer administer medication. If the examination is failed the second time, the full sixty-eight (68)-hour course must be taken or retaken.

(G) The instructor or examiner shall complete the final Score Sheet for Certified Medication Technician Update Course Examination and shall include competencies, scores

and signatures which shall be sent to a certifying agency for recertification as stated in section (10) of this rule. The letter of permission to take the update course must also be sent to the certifying agency.

(H) The instructor or examiner of the Certified Medication Technician Update Course shall be an approved instructor as designated in section (6) of this rule.

(I) The sponsoring educational agency shall maintain, for at least two (2) years, the records of individuals who have taken the update course. The sponsoring educational agency shall provide a certifying agency approved by the division with documentation showing successful completion and testing of the update course and the Score Sheet for Certified Medication Technician Update Course. Any final examination score sheet not received within (90) days by the certifying agency after the final examination is given shall be invalid. The certifying agency shall provide a certificate to the student which documents successful completion of the state-approved Certified Medication Technician Update Course.

(J) The division shall maintain a list of long-term care associations or other agencies that issue certificates to individuals who have successfully completed the course. On at least a monthly basis, the long-term care associations or certifying agencies shall provide the division with the names and other identifying data of those individuals receiving update course certificates. The long-term care associations or certifying agencies shall maintain these update course records for at least two (2) years.

(K) The division shall maintain a Certified Medication Technician Register listing names and other relevant and identifying information.

*AUTHORITY: section 198.079, RSMo 1994. \* Original rule filed Aug. 13, 1982, effective Jan. 13, 1983. Amended: Filed Oct. 13, 1987, effective Jan. 29, 1988. Amended: Filed July 13, 1998, effective Feb. 28, 1999.*

*\*Original authority 1979.*

**13 CSR 15-13.030 Level I Medication Aide**

*PURPOSE: Individuals who administer medications in residential care facilities I and II are required by 13 CSR 15-15.042(49) to be either a physician, a licensed nurse, a certified medication technician or a level I medication aide. This rule sets forth the requirements for approval of a Level I Medication Aide Training Program designating the required course curriculum content, outlining*

*the qualifications required of students and instructors, designating approved training facilities and outlining the testing and certification requirements.*

(1) The purpose of the level I Medication Aide Training Program shall be to prepare individuals for employment as level I medication aides in residential care facilities (RCFs) I and II. The program shall be designed to teach skills in medication administration of nonparenteral medications in order to qualify students to perform this procedure only in RCFs I and II in Missouri.

(2) All aspects of the level I Medication Aide Training Program included in this rule shall be met in order for a program to be considered approved.

(3) The objective of the level I Medication Aide Training Program shall be to ensure that the medication aide will be able to—define the role of a level I medication aide; prepare, administer and chart medications by nonparenteral routes; observe, report and record unusual responses to medications; identify responsibilities associated with control and storage of medications; and utilize appropriate drug reference materials.

(4) The course shall be an independent self-study course with a minimum of sixteen (16) hours of integrated formal instruction and practice sessions supervised by an approved instructor which shall include a final written and practicum examination.

(5) The curriculum content shall include procedures and instructions in the following areas: basic human needs and relationships; drug classifications and their implications; assessing drug reactions; techniques of drug administration; medication storage and control; drug reference resources; and infection control.

(6) The course developed by the Missouri Department of Elementary and Secondary Education and the Division of Aging as outlined in the manual entitled *Level I Medication Aide* (IE 64-1) produced by the Instructional Materials Laboratory, University of Missouri-Columbia shall be the approved course curriculum. Students and instructors each shall have a copy of this manual.

(7) A student shall not administer medications without the instructor present until s/he successfully completes the course and obtains a certificate.

(8) Student Qualifications.

(A) Any individual employable in an RCF I or II to be involved in direct resident care shall be eligible to enroll as a student in this course or to challenge the final examination. Employable shall mean an individual who is at least eighteen (18) years of age; not listed on the Missouri Division of Aging Employee Disqualification List or any other state's disqualification list; and has not been found guilty of, pled guilty to, been convicted of, or *nolo contendere* to a class A or B felony under Chapters 565, 566, and 569, RSMo; a class D felony under section 568.020, RSMo 1994 or any violation of section 198.070.3, RSMo 1994.

(B) The following individuals may qualify as level I medication aides by successfully challenging the final examination: Individuals either enrolled in or who have been enrolled in a professional nursing school or in a practical nursing program who have completed the medication administration or pharmacology course and who have letters of endorsement from the directors of their respective programs;

(9) Those persons wanting to challenge the final examination shall submit a request in writing to the Missouri Division of Aging enclosing applicable documentation. If approved to challenge the examination, a letter so stating will be sent from the division to present to an approved instructor so that arrangements can be made for testing.

(10) Instructor Qualifications.

(A) An instructor shall be currently licensed to practice as either a registered nurse or practical nurse in Missouri or shall hold a current temporary permit from the Missouri State Board of Nursing. The licensee shall not be subject to current disciplinary action such as censure probation, suspension or revocation. If the individual is a licensed practical nurse, the following additional requirements shall be met:

1. Shall not be waived; and

2. Shall be a graduate of an accredited program which has pharmacology in the curriculum.

(B) In order to be qualified as an instructor, the individual shall have had one (1) year's experience working in a long-term care (LTC) facility licensed by the Division of Aging or the Department of Mental Health within the past five (5) years; or shall be currently employed in an LTC facility licensed by the Division of Aging or the Department of Mental Health and shall have been employed by that facility for at least six (6) months; or shall be an instructor in a Health

Occupations Education program; and shall have attended a “Train the Trainer” workshop to implement the level I Medication Aide Program conducted by a Missouri registered nurse presenter approved by the Missouri Division of Aging.

(C) Upon completion of the workshop and receipt of all credentials validating qualifications, the presenter shall issue a certificate indicating that an instructor is approved to teach the level I medication aide course and shall submit the names of the approved instructors to the approved LTC association.

(D) A person who has been approved as an instructor shall have that status revoked if, after an investigation by the division, it is found that the instructor:

1. Accepted money from a student and did not follow through with the class or upon successful completion of the class did not follow through with certification;
2. Falsified information on the final score sheet or any other required documentation; or
3. Administered the final examination incorrectly and not in accordance with section (12) of this rule.

(E) Once an instructor’s status is revoked only the director of the division or his/her designee may reinstate the individual after the individual requests reinstatement documenting new circumstances. If the instructor’s status is revoked or reinstated, the division shall immediately notify all certifying agencies of the action.

#### (11) Sponsoring Agencies.

(A) The level I Medication Aide Training Program may be sponsored by an area vocational-technical school, a comprehensive high school, a community junior college, a college or university approved by the Department of Elementary and Secondary Education, a currently licensed RCF I or II or an LTC association.

(B) The sponsoring agency is responsible for obtaining an approved instructor, determining the number of manuals needed for a given program, ordering the manuals for the students and presenting a class schedule for approval by an approved LTC association. The required information will include: the name of the approved instructor; the instructor’s Social Security number, current address and telephone number; the number of students enrolled; the name, address, telephone number, Social Security number and age of each student; the name and address of the facility that employs the student, if applicable; the date and location of each class to be held; and the date and location of the final examination. The LTC association which

approved the course shall be notified in advance if there are any changes in dates or locations.

(C) Classrooms used for training shall contain sufficient space, equipment and teaching aids to meet the course objectives as determined by an approved LTC association.

(D) If the instructor is not directly employed by the agency, there shall be a signed written agreement between the sponsoring agency and the instructor which shall specify the role, responsibilities and liabilities of each party.

#### (12) Testing.

(A) The final examination shall consist of a written and a practicum examination administered by the instructor.

1. The written examination shall include twenty-five (25) questions based on the course objectives.

2. The practicum examination shall be done in an LTC facility which shall include the preparation and administration by nonparenteral routes and recording of medications administered to residents under the direct supervision of the instructor and the person responsible for medication administration in the long-term care facility. Testing on medications not available in the LTC facility shall be done in a simulated classroom situation.

(B) A score of eighty percent (80%) is required for passing the final written examination and one hundred percent (100%) accuracy in the performance of the steps of procedure in the practicum examination.

(C) The final examination, if not successfully passed, may be retaken within ninety (90) days one (1) time without repeating the course, however, those challenging the final examination must complete the course if the examination is not passed in the challenge process.

(D) The instructor shall complete final records and shall submit these and all test booklets to the sponsoring agency.

#### (13) Records and Certification.

##### (A) Records.

1. The sponsoring agency shall maintain records of all individuals who have been enrolled in the level I Medication Aide Program and shall submit to the LTC association which approved the course all test booklets, a copy of the score sheets and a complete class roster.

2. A copy of the final record shall be provided to any individual enrolled in the course.

3. A final record may be released only with written permission from the student in

accordance with the provisions of the Privacy Act (PL 90-247).

##### (B) Certification.

1. The LTC association which approved the course shall award a level I medication aide certificate to any individual successfully completing the course upon receiving the required final records and test booklets from the sponsoring agency.

2. The LTC association which approved the course shall submit to the Missouri Division of Aging the names of all individuals receiving certificates.

(14) The division shall maintain a list of LTC associations approved to handle the level I Medication Aide Training Program. In order for an LTC association to be approved by the division the association shall enter into an agreement of cooperation with the division which shall be renewable annually and shall effectively carry out the following responsibilities:

(A) Maintain a roster of approved instructors;

(B) Approve sponsoring agencies, class schedules and classroom space;

(C) Distribute final examinations, review test booklets, score sheets and class rosters;

(D) Award certificates to individuals who successfully complete the course, provide the Division of Aging with the names of those receiving certificates; and

(E) Maintain records.

#### (15) Maintaining Certification.

(A) If the division, upon completion of an investigation, finds that the Level I Medication Aide has stolen or diverted drugs from a resident or facility or has had his/her name added to the employee disqualification list, the division shall delete such person’s name from the division’s Level I Medication Aide listing. Such deletion shall render the Medication Aide’s certificate invalid.

*AUTHORITY: section 198.076, RSMo 1994. \* Original rule filed May 14, 1985, effective Sept. 1, 1985. Amended: Filed Oct. 16, 1985, effective Jan. 12, 1986. Amended: Filed May 26, 1998, effective Jan. 30, 1999.*

*\*Original authority 1979.*

### 13 CSR 15-13.040 Insulin Administration Training Program

*PURPOSE: This rule sets forth the requirements for approval of an insulin administration training program, designates the required course curriculum content, outlines*

the qualifications required of students and instructors and outlines the testing and records requirements.

*PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.*

(1) The purpose of the Insulin Administration Training Program shall be to prepare medication technicians in a skilled nursing (SNF) or intermediate care facility (ICF) or medication aides in a residential care facility (RCF) I or II to administer insulin. The program shall be designed to present information on diabetes as it relates to symptoms and implications of proper or improper treatment, and to teach skills in insulin administration in order to qualify students to perform this procedure in long-term care (LTC) facilities in Missouri.

(2) The course shall consist of at least four (4) hours of classroom instruction by an approved instructor and shall include a final written and practicum examination. The practicum examination shall not be conducted in a simulated situation.

(3) The curriculum content shall include procedures and instruction in the following areas: diabetes and its treatment and complications, types of insulin, technique of insulin administration and methods of monitoring blood sugar levels.

(4) The manual entitled *Insulin Administration* (50-6080-S and 50-6080-I), 1990 produced by the Instructional Materials Laboratory, University of Missouri-Columbia, which is incorporated by reference in this rule, shall be the approved course curriculum. Students and instructors shall each have a copy of the manual.

(5) A student shall not administer insulin without the instructor present until s/he has successfully completed the course.

(6) Student Qualifications.

(A) Any level I medication aide working in an RCF, who is recommended in writing for training by an administrator/manager or nurse with whom s/he has worked shall be eligible to enroll as a student in this course.

(B) Any certified medication technician who is recommended in writing for training by the administrator or director of nursing with whom s/he has worked shall be eligible to enroll as a student in this course. The letter of recommendation shall be given to the training agency or instructor at enrollment.

(7) Instructor Qualifications. Only a registered nurse who is an approved instructor for the Level I Medication Aide Program, instructor/examiner for the Certified Nurse Assistant Program or instructor for the Certified Medication Technician Program shall be considered qualified to teach the Insulin Administration Course.

(8) Testing.

(A) The final examination shall consist of a written and practicum examination administered by an approved instructor or examiner.

1. The written examination shall include ten (10) questions extracted from the list in the instructor's manual.

2. The practicum examination shall include the preparation, administration and recording of administration of insulin to a resident(s) under the direct supervision of the instructor/examiner.

(B) A score of eighty percent (80%) is required for passing the final written examination and one hundred percent (100%) accuracy in the performance of the steps of procedure in the practicum examination.

(C) The final examination, if not successfully passed, may be retaken one (1) time within thirty (30) days without repeating the course.

(9) Records.

(A) The instructor shall complete the final record of the insulin administration course and shall distribute copies in the following manner:

1. A copy shall be provided to each individual who successfully completes the course;

2. A copy shall be kept in the instructor's file; and

3. The original shall be sent to a certifying agency.

(B) Each student shall obtain a certificate from a state-approved certifying agency validating successful completion of the training program.

(C) Records shall be retained by instructors for at least two (2) years.

(D) The Division of Aging shall maintain a list of approved certifying agencies to handle issuance of certificates for the Insulin Administration Program. In order for an agency to be approved by the Division of Aging to be a

certifying agency, it shall enter into an agreement of cooperation with the Division of Aging which shall be renewable annually and the agency shall effectively carry out the following responsibilities:

1. Review all documents submitted by the instructor to assure that the instructor is qualified in accordance with section (7);

2. Assure that all program requirements have been met as set forth in these rules or as stipulated in the agreement with the Division of Aging;

3. Issue certificates to individuals who successfully complete the course;

4. Provide the Division of Aging with the names of those receiving certificates on at least a monthly basis; and

5. Maintain accurate and complete records for a period of at least two (2) years.

*AUTHORITY: sections 198.009, RSMo Supp. 1997 and 198.073 and 198.076, RSMo 1994.\* Original rule filed Oct. 15, 1990, effective March 14, 1991. Amended: Filed May 26, 1998, effective Nov. 30, 1998.*

*\*Original authority: 198.009, RSMo 1979, amended 1993, 1995; 198.073, RSMo 1979, amended 1984, 1992; and 198.076, RSMo 1979, amended 1984.*