



Division of Developmental Disabilities  
Bureau of Clinical Services

## **Section 9**

### **Overheads**

**Prerequisites for Authorization  
Concepts of Medication Administration  
Delegation  
Task  
Task Delegation  
Supervision  
Supervision – Direct and Indirect  
Skill Standards a - D  
Administer/Administration  
Authorized Direct Care Staff  
Seven “Rights” of Medication Administration**

**RN PRESENTER’S GUIDE  
for**

**Training Program  
for  
Authorized Non-licensed Direct Care Staff**

## 116.40 c) Prerequisites of Direct Care Staff to be Authorized to Administer Medications

- 18 years or older
- Complete High School or its Equivalency
- Demonstrate Functional Literacy
- Satisfactorily complete the Health and Safety component of the DCS Core Training Program or a DHS approved equivalent
- Initially trained and evaluated by a Nurse-Trainer in a competency-based, standardized medication curriculum specified by DHS.

## 116.40 c) Prerequisites of Direct Care Staff to be Authorized to Administer Medications

- ... competency-based training and assessment by a Nurse-Trainer as deemed necessary by the Nurse-Trainer whenever a change of medication of dosage occurs or a new individual that requires medication enters the program
- Pass the written portion of comprehensive examination furnished by DHS based on the information conveyed to them

## 116.40 c) Prerequisites of Direct Care Staff to be Authorized to Administer Medications

- Score 100% on a written or oral Competency-based evaluation specifically pertinent to those medications that such staff are responsible to administer.

# Concepts of Medication Administration

- Basic Medication Facts (routes, forms, dose, actions, adverse/side effects, weights and measures and others (Skill Standard A)
- Body System & Functions (Skill Standard B)
- Medication Administration Techniques (Skill Standard C)
- Medication Incidents (Errors) Skill Standard D)

# Delegation

The transfer of responsibility for the performance of selected tasks by the Registered Nurse (RN) to qualified, competent assistive personnel in a selected situation, based upon the RN's plan of care. The RN retains professional accountability for the outcome of the delegated task and all the nursing care of the individual. No redelegation by assistive personnel may occur.

# Task

Work not requiring nursing knowledge, judgment, or decision-making, as defined by the Department (of Financial and Professional Regulation) by rule. For us, a task is administering of oral and topical medications.

# Task Delegation

After assessing an individual, an RN will assign to an authorized staff person a task of administering an oral or topical medication that does not require professional knowledge independent judgment, &/or decision making of an RN. This assignment occurs only after: 1) clear & specific directions, 2) performance method & 3) expected results are fully explained. The RN may delegate selected tasks only to the assistive worker who is known to be qualified and competent to perform these tasks. (Chart, June 1998)



# Supervision (116.20)

An active process in which the Registered Professional Nurse monitors, directs, guides, and evaluates the outcomes of an activity or task. The registered nurse maintains the accountability for the tasks and responsibilities, as subcomponents of total patient care, delegated to qualified competent assistive personnel.

## Supervision – Direct and Indirect

Direct Supervision necessitates the RN's physical presence. That is, during direct supervision, the RN can visually observe the staff person and may listen to and talk to the staff person.

Indirect Supervision requires the RN's availability by phone or other means.

# Skill Standard A

Authorized direct care staff recognizes concepts supporting safe medication administration and demonstrates task performance consistent with these conceptual principles.

# Skill Standard B

Authorized direct care staff recognizes the composition of body systems and know what medications and medication classes have effects on those systems. They must be able to distinguish, document and report those effects to the RN Nurse-Trainer for follow-up and direction.

# Skill Standard C

Authorized direct care staff documents and safely administers medications to identified individuals, using appropriate administration techniques.

# Skill Standard C

Authorized direct care staff recognizes medication errors and/or incidents and follows agency specific policies and procedures to insure the individual's health and safety.

# Administer/Administration

An act whereby a single dose of medication is instilled into the body of, applied to the body of, or otherwise given to a person for immediate consumption or use, exclusive of injection or other similar methods of transmission.

# Authorized Direct Care Staff

Non-licensed persons who have successfully completed a medication administration training program specified by the Illinois Department of Human Services (DHS) and conducted by a nurse-trainer. This authorization is specific to an individual receiving services in a specific agency and does not transfer to another agency [20 ILCS 1705/15.4 (b)] or individual.



## SEVEN “RIGHTS” OF MEDICATION ADMINISTRATION

- RIGHT PERSON
- RIGHT MEDICATION
- RIGHT DOSE
- RIGHT TIME
- RIGHT ROUTE
- RIGHT TEXTURE/CONSISTENCY
- RIGHT RECORD