

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety  
Prison

SECTION: Personnel

POLICY # P-7

PAGE 1 of 3

SUBJECT: Medication Technicians

EFFECTIVE DATE: January 2016  
SUPERCEDES DATE: May 2010

---

## PURPOSE

To define the scope of practice, and ensure safe and appropriate healthcare practice rendered by Medication Technicians.

## POLICY

Prior to performing medication administration tasks, the Medication Technicians shall have:

1. Current, unrestricted credentials, which includes being listed on the Division of Facility Services Nurse Aide I registry and the N.C. Board of Nursing's Nurse Aide II registry,
2. Completed the DAC Medication Technician training course, and
3. Successfully completed initial competency evaluation.
4. Completion of Health Care Electronic Records for Offenders (HERO) training which includes the electronic Medication Administration Record (eMAR) documentation

The Medication Technician will be responsible for keeping current both NAI and NAII listings with the Board of Nursing and Division of Facility Services, and certifications in Healthcare Provider CPR per Health Services policy.

Medication Technicians will perform a narrowly defined set of tasks when administering medications. Administration of medication is needed with verification of a person, drug, dosage, route, and time. Proper documentation per protocol is then made including time of administration.

Licensed nurses may only delegate the technical components of medication administration to Medication Technicians as specified in the North Carolina Board of Nursing rules 36 NCAC.0221(b). Nursing judgment and decision making related to when or if a medication would be administered by a Medication Technician and monitoring of the inmate's response to medications are responsibilities of the licensed nurse that may not be delegated to the Medication Technician.

The facility nurse manager is responsible for ensuring proper supervision of Medication Technicians by licensed nurses. Medication Technicians will have access to a licensed nurse at all times, which may include the telephone triage nurse.

Medication Technicians may only administer medications in the outpatient setting. They may not administer medications in the inpatient, infirmary, or observation bed settings.

Medication Technicians may only administer, verify, and/or monitor the subcutaneous injection of insulin, no other medication. Medication Technicians may not administer any medication via intradermal (including Tuberculin Skin Test), intramuscular, or intravenous injection route.

Medication Technicians may not obtain medications from the Starter Dose Kits, documented, or stock narcotics.

Medication Technicians may provide support to the Medical Records Assistant.

## PROCEDURE

1. The facility's designated administrative staff screens all applicants in accordance with the merit based hiring policies. This includes verification of credentials with Board of Nursing and the Division of Facility Services. Interviews are then scheduled and conducted in accordance with the merit based hiring policies.

## HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety  
Prison

SECTION: Personnel

POLICY # P-7

PAGE 2 of 3

SUBJECT: Medication Technicians

EFFECTIVE DATE: January 2016

SUPERCEDES DATE: May 2010

- 
2. The Nursing Education Director will be notified immediately of all Medication Technicians hired in DAC. For inpatient facilities, the nurse manager will notify the facility Nurse Educator.
  3. The DAC Nursing Education Director will set up and maintain a file on the Medication Technician. The file will include:
    - a. Medication Administration Course Skills Lab Competencies and quizzes
    - b. Medication Administration Course post-test with a minimum passing score of 90%
    - c. Copy of the Medication Administration Initial Competency Assessment
    - d. Copy of the Six Week evaluation of medication administration skills
    - e. Copy of the Annual Medication Administration Competency Assessment
    - f. Copy of the Certificate of completion

The-Nursing Education Director will maintain files of Medication Technicians who have left employment for five years.

The Regional ADON/designee or facility Nurse Educator will schedule the Medication Technician for training and inform the nurse manager and the DAC Nursing Education Director. In coordination with the DAC Nursing Education Director, when possible training classes will be scheduled to include staff from other facilities and/or regions.

4. Prior to class, the nurse manager will verify NAI and NAII credentials, and will assess the staff member's competency skills for Vital Signs.
5. The ADON/designee will assign the NAI/NAII to attend HERO training prior to attending medication technician training course
6. Once there is successful completion of the training course and examination, the Medication Technician will return to their unit for their competency evaluation.
  - a. A registered nurse designated by the nurse manager will assess the Med Tech's medication administration skills by using the Medication Administration Initial Competency Assessment.
  - b. The competency evaluation is to be completed within 30 days of finishing the training course.
  - c. The competency skills must be demonstrated a total of three times over three separate days with a successful passing score of 100%.
  - d. Upon completion of the initial competency evaluation, the nurse manager will review and verify that the Medication Technician has successfully completed the competency evaluation
  - e. A copy of the completed Medication Administration Initial Competency Assessment is to be forwarded immediately to the Nurse Education Director or facility Nurse Educator after review by the nurse manager.
  - f. The Medication Technician may not independently administer medications until notified by the Nurse Education Director or facility Nurse Educator.
  - g. Upon receipt of the competency evaluation, the Nurse Education Director or facility Nurse Educator will review the Medication Technician's competency evaluation for completion of requirements to be a Medication Technician. The Nursing Education Director or facility Nurse Educator will notify the nurse manager that the Medication Technician may independently administer medications under the delegation of the licensed nurse. The facility Nurse Educator will forward a copy of the Medication Administration Initial Competency Assessment to the Nursing Education Director.
  - h. Upon receipt of the competency evaluation, the DAC Nursing Education Director will issue a certificate to the Medication Technician and document the training in the Staff Training System (STS).

## HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety  
Prison

SECTION: Personnel

POLICY # P-7

PAGE 3 of 3

SUBJECT: Medication Technicians

EFFECTIVE DATE: January 2016

SUPERCEDES DATE: May 2010

- 
- i. Training credit will be given after successfully completing the course and competency evaluation.
  7. A Post-Class competency evaluation will be done of the Medication Technician 6 to 8 weeks after the initial competency evaluation has been completed. A 6 – 8 week skills competency will be assessed by a facility registered nurse designated by the nurse manager. Remedial training will be provided if needed. Any remedial training, including retaking the Medication Administration Course, will include a NCVIP entry of unsatisfactory and a work plan discussion with the staff member. A copy of the competency evaluation will be submitted to the Nursing Education Director.
  8. Each Medication Technician will be required to obtain at least 5 hours of continuing education or in-service training annually pertaining to medication administration-related topics. The DAC Nursing Education Director will be responsible for ensuring educational opportunities for the Medication Technicians. Continuing education training will be documented in STS at the facility.
  9. Each Medication Technician will have an annual competency evaluation of medication administration skills using the Annual Medication Administration Competency Assessment. All Medication Technicians Annual competency assessments will be due in February, March, or April of each year. The Annual Medication Administration Competency Assessment will be done by a facility registered nurse designated by the nurse manager. This information should be included in the employee's annual NCVIP evaluation. A copy of the Annual Medication Administration Competency Assessment will be submitted to the DAC Nursing Education Director.
  10. The Medication Technician shall not be allowed to administer medications if:
    - a. there is a lapse in listings with the Board of Nursing or Division of Facility Services, or
    - b. there is an ongoing investigation dealing with a medication variance or other clinical matter that has been identified.
  12. The nurse manager will be responsible for scheduling the Medication Technician to attend OPUS and HERO training.



3/28/16

---

Paula Smith, M.D., Chief of Health Services      Date

SOR: Director of Nursing