

Department of Human Services

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DATE: March 26, 2010

TO: SOCP Program Managers

Site Managers, All SOCP Staff

BVS1's, BVS2's,

SOCP Central Training Unit

SOCP RN's

FROM: Bradley Heath, MA Clinical Services Manager

SUBJECT: Medication Training

The Medication Training class curriculum remains unchanged, we are still teaching the same basic skills:

- Medication cycle
- Types of medications
- Reporting procedures
- PVO, addendums, phone orders, 5 med rights, 3 checks
- MIR
- Outing/Voc medication setup
- Administration tips
- Transcription

We are, however, changing the process for completion of this class. In the past, if someone did not receive a score of 85% or better on the final test they were asked to return to the house and work on the missed material with the BVS2. Beginning April 1, 2010 all staff who do not receive a score of 85% or better will be required to attend the Medication Training Class again until they receive a score of 85% or better. As well, they will not be able to pass medications until they pass the Medication Training class.

There are 2 medication class offerings: A 1-day refresher and a 3-day initial medication training class both require demonstration of the same forms & knowledge. Each house should have a Medication Training binder for use to study prior to taking your Medication Training class. Please let us know if you need another binder.

BVS2's will still be available to assist staff in learning the material, however they are not responsible for remediation of the medication curricula. Nursing staff is now training the medication classes.

cc: Deanna Bathke, SOCP Director
Laura Traeger, Program Administrator
Terri Millsap, HR Manager
Linda Fiegi, Nursing Supervisor
Elaine Stauffer, Business Manager
Jasmine Megowan, Behavioral Supports Manager
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