



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Seniors and People with Disabilities
State Operated Community Program
4494 River Rd. N., Keizer, OR. 97303
PO Box 14680; Salem, OR 97309-0449
Phone: 503-378-5952 FAX: 503-378-5917

DATE: January 13, 2011

TO: Central Management,
Site Managers
BVS1's & BVS2's
HR
Central Training

FROM: Bradley Heath, M.A., Clinical Services Manager

SUBJECT: Medication Test Challenge procedure

>>>Please announce<<<

Procedure for SOCP Medication Administration Challenge

When an employee requests to Challenge the Medication Administration Class:

1. The employee submits their request to their immediate Supervisor.
2. If the Supervisor approves, the Supervisor will contact the Training Dept. Office Specialist to coordinate with HR and the employee's Supervisor a time and date for the employee to take the test and cc: the Clinical Services Manager with the name of the staff challenging the test.
3. The HR Dept. will have a file box located in their office with the test and the forms that the employee will need to complete the test.
4. On the day of the Test, the HR Dept. will give the employee the test packet and access to the file box, so that the employee may obtain the forms necessary to complete the test.
5. The employee will be directed to a location to take the test.
6. Upon completion of the test, the employee will give the test material back to HR.
7. HR will place the completed test in a manila envelope; place the envelope in the file box and contact the Training Dept. Office Specialist that a test is available for grading.
8. The Training Dept. Office Specialist will retrieve the completed test, place in the nurse's mailbox and contact the Training Dept. Nurse informing them that a test is available for grading.
9. The Nurse will score the test and turn in the result to the Office Support Specialist for processing.

"Assisting People to Become Independent, Healthy and Safe"
An Equal Opportunity Employer

10. The Office Support Specialist will notify the employee's supervisor of test results and cc: the Clinical Services Manager regarding the score of the test.

In the event that the employee does not pass the challenge test with a score of 85% or better they will **not be** considered "current" and will need to be enrolled in one of the Medication Administration classes as follows:

1. Test score of 80%-84% employee will need to be enrolled in the Medication Administration Remediation class.
2. Test score of 79% or below employee will need to be enrolled in the three-day Initial Medication Administration course.

Cc: Lizz Pierce-Green, RN