



PBH Communication Bulletin FY 1112 QM 04 Provider Direct Logins

Date: February 2, 2012
To: PBH Network Providers
From: PBH Quality Management
RE: Medication Self Administration Guidelines

Recently, providers have asked questions about the administration of medications by non-licensed staff to participants in private homes. PBH has partnered with the Division of Medical Assistance to obtain clarity on this issue.

Assisting Recipients with Self-Administration of Medications:

State administrative rules require that all unlicensed personnel who administer medications be trained by a registered nurse, pharmacist or physician. Assisting the individual/recipient with self-administration of medications may be delegated by the licensed nurse to appropriately trained unlicensed personnel and in accordance with the established plan of care only when:

1. Assistance takes place in the individual/recipient's place of residence (private home, multi-unit independent living setting or community residential care setting) or in a day program in which the individual/recipient's health care is incidental to the personal care required;
2. The medication is prescribed by a physician or other person authorized by state law to prescribe and taken on a routine basis;
3. The individual/recipient requires physical and/or verbal assistance due to a disability or health impairment which prevents total independence in this act;
4. The individual/recipient, his/her legal guardian or his/her significant other, or the registered nurse planning the care maintains the ultimate responsibility for administration of the medications(s) and;
5. The individual/recipient, his/her legal guardian or significant other agrees in writing to the established plan of care for assistance with self administration of medications; and when applicable, agrees in writing to accept ultimate responsibility for the medication administration.

Consistent with 21 NCAC 36.0221 (B) and the established plan of care, delegation of assistance with self-administration of medications to unlicensed personnel are limited to one or more of the following activities:

1. Reminding the individual/recipient to take the medication through verbal suggestions, prompting and/or gesturing;
2. Handling a pre-filled labeled medication holder, labeled unit dose, container or syringe; or handling an original marked labeled container prescribed to the individual/recipient;
3. Assisting with the removal of a medication from a container;
4. Breaking a tablet, crushing a tablet and, if necessary, mixing a medication in water or a food product;
5. Guiding the hand of the individual/recipient to self-administer the medication and;
6. Observing the individual/recipient take the medication.

*****Note: Any other administration not listed in the communication is not allowed by unlicensed personnel including Prefilling and labeling must be done by the licensed nurse or individual/recipient's legal guardian or significant other and marked with the individual/recipient's name and time of dose. Prefilling and labeling may not be performed by the unlicensed personnel.**