

## ARTICLE 2. QUALIFIED MEDICATION AIDES

### Rule 1. General Provisions

#### 412 IAC 2-1-1 “Qualified medication aide” or “QMA” defined

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 1. As used in this rule, “qualified medication aide” or “QMA” means an individual who has satisfactorily completed the state-approved qualified medication aide course, passed the state-approved competency evaluation test, and received state certification. (*Indiana Health Facilities Council; 412 IAC 2-1-1; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2728; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1937*)

#### 412 IAC 2-1-2 “Supervised practicum” defined

Authority: IC 16-28-1-7; IC 16-28-1-11

Affected: IC 16-28-1

Sec. 2. As used in this rule, “supervised practicum” means training in a long term care setting in which the QMA student demonstrates competency while dispensing and passing medications and/or applying/administering treatments under the direct supervision of a registered nurse or a licensed practical nurse. (*Indiana Health Facilities Council; 412 IAC 2-1-2; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2728*)

#### 412 IAC 2-1-2.1 Employment of QMA and registry verification

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 2.1. (a) An individual shall not work as a QMA unless that individual:

- (1) has satisfactorily completed a state-approved QMA training and competency evaluation program; and
- (2) is certified by the Indiana state department of health.

An individual shall maintain QMA certification as required by subsection 10(c) [section 10(c)] of this rule in order to continue working as a QMA.

(b) Before allowing an individual to serve as a QMA, a facility must receive verification from the Indiana Certified Nurse Aide (CNA)/QMA registry that the individual has met certification requirements unless the individual can prove that he or she has:

- (1) recently successfully completed a QMA training and competency evaluation program approved by the Indiana state department of health; and
- (2) not yet been included in the registry.

Facilities must follow-up to ensure that such an individual actually is placed in the registry. (*Indiana Health Facilities Council; 412 IAC 2-1-2.1; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1937; errata filed Feb 10, 2003, 3:50 p.m.: 26 IR 2375; filed Oct 14, 2005, 10:00 a.m.: 29 IR 799*)

#### 412 IAC 2-1-2.2 Program applicants

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 2.2. All applicants wishing to enroll in a training program to become a QMA shall meet all of the following preenrollment criteria:

- (1) Proof of a high school diploma or GED.
- (2) Proof of being at least eighteen (18) years of age.
- (3) Proof of completion of an Indiana nurse aide training course, including certification and on the Indiana state CNA registry.
- (4) At least one thousand (1,000) hours of documented work experience as a CNA within the last twenty-four (24) months.
- (5) Demonstrated ability to read and write in English and the ability to perform the four (4) basic mathematical functions:
  - (A) addition;
  - (B) subtraction;

(C) multiplication; and

(D) division;

as determined per training entity enrollment pre-test.

*(Indiana Health Facilities Council; 412 IAC 2-1-2.2; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1937; errata filed Feb 10, 2003, 3:50 p.m.: 26 IR 2375)*

**412 IAC 2-1-3 QMA training**

Authority: IC 16-28-1-11

Affected: IC 16-28-1

Sec. 3. A QMA program shall include, at a minimum, the following:

(1) One hundred (100) hours of training to include sixty (60) hours of classroom instruction and forty (40) hours of supervised practicum.

(2) Classroom training performed by a registered nurse who possesses a minimum of two (2) years of licensed nursing experience, of which at least one (1) year shall be in the provision of long term care facility services. Instructors shall have documentation of completion of an Indiana state department of health instructor QMA course.

(3) A curriculum that includes a review of the following areas:

(A) Communication and interpersonal skills, including communication with a cognitively impaired or combative resident as follows:

(i) Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others).

(ii) Communicating with cognitively impaired residents.

(iii) Understanding the behavior of cognitively impaired residents.

(iv) Appropriate responses to behavior of cognitively impaired residents.

(v) Methods of reducing the effects of cognitive impairments.

(B) Infection control/hand washing.

(C) Safety/emergency procedures, including the Heimlich maneuver.

(D) Resident independence.

(E) Resident rights.

(F) Abuse, neglect, and misappropriation of resident property.

(4) A curriculum that includes instruction and training on the scope of practice for a QMA, including, but not limited to, the following:

(A) Fundamentals of pharmacology.

(B) Medication orders.

(C) Care of long term residents and monitoring for effects of medication usage.

(D) Fundamentals of the following systems and medications affecting each system:

(i) Gastrointestinal.

(ii) Musculoskeletal.

(iii) Skin and sensory.

(iv) Urinary.

(v) Cardiovascular.

(vi) Respiratory.

(vii) Endocrine.

(viii) Male and female reproductive.

(ix) Nervous.

(E) Psychotherapeutic medications.

(F) Inflammation, infection, immunity, and malignant disease.

(G) Nutritional deficiencies.

(H) Principles of administering medications.

(I) Documentation of medication administration.

(J) Hand washing/standard precautions.

- (K) Positioning of resident in preparation for medication/treatment administration, including the following:
  - (i) Supine position.
  - (ii) Lateral/Sim's position.
  - (iii) Fowlers positions.
  - (iv) Prone position.
- (L) Obtaining temperature via oral, axillary, otic, or rectal route using a thermometer (glass and electronic).
- (M) Measurement of vital signs, including pulse, respiratory rate, and blood pressure.
- (N) Scope of practice of the QMA.
- (O) Reporting of observations to the licensed nurse and documentation of those observations in the medical record.
- (P) Clean technique in handling medications and dressings.
- (Q) Administration of oxygen per nasal cannula or nonsealing mask.
- (R) Obtaining oxygen saturation utilizing an oximeter.
- (S) Administration of medications per G-tube or J-tube.
- (T) Administration of medication via metered dose inhaler.
- (U) Hemocult testing.
- (V) Finger stick blood glucose testing.
- (W) Applying a dressing to a minor skin tear.
- (X) Applying a dressing to a healed G-tube or J-tube site.
- (Y) Emptying and changing colostomy bag.
- (Z) Instilling a commercially prepared disposable enema.
- (AA) Administering a sitz bath.
- (BB) Applying a cold dry compress.
- (CC) Conducting diabetic urine testing.
- (DD) Collecting fecal or urine specimens.

*(Indiana Health Facilities Council; 412 IAC 2-1-3; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2728; errata filed Dec 10, 2002, 11:20 a.m.: 26 IR 1572)*

**412 IAC 2-1-4 Means to assess progress**

Authority: IC 16-28-1-7; IC 16-28-1-11

Affected: IC 16-28-1

Sec. 4. The training program shall use an evaluation system that appropriately assesses the student's ongoing progress. Documentation of the student's ongoing progress and competency during the training program must be available for review by the Indiana state department of health. *(Indiana Health Facilities Council; 412 IAC 2-1-4; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2729)*

**412 IAC 2-1-5 Practicum**

Authority: IC 16-28-1-7; IC 16-28-1-11

Affected: IC 16-28-1

Sec. 5. (a) The supervisor of the forty (40) hour practicum shall be a:

- (1) registered nurse licensed in Indiana; or
- (2) licensed practical nurse licensed in Indiana who has a minimum of one (1) year of licensed nursing experience.

(b) The supervised practicum shall be completed within three (3) months of completion of the classroom instruction.

(c) During the supervised practicum, students are required to demonstrate competency via return demonstration in the presence of the practicum supervisor, who, in turn, shall complete a state approved practicum checklist. Each checklist shall be completed with one hundred percent (100%) accuracy. A student shall have the opportunity to repeat said checklists until one hundred percent (100%) accuracy is obtained. *(Indiana Health Facilities Council; 412 IAC 2-1-5; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2729)*

**412 IAC 2-1-6 Location for supervised practicum**

Authority: IC 16-28-1-11

Affected: IC 16-28-1

Sec. 6. (a) The site for the supervised practicum shall be a facility or unit operating under 410 IAC 16.2. The practicum training site shall have written approval from the Indiana state department of health every two (2) years.

(b) If the supervised practicum site is conducted at a location other than the site of the classroom training, a written agreement shall be in place stating the practicum is being conducted under appropriate supervision.

(c) The Indiana state department of health may remove approval to train QMA's from any training entity that:

- (1) fails to meet the requirements of 410 IAC 16.2;
- (2) refuses unannounced visits by the Indiana state department of health;
- (3) refuses to submit an acceptable plan of correction to an Indiana state department of health survey;
- (4) falsifies any documents pertaining to the QMA training;
- (5) has a pattern of excessive failure rates on the competency evaluation test; and
- (6) has validated training improprieties.

*(Indiana Health Facilities Council; 412 IAC 2-1-6; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2729; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1937)*

#### **412 IAC 2-1-7 Classroom requirements**

Authority: IC 16-28-1-7; IC 16-28-1-11

Affected: IC 16-28-1

Sec. 7. (a) The classroom training may be provided by one (1) of the following:

- (1) A licensed long term care facility.
- (2) A program of an Indiana vocational school governed by the department of education or North Central Accreditation.
- (3) A program conducted by an accredited school of nursing.
- (4) A nonfacility based program.

(b) The classroom training site or program shall have necessary supplies and equipment to train QMA's.

(c) Maximum enrollment for any class size shall not exceed twenty (20) students.

(d) The classroom training site or program shall have written approval from the Indiana state department of health every two (2) years. *(Indiana Health Facilities Council; 412 IAC 2-1-7; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2729)*

#### **412 IAC 2-1-8 QMA competency evaluation**

Authority: IC 16-28-1-11

Affected: IC 16-28-1

Sec. 8. (a) A QMA competency evaluation test shall be administered consisting of multiple choice questions requiring a passing score of eighty percent (80%) by the state-approved testing entity. Ongoing revision of test questions may be necessary in an effort to maintain a valid exam that includes new medications and updated materials for various medication classifications. The application for competency exam shall be submitted within thirty (30) days of practicum completion.

(b) The competency evaluation test may be taken three (3) times within one (1) year of the completion date of classroom training. Prior to the student applying to take the second or third test, the student shall provide documentation to the testing entity of additional training that is based on the QMA training program and conducted by a registered nurse. However, if the student is unsuccessful after three (3) attempts, he or she shall repeat the training program in its entirety. Testing will be administered and scored by an entity approved by the Indiana state department of health.

(c) The student must complete the forty (40) hour practicum and apply to take the competency evaluation test within six (6) months of the completion date of the sixty (60) hour classroom portion of the program. Applications to take the second or third test must be submitted, along with documentation of additional training, within one (1) year of the completion date of the classroom training.

(d) Graduate nursing students that do not pass the state nursing boards may function as a QMA after successfully completing the competency evaluation test with a passing score of eighty percent (80%).

(e) Nursing students who have completed a pharmacology class with a grade of "C" or above would be exempt from the classroom training; however, the student is required to complete the practicum and successfully complete the competency evaluation test.

(f) The competency evaluation program must be approved by the Indiana state department of health every two (2) years.

*(Indiana Health Facilities Council; 412 IAC 2-1-8; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2729; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1938)*

**412 IAC 2-1-9 Scope of practice**

Authority: IC 16-28-1-7; IC 16-28-1-11

Affected: IC 16-28-1

Sec. 9. (a) The following tasks are within the scope of practice for the QMA unless prohibited by facility policy:

- (1) Observe and report to the facility's licensed nurse reactions and side effects to medications exhibited by a resident.
  - (2) Measure and document vital signs prior to the administration of medication that could affect or change the vital signs. Report any abnormalities to the licensed nurse that would prohibit medication administration.
  - (3) Administer regularly prescribed medication which the QMA has been trained to administer only after personally preparing (setting up) the medication to be administered. The QMA shall document in a resident's clinical record all medications that the QMA personally administered. The QMA shall not document in a resident's clinical record any medication that was administered by another person or not administered at all.
  - (4) Initiate oxygen per nasal cannula or nonsealing mask only in an emergency. Immediately after the emergency, the QMA shall verbally notify the licensed nurse on duty or on call and appropriately document the action and notification.
  - (5) Obtain oxygen saturation utilizing an oximeter that has been calibrated by a licensed or certified professional and report results to the licensed nurse.
  - (6) Apply physician-ordered oral, ophthalmic, otic, nasal, vaginal, and rectal medications.
  - (7) Crush and administer medications if such preparation is appropriate per manufacturer's instructions or physician's order.
  - (8) Alter capsules if prescribed to be administered in this altered manner by the physician.
  - (9) Count, administer, and document controlled substances.
  - (10) Administer medications per G-tube or J-tube.
  - (11) Administer previously ordered pro re nata (PRN) medication only if authorization is obtained from the facility's licensed nurse on duty or on call. If authorization is obtained, the QMA must do the following:
    - (A) Document in the resident record symptoms indicating the need for the medication and time the symptoms occurred.
    - (B) Document in the resident record that the facility's licensed nurse was contacted, symptoms were described, and permission was granted to administer the medication, including the time of contact.
    - (C) Obtain permission to administer the medication each time the symptoms occur in the resident.
    - (D) Ensure that the resident's record is cosigned by the licensed nurse who gave permission by the end of the nurse's shift or, if the nurse was on call, by the end of the nurse's next tour of duty.
  - (12) Apply topical medication to minor skin conditions such as dermatitis, scabies, pediculosis, fungal-infection, psoriasis, eczema, first degree burn, or stage one decubitus ulcer.
  - (13) Administer medication via metered dose inhaler.
  - (14) Conduct hemocult testing and report result to the licensed nurse.
  - (15) Conduct finger stick blood glucose testing (specific to the glucose meter used), reporting result to the licensed nurse.
  - (16) Apply a dressing to a minor skin tear that has been assessed by a licensed nurse.
  - (17) Provide ordered site care and apply a dressing to a healed G-tube or J-tube site.
  - (18) Empty and change colostomy bag.
  - (19) Instill a commercially prepared disposable enema (approximately one hundred twenty (120) milliliters or four and one-half (4.5) ounces) after the resident has been assessed by the licensed nurse (for bowel sounds and potential impaction) and the licensed nurse has instructed the QMA to instill the enema.
  - (20) Administer a sitz bath, if ordered by the physician, and report any unusual observations to the licensed nurse.
  - (21) Apply a cold, dry compress as directed by the physician or by the licensed nurse in emergency situations requiring first-aid treatment.
  - (22) Conduct diabetic urine testing, for example, tablet, dipstick, or test tape methods.
  - (23) Collect fecal or urine specimens as ordered by the physician.
  - (24) Document in the clinical record the QMA observations, including what the QMA sees, hears, or smells and document what is reported to the QMA by the resident.
- (b) The following tasks shall not be included in the QMA scope of practice:

- (1) Administer medication by the injection route, including the following:
  - (A) Intramuscular route.
  - (B) Intravenous route.
  - (C) Subcutaneous route.
  - (D) Intradermal route.
- (2) Administer medication used for intermittent positive pressure breathing (IPPD) treatments or any form of medication inhalation treatments, other than metered dose inhaler.
- (3) Administer medication per nasogastric tube.
- (4) Instill irrigation fluids of any type, including, but not limited to:
  - (A) colostomy;
  - (B) catheter; and
  - (C) enema;except as described in subsection (a)(19).
- (5) Assume responsibility for receiving in writing or receive a verbal or telephone order.
- (6) Administer a treatment that involves advanced skin conditions, including stage II, III, and IV decubitus ulcers.

*(Indiana Health Facilities Council; 412 IAC 2-1-9; filed Apr 30, 2002, 11:05 a.m.: 25 IR 2730; errata filed Aug 19, 2002, 1:56 p.m.: 26 IR 36)*

#### **412 IAC 2-1-10 Certification, recertification, reinstatement, and in-service education requirements**

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 10. (a) A QMA shall be certified by the Indiana state department of health.

(b) For initial certification as a QMA, the individual must do the following:

- (1) Complete the requirements of this rule.
- (2) Submit to the testing entity an application approved by the Indiana state department of health.
- (3) Pass the written competency test in three (3) or fewer attempts with a passing score of at least eighty percent (80%).

(c) For recertification, at least thirty (30) days before the expiration of the certificate, the individual must do the following:

- (1) Obtain a minimum of six (6) hours per year of annual in-service education.
- (2) Submit to the Indiana state department of health a qualified medication aide record of annual in-service education on the form approved by the Indiana state department of health.
- (3) Submit to the Indiana state department of health the appropriate fee.

The QMA is responsible for completing the in-service education requirements, maintaining documentation of in-service education, and submitting, or ensuring the submission of, the qualified medication aide record of annual in-service education form and appropriate fee.

(d) If the recertification fees or in-service education form, or both, required by subsection (c) is received by the Indiana state department of health more than ninety (90) days after the expiration of the QMA certification, the individual:

- (1) is removed from the QMA registry; and
  - (2) must be reinstated under subsection (e) in order to work as a QMA.
- (e) For reinstatement as a QMA following removal from the QMA registry, the individual must do the following:

- (1) Complete the requirements of this rule.
- (2) Submit to the testing entity an application approved by the Indiana state department of health.
- (3) Pass the written competency test in three (3) or fewer attempts with a passing score of at least eighty percent (80%).

(f) Annual in-service education shall include medication administration. If facility policy allows the QMA to perform such functions in the facility, annual in-service education shall also include the following:

- (1) Medication administration via G-tube/J-tube.
- (2) Hemocult testing.
- (3) Finger stick blood glucose testing (specific to the glucose meter used).

(g) QMA certificates:

- (1) are effective upon issue;
- (2) and expire on March 31 of the next year.

The annual in-service education requirement period begins each year on March 1 and concludes on the last day of February of the next year. In the case of an initial certification, the annual in-service education requirement period begins on the QMA certification effective date and concludes on the last day of February of the next year. The in-service education requirement period therefore ends one (1) month before the expiration of the certification.

(h) The Indiana state department of health shall maintain a registry of QMAs who have current certification.

*(Indiana Health Facilities Council; 412 IAC 2-1-10; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1938; filed Oct 14, 2005, 10:00 a.m.: 29 IR 800)*

#### **412 IAC 2-1-11 Disciplinary action**

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 11. (a) All incidents in a health facility of alleged abuse, neglect, misappropriation of resident property, or conduct outside the QMA scope of practice shall be reported to the Indiana state department of health. The Indiana state department of health will investigate the incident.

(b) The Indiana state department of health may revoke the certification of a QMA following appropriate investigation.

(c) Acts that may result in the revocation of QMA certification include, but are not limited to, the following:

(1) Stealing, diverting, or otherwise misusing medications.

(2) Fraudulently procuring or attempting to procure a certification.

(3) Neglecting to administer appropriate medications as prescribed.

(4) Performing duties outside the QMA scope of practice.

(d) A finding on the CNA registry results in automatic revocation of the QMA certification. *(Indiana Health Facilities Council; 412 IAC 2-1-11; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1939)*

#### **412 IAC 2-1-12 Reciprocity**

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 12. An individual who is a certified QMA in another state may petition the Indiana state department of health to be exempt from the Indiana QMA training course and supervised practicum. The petition for exemption shall be in writing and shall include proof that the applicant is a QMA in good standing in another state. If a petition for exemption is granted, the individual will be required to take and pass the competency evaluation test with a score of eighty percent (80%) or higher before that individual can be certified as a QMA in Indiana. *(Indiana Health Facilities Council; 412 IAC 2-1-12; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1939)*

#### **412 IAC 2-1-13 QMA practicing prior to rule (Repealed)**

Sec. 13. *(Repealed by Indiana Health Facilities Council; filed Oct 14, 2005, 10:00 a.m.: 29 IR 801)*

#### **412 IAC 2-1-14 Fees**

Authority: IC 16-28-1-11

Affected: IC 16-28

Sec. 14. (a) An annual fee of ten dollars (\$10), payable to the Indiana state department of health, is required for recertification of a QMA.

(b) The fee required by subsection (a) shall be due on or before the expiration of the QMA's certification.

(c) If the recertification fee and/or in-service education form required by section 10(c) of this rule is received after the expiration date of the certificate, a ten dollar (\$10) late fee is assessed in addition to the recertification fee in subsection (a). *(Indiana Health Facilities Council; 412 IAC 2-1-14; filed Jan 24, 2003, 8:26 a.m.: 26 IR 1939; filed Oct 14, 2005, 10:00 a.m.: 29 IR 800)*

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QUALIFIED MEDICATION AIDES

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