

INDIANA STATE DEPARTMENT OF HEALTH (ISDH)

QUALIFIED MEDICATION AIDE (QMA)

INSULIN ADMINISTRATION EDUCATION MODULE – INFORMATION

INTRODUCTION

Effective 12/31/2019 the Indiana State Department of Health (ISDH) – Division of Long Term Care released the Qualified Medication Aide (QMA) – Insulin Administration Education Module. This education module is an approved training module for current and future QMAs in the administration of insulin to residents in Indiana licensed healthcare facilities.

TRAINING PROGRAM

The Insulin Administration Education Module must be conducted through an Indiana approved Qualified Medication Aide Training Program by an approved Program Director. All approved QMA Training Programs are eligible to conduct the Insulin Administration Education Module. No additional approval is necessary. The training **must** follow the ISDH approved curriculum for Insulin Administration Education Module.

The training must be conducted by a Program Director approved for the QMA Training Program. The classroom training and skills competency checklist must be completed by an approved Program Director. It is the responsibility of the Program Director to provide the QMA Insulin Administration Education Module according to the module guidelines, such as timeframes, skilled competency evaluations. The training program may develop quizzes, test or written final exam which does **not** replace the state written competence evaluation.

QMA – INSULIN ADMINISTRATION - EDUCATION MODULE - CURRICULUM

The Insulin Administration Education Module is an OPTIONAL training for current and future QMAs. The QMA may opt to not complete this module. This training would be additional to the traditional 100 hour QMA Training Core Curriculum.

The Insulin Administration Education Module training includes:

- 4-8 hours of classroom training following the state approved Insulin Administration Education Module curriculum
- 2-4 hours of practical training with 1:1 supervision of registered nurse
- Successful completion of skills competency checklist with 100% accuracy administered by the QMA Training Program approved Program Director
- Successful completion of written competence examination administered by the state approved testing entity
- The approved QMA training program is responsible for maintaining a student file for each individual.

STATE APPROVED TESTING ENTITY

The written competence evaluation is a secured test administered by the ISDH approved testing entity, which is Ivy Tech Community College Testing Center. The written test consists of 25 multiple choice questions. The individual/ student must:

- Submit – Application to Test for Qualified Medication Aide-Insulin Administration Certification (SF# 00000 to Ivy Tech Community College Testing Center
- Successfully pass the 25 multiple choice question test with an 88% (22 or more correct answers).
- An individual/student who is not successful after 3 attempts – will need to retake the entire QMA Insulin Administration Education Module.
- An individual/student will have 12 months from the Insulin Administration Skills Competency Verification (Section 4) date on the Application to Test (State Form #000000) to successfully complete the written competency evaluation. After 12 months, the individual/student must retake the entire QMA Insulin Administration Education Module.
- The individual/student must be on the Indiana Nurse Aide Registry with a QMA- Insulin Administration sub-type Certification **before** administering insulin in a facility.

STUDENT FILE

The approved QMA Training Program must maintain an individualized student file of each student that attends the QMA Insulin Administration Education Module. The student file shall include the following:

- Proof of current QMA status – if applicable
- Competency Checklist for WITHDRAWING INSULIN FROM A VIAL & ADMINISTERING INSULIN SUBQ – 100% accuracy documented
- Competency Checklist for PREPARING AN INSULIN PEN & ADMINISTERING INSULIN SUBQ - 100% accuracy documented
- QUALIFIED MEDICATION AIDE – INSULIN ADMINISTRATION EDUCATION MODULE CLASSROOM, CLINICAL/PRACTICUM AND COMPETENCY VERIFICATION FORM
- Copy of the APPLICATION TO TEST FOR QUALIFIED MEDICATION AIDE – INSULIN ADMINISTRATION EDUCATION MODULE CERTIFICATION Ivy Tech Testing Documentation related to written test completion
- Proof of placement on the Indiana Nurse Aide Registry – QMA- Insulin Administration Certification

INSERVICE REQUIREMENTS

It is the QMA's responsibility to maintain and keep their yearly inservice attendance record(s). QMA inservice requirements include:

- six (6) hours of inservice related to medication(s), medication administration and/or medication treatments
- one (1) hour of inservice related to insulin administration
- all inservice hours can be documented on the Qualified Medication Aide (QMA) Record of Annual Inservice Training (State Form #51654)
- QMA inservice hours are only submitted to the ISDH if requested
- All inservice hours should be obtained per calendar year (January-December)

Please contact Nancy Adams nadams1@isdh.in.gov / 317-233-7119 or Jan Kulik jkulik@isdh.in.gov / 317-233-7480 with questions.