



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: Qualified Private Providers and DDS Public Programs

From: Valencia Bagby-Young, Director of Health and Clinical Services

Cc: Jordan Scheff, Commissioner; Peter Mason, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Jackson Pierre-Louis, Division Director, Quality and Systems Improvement; Jessica Kelsey, Nurse Consultant

Date: May 7, 2020

Re: Remote Re-training for Med Errors/Prohibited Practices

Please be advised in efforts to minimize the spread of COVID-19 and allow the individuals supported to be served by staff who can administer medications safely, the delegating registered nurse (RN) may provide retraining remotely during this pandemic. The delegating RN will temporarily be allowed to retrain Class A & B med errors remotely to enable the employee to continue to administer medications after retraining has been completed. Remote retraining is at the discretion of the delegating RN.

Remote retraining is permissible only for Class A and Class B med errors/prohibited practices. Class C errors/prohibited practices require notification to the DDS Regional Health Services Director, who will notify Jessica Kelsey, Nurse Consultant for the Med Admin program, and the Director of Health and Clinical Services. Class C errors/prohibited practices require immediate suspension of med admin certification privileges. If it is determined that retraining is appropriate, the delegating nurse shall meet in person with the employee to provide retraining for Class C errors/prohibited practices.

The delegating nurse shall adhere to the following criteria:

1. Ability to conference with and retrain the employee in a secure location.
2. Class A document errors may be retrained remotely.
3. After retraining the employee for a Class B med error, Checklist B must be completed by the delegating nurse. This can be done remotely by the delegating RN providing the nurse can view the entire process, in real time. Please note, the med pass cannot be recorded. The delegating nurse must be able to see all aspects of the medication administration from the beginning to the end including the administration of medications through the documentation process.
4. Employees who commit an error/prohibited practice must be retrained by the delegating RN prior to administering medications again.
5. Staff who commit an error during the remote Checklist B process, will not be able to administer medications until they have been retrained by the delegating RN in person, and successfully complete all aspects of the pass and pour.