

Dear Validating Healthcare Provider,

Thank you for assisting with the Medication Administration Skills Validation portion of 65G-7 Medication Administration Training for unlicensed direct service providers. The candidate should supply you with a copy the certificate of completion for the 4 hour Medication Administration Training Course (Curriculum Approval #01-0908-001) which was completed online with MedEd America. We have developed a Skills Validation Checklist to assist you in performing this required step in order for them to be authorized to supervise the self-administration of medications, or administer medication under the rules found in the Florida Administrative code, 65G-7 Medication Administration.

If this is their initial validation (they have not been validated since they have completed their Medication Administration Training course) all you will need to do is be sure they have a valid certificate of completion. If needed, verification of the certificate can be accomplished on our website, [www.mequalityassurance.com](http://www.mequalityassurance.com) , by clicking on the “Verify Certificate” link found under Business Sign in. If this is a renewal, check both the certificate of completion, and their previous validation certificate, to ensure their validation did not expire. If the validation has expired, even by only 1 day, they must re-take the 4 hour Medication Administration Training course, before they can be validated.

A complete copy of the 65G-7 rules and the forms referenced in the rule, may be obtained on the APD website at [www.apdcares.org](http://www.apdcares.org). Please click on the “providers” navigation tab on the home page, then click on the link for Medication Administration. This will open a page that includes all of the medication administration forms both in doc and pdf versions and the sections of the 65G-7 rule. You may download a copy of the Validation Certificate here (Form 65G7-04). I have included a copy of the section pertaining to the Skill Validation Requirements.

If you have any questions or if I may be of any assistance, please feel free to contact me at [pat@mededamerica.org](mailto:pat@mededamerica.org), or you may call our office at 850-525-4911. Our office hours are Monday-Friday 9am-5pm Central Standard Time (10am-6pm Eastern).

Thank you again,

-Pat

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#### **65G-7.004 Validation Requirements.**

(1) An unlicensed provider applying for validation as a medication assistance provider must be assessed and validated at least annually, through demonstration, as competent to administer medication or to supervise the self-administration of medication. Successful completion of an Agency-approved medication administration course is a prerequisite to an assessment of competency validation.

(2) Only a registered nurse licensed pursuant to Chapter 464, F.S., or a physician licensed pursuant to Chapter 458 or 459, F.S., may validate the competency of an unlicensed direct service provider to provide medication administration assistance.

(3) The applicant for validation must complete an on-site assessment with 100% proficiency documented on a "Validation Certificate," APD Form 65G7-004 (3/30/08) incorporated herein by reference. A copy of the form may be obtained by writing or calling the Agency for Persons with Disabilities, at 4030 Esplanade Way, Suite 380, Tallahassee, FL 32399-0950; main phone number (850) 488-4257. The form must contain the following information:

(a) The name and address of the applicant being validated and, if an employee, the name of the employing entity;

(b) The date of assessment and validation;

(c) A description of the medication routes and procedures that the applicant is authorized to supervise or administer;

(d) Any limitations on the applicant's validation to administer medication, such as limitations on validated routes of medication administration;

(e) The printed name and original signature of the validating nurse or physician as it appears on his or her license; and

(f) The validating nurse or physician's license number and license expiration date.

(4) Successful assessment and validation requires that the applicant demonstrate in an actual on-site client setting his or her capability to correctly administer medication and supervise the self-administration of medications in a safe and sanitary manner as required by this rule chapter, including a demonstration of the following proficiencies:

(a) The ability to comprehend and follow medication instructions on a prescription label, physician's order, and properly complete a MAR form;

(b) The ability to administer medication by oral, transdermal, ophthalmic, otic, rectal, inhaled, or topical administration routes;

(c) The ability to obtain pertinent medication information, including the purpose of the medication, its common side effects, and symptoms of adverse reactions to the medication, either from the package insert that comes from the pharmacy, or a Physician's Desk Reference or other professionally recognized medication resource, and maintaining this information for easy access and future reference;

(d) The ability to write legibly, convey accurate information, and comply with medication administration record-keeping requirements;

(e) Knowledge of the proper storage and handling of medications;

(f) Knowledge of proper disposal of expired or unused medications;

(g) Knowledge of special requirements relating to storage and disposal of controlled medications;

(h) Requirements for obtaining authorizations for assistance with medication administration, authorization for self-administration of medication without supervision, and informed consent for medication assistance; and

(i) Adequate training on the correct positioning and use of any adaptive equipment or use of special techniques required for the proper administration of medication.

(5) When a client is prescribed a medication requiring an administration route for which the medication assistance provider has not been validated, the provider must obtain an assessment and validation for that specific administration route before administering the medication to the client.

(6) A medication assistance provider must be re-validated annually within the 60 days preceding the expiration of his or her current validation. An unlicensed provider may not under any circumstances administer or supervise the self-administration of medication before receiving validation or following expiration of an annual validation.

(7) Medication assistance providers who fail to acquire re-validation before the expiration of the current validation must retake the medication administration training course and obtain current validation before assisting with the administration or self-administration of medication.

(8) Any employer or contractor who offers medication assistance provider services is responsible for maintaining a record of the provider's training certification and annual validation and for making such records available for Agency review upon request.

*Specific Authority 393.501 FS. Law Implemented 393.506 FS. History—New 3-30-08.*