

**INFORMATION
PACKET**

**APPROVED MEDICATION
ASSISTIVE PERSONNEL
(AMAP)**

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GENERAL INFORMATION

An Approved Medication-Assistive Personnel is a qualified person, selected by a registered professional nurse (RN) who is trained for the delegated task of administration of medications within a specific facility and health care setting as defined in West Virginia Code Chapter 16-50. A registered professional nurse determines the appropriateness of the delegation of this task.

Delegation of the medication administration task to an AMAP may occur in an ICF/MR (intermediate Care Facility for Persons with Mental Retardation); a personal care home, a residential board and care home, a behavioral health group home, a private residence in which health care services are provided under the supervision of a registered professional nurse, and an adult family care home that is licensed by or approved by the West Virginia state health department.

In accordance with West Virginia Code Chapter 16-50 only a registered professional nurse in conjunction with the resident's attending physician may delegate the task of medication administration. Licensed practical nurses cannot by law delegate this task to other personnel.

The RN maintains full responsibility for communication with the resident's physicians, health care providers with prescriptive authority, and pharmacists concerning medication issues and for conveying necessary instructions to the AMAP when delegating the medication administration task.

AMAP REQUIREMENTS--CANDIDATE

1. A background check with verifies that the individual:
 - a. is not listed on the state administered Nursing Assistant Abuse Registry
 - b. has not been convicted of crimes against persons or drug related crimes as evidenced by a criminal background check
 - c. is considered competent by the RN

2. Have education and training. The individual will:
 - a. have a high school diploma or GED
 - b. have training as identified by certification in CPR and First Aid.
 - c. have successfully completed the facility Medication Administration Program approved by the Department of Health and Human Resources through the authorizing agency of OHFLAC
 - d. have passed the State approved competency test
 - e. participate in retraining every two years
 - f. be monitored and supervised by the RN
 - g. administer medications only in the facility where training occurred.
 - h. Be able to satisfactorily read, write and comprehend English

3. Documentation of successful course completion with a certificate/letter from an approved Facility Trainer/Instructor maintained on file at the facility.

AMAP REQUIREMENTS—REGISTERED PROFESSIONAL NURSE

To become an AMAP instructor, the RN will contact the Department of Health at:

Office of Health Facility Licensure & Certification
Nurse Aide Registry
WV Department of Health & Human Resources
408 Leon Sullivan Way
Charleston, WV 25301-1713
Phone: (304) 558-0050 Fax: (304) 558-1442 or (304)-558-2515

State law requires that the RN complete a training program given by the above department that prepares the RN for instructing an AMAP training course. This course, available on line at www.wvdhhr.org/ohflac will give the RN:

- An outline of WV law pertaining to AMAP
- Curriculum requirements for AMAP course
- Policy requirements
- Training manual for AMAP course
- Certificate of completion
- 6.5 CEU's

Upon completion of this program, an RN will be registered with the Department and be able to instruct unlicensed personnel to administer medications.

AMAP RN—MAJOR RESPONSIBILITIES

- Provide information to the candidate throughout the process
- Verify the candidates eligibility to take the course/exam
- Include the proper fees with the applications
- Insure the exams are stored in a secured area
- Mail the completed applications, request for exams forms, and correct fees directly to PHD
- Once testing is completed, mail the completed exams to PHD for scoring within the time frame allotted—PHD is not responsible for lost or misdirected mail

REQUESTING AMAP EXAMS

Upon completion of the 30-40 hour training course, the requesting AMAP RN or the designee will complete an application using the "fill-in" format on web page, www.profhd.com/AMAP%20Application.pdf

like the one in the back of this information packet. The AMAP RN instructors will each complete a request for exams, using the "fill-in" format found on web page, www.profhd.com/AMAP%20Request%20for%20tests.pdf, also found in back of this booklet.

AMAP evaluations will be sent to the AMAP RN only after all required documentation has been received, i.e., fees, applications, and RN request form. Proof of Criminal Background Check, CPR and First Aide should be maintained by the AMAP RN and forwarded to another agency only if requested. The AMAP RN should inform the candidates well in advance of test time that all of this information is absolutely necessary to take the exam.

The AMAP exams are to be returned to PHD within seven (7) days of their receipt by the RN. The RN should allow at least 10 days from date of request until the exams are received in the mail at the facility. No documents will be sent to the RN's home address. PHD will not be responsible for lost or misdirected mail.

TAKING THE TEST

The room in which the candidates test should be well lit, and should offer no distractions. The candidates should sit approximately three feet apart. If the test is being given at tables, all candidates should sit facing the same direction.

Candidates should only be allowed to bring No. 2 pencils into the testing room with them. Any cell phones, books, papers, notes, etc., should be removed by the RN and placed at the front of the room for the candidate to retrieve upon completion of the test. The RN may not assist the candidate in any way during testing.

The test will consist of 80 four-choice multiple choice items. The candidate will circle the letter beside the answer he/she has chosen for the item, either "A", "B", "C", or "D". Instruct the candidates to be very clear in their answers, if the scoring individual can not clearly understand the chosen answer, the item will be counted as incorrect. The candidates will have two (2) hours to finish the test.

To protect the validity of the tests, each candidate may not receive the exact same test. Each test will have the same format, but may not be the same questions. Candidates are not to receive help from each other or the RN instructor and may not use any written materials to assist them in answering the questions on the test.

ELIGIBILITY

Only those candidates that have completed an approved training program by an approved AMAP RN, have CPR and First Aide Certifications and have had a Criminal Background Check completed are eligible for the test. PHD will verify all of the information sent to its office by the approved RN when he/she requests testing materials. PHD will check each candidate through the OHFLAC web site to ensure candidate's eligibility.

FEES

The fee for the test is \$25.00. This is payable directly to PHD. Payment should be sent only in the form of certified check, money order, or facility check. No personal checks, credit/debit cards, or cash will be accepted. The correct fee must be submitted with the request for tests made by the RN. Without proper fees, no tests will be mailed.

GETTING THE RESULTS

Within two weeks of receipt of the completed exams, PHD will hand score each exam and mail results as follows:

- To the Department for tracking
- To the AMAP RN, a certificate for the candidate to be copied and place in the personnel file—the original goes to the candidate
- To the candidate, a congratulatory letter

Should a candidate fail the exam, the process would begin again (except the candidate does not have to retake the training program) with applications and fees being submitted via the approved AMAP RN. The AMAP candidate will have three attempts to pass the test and then would have to re-take the instructional course before testing a fourth time.

GETTING A DUPLICATE CERTIFICATE

Duplicate certificates may be requested directly from PHD at a cost of \$20.00.

