

**INFORMATION
PACKET**

**APPROVED MEDICATION
ASSISTIVE PERSONNEL
(AMAP)
2018**

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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 Nurse Aide 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
(800) 442-2888 (from within WV only)

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 <http://ohflac.wvdhhr.org> 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

REQUESTING AMAP EXAMS

Upon completion of the 30-40 hour training course, the candidates will complete an application using the "fill-in" format on PHD's web site,

Approved Medication Assistive Personnel Test Application

Log in information for the computer-based AMAP test will be emailed 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 Aid 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 the scheduled test time that all of this information is absolutely necessary to take the exam.

TAKING THE TEST

Computer-based Exam

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.

With their computer, The AMAP RN will instruct each candidate how to log onto www.classmarker.com and give each candidate their user name and password that PHD has assigned. The test will consist of 80 four-choice multiple choice items. Once the candidate starts the test, they will have 2 hours to complete the test (pausing of test will not be permitted). At the completion of the test, a score will be provided and the candidate will be able to print a temporary certificate if a passing score was achieved (requires a printer attached to their computer).

Any 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.

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.

Oral Version

If an oral version of the exam requested, the approved AMAP-RN will be responsible for reciting the items to the candidate following ADA guidelines. This version of the exam only will have a component that will determine the candidate's ability to read and understand job related information on the medication administration record.

For the oral component only, there will be ten (10) additional questions that will not be recited to the candidate that must be read, understood and answered on a separate answer sheet by the candidate without assistance from the proctor. The candidate must receive a passing score of 70% (7 of 10 answers correct) or, regardless of their score on the basic exam, they will fail the entire exam.

The oral exam will only be available using the paper/pencil format and will be sealed. The AMAP RN is responsible to return all testing materials to PHD within 7 days of receipt.

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, and are not listed on the National Sex Offenders Registry 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 \$35.00. This is payable directly to PHD. Payment should be sent only in the form of certified check, money order, or facility check, VISA, Master Card, or Discover. No personal checks 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

For computer-based testing, the AMAP Certificate and test results will be mailed to the facility within 3 business days of the test date. For Oral testing, the results and certificate will be mailed to the facility within two weeks of receipt of the completed exams.

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 two attempts to pass the test and then would have to re-take the instructional course before testing a third time.

GETTING A DUPLICATE CERTIFICATE

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

AVAILABLE FORMS

In an attempt to ensure all submitted information is correct, all of PHD, LLC's forms are available in a type into format at www.profhd.com. These are the only forms that will be accepted by PHD, LLC. All others will be returned and the processing of registration, requests, etc., will be delayed. Simply click on the form needed and you will be able to type directly into the form. Print the form, once typed, sign as indicated and mail or fax to PHD, LLC.

1. West Virginia Registered Nursing Assistant Evaluation Application (CNA Test Application)
2. Sponsor Registration Form
3. Request for Approved Medication Assistive Personnel Tests
4. Approved Medication Assistive Personnel Test Application
5. Educate the Educator Workshop Registration
6. Registered Nursing Assistant Test Schedule
7. Request for Duplicate Scores/Certificates
8. Substitute for Photo Identification