



**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
COMMUNITY SERVICES**

Limited Lay Administration of Medications (LLAM) Guidelines

In order to administer medication to a service recipient being supported by the Division of Developmental Disabilities Services (DDDS), Unlicensed Assistive Personnel (UAP) must successfully complete all sections of the **DDDS Limited Lay Administration of Medication (LLAM) Course**.

Qualifications for Participants in the LLAM course:

- ◆ 18 years old or older
- ◆ Current CPR certification
- ◆ Read, write and speak English
- ◆ Competency in basic math (*addition, subtraction, metric, apothecary*)

It is the agency's responsibility to complete "Participant Prerequisite Checklist" form acknowledging that all prerequisites have been met by participant prior to attending the LLAM course. The checklist form will be signed by the employer agency representative and emailed to the ddds_opd_questions@delaware.gov Resource Mailbox 72 business hours before the class. The Letter of Completion will be returned to the agency via the LLAM class participant to be kept in the employee file.

It is also the responsibility of the agency to ensure that each class participant bring with them a copy of the LLAM course student workbook. LLAM instructors must ensure that there is no deviation from the curriculum. The course must be taught in its entirety. Begin and end of course time must be noted on all sign in sheets.

Class starts promptly at 9:00 am on both days.

Late participants will reschedule class.

Anyone not able to attend class for full 2 days will not complete course.

Completion of the initial LLAM course required of all newly hired staff consists of:

- ◆ Attend 2 (*two*) classroom days for a minimum of 6 (*six*) hours each day and pass a written exam with a passing score of 85% or better
 - Successful Demonstration of 10 (*ten*) Supervised Field Medication Passes (required effective 11/1/23)
 - Will be completed within 60 days of 1st day of class date

A "Letter of Completion" will be issued to each participant once the classroom portion of the course is completed, but is only valid after 10 (*ten*) medication passes have been successfully completed and signed by the agency supervisor/designee. (after 11/1/23). The "[Letter of Completion](#)", the "[Participant Prerequisite Checklist](#)" and the corresponding completed "[10 Supervised Field](#)

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Medication Pass Observations” will be maintained in the employee file at the employing agency. Staff are not authorized to pass medications to DDDS individuals until these 3 documents are signed and dated as indicated.

Failure to successfully complete all of the requirements of the program within the specified time frame of 60 days will require the participant to successfully re-take the two (2) day program and re-complete all requirements before administering medications to individuals of DDDS.

If participant fails either the skill session(s) or exam, he/she may retake the session or exam one (1) time. The test retake should be completed no later than 10 business days following the initial exam (not on the same day.) A 30 minute review with a qualified LLAM instructor must take place prior to retaking the exam. If the participant fails a second time, he/she will be required to repeat the full two day course after 6 months with recommendations from his/her supervisor that he/she is prepared to retake the course.

If a LLAM trained UAP commits two medication errors within a six (6) month time frame, he/she must repeat the entire LLAM training program including five (5) Supervised Field Medication Pass Observations before resuming LLAM duties. Successful Demonstration of 5 (five) Supervised Field Medication Passes will be completed within 60 days of 1st day of the class date and documented on the Letter of Completion to be saved in the UAPs personnel file.

It is the agency’s responsibility to monitor the number of medication errors and to take appropriate steps as outlined by this curriculum.

Thereafter, the LLAM trained UAP will renew annually:

- ◆ Attend one (1) Full classroom day (6 hours minimum) and pass a written exam with passing score of 85% or better

LLAM trained UAP’s are required to renew their status annually by successfully demonstrating competency in the LLAM process with no errors. A letter of completion will be issued after successful completion of the exam with a passing score of 85% or better.

LLAM trained UAP’s are required to verify current CPR status (Participant Prerequisite Checklist). Annual renewals should be scheduled every 11 months, which allows time for the participant to retake any requirements that he/she did not successfully complete during the first attempt before his/her LLAM authorization expires. The agency must monitor LLAM expiration dates for their staff. Any UAP whose LLAM training has expired will not be authorized to administer medications to DDDS individuals.

If renewing participant fails the exam, he/she may retake the exam one (1) time. If the participant fails a second time, he/she will be required to repeat the full two (2) day course after six (6) months with recommendations from his/her supervisor that he/she is prepared to retake the course.

If a LLAM trained UAP commits two medication errors within a six (6) month time frame, he/she must repeat the entire LLAM training program including five (5) Supervised Field Medication Pass Observations before resuming LLAM duties.

It is the agency's responsibility to monitor the number of medication errors and to take appropriate steps as outlined by this curriculum.

Classroom Key Points:

- ◆ Class size limited to 1:20 student ratio.
- ◆ Must present Photo I.D. when entering class.
- ◆ Participant Prerequisite Checklist must be emailed to OPD Resource Mailbox ddds_opd_questions@delaware.gov 72 business hours prior to LLAM training.
- ◆ Bring LLAM course workbook.
- ◆ If more than 10 minutes late for class, staff will need to be rescheduled.
- ◆ If the trainee needs to leave the classroom early for any reason, the class will need to be rescheduled.

LLAM Instructor Qualifications

- ◆ **New Instructor Requirements:**
 - Active Delaware or compact state RN license in good standing.
 - One year of clinical nursing experience, including experience in medication administration.
 - At a minimum, observation of the presentation and successful completion of the core curriculum and any eligible program specific module to be taught.
 - Presentation of the core curriculum and any eligible program specific module to be taught with observation by a qualified instructor. Documentation of observation must be completed on the Limited Lay Administration of Medications (LLAM) Instructor Monitor Form and provided to the eligible program.
 - Once the above requirements have been completed, the nurse must submit the following documentation to the DDDS LLAM Program Coordinator:
 - A copy of his/her RN license
 - Resume
 - A copy of the class voucher to verify class attendance
 - Limited Lay Administration of Medications Instructor Monitor Form
 - Letter of Recommendation from his/her supervisor
 - When the DDDS LLAM Program Coordinator determines all requirements have been met, a letter will be issued to the RN recognizing him/her as an approved instructor to teach Limited Lay Administration of Medication (LLAM) course that has been approved for the Division of Developmental Disabilities Services programs. The nurse must meet all requirements as outlined by the Board of Nursing to continue with his/her Instructor status.

◆ **Current Instructor Requirements:**

- Qualified instructors must present a minimum of one core curricula and eligible program specific module per year. If an instructor fails to present in a single year, that instructor must again complete the core curriculum and any eligible program specific module before s/he will be deemed a qualified instructor.

A list of all LLAM instructors will be maintained by the DDDS LLAM Program Coordinator and submitted annually to the Board of Nursing as part of the Limited Lay Administration of Medication (LLAM Annual Report).

Field Medication Passes (required effective 11/1/23)

The observed field medication passes are designed to give the UAP trainee the opportunity to practice the application of the information that they have learned in the classroom. The field pass is an exercise for the UAP trainee and serves as an opportunity for the authorized observer to share his/her knowledge and expertise with the trainee.

A medication pass is defined as administering or assisting with the administration of medication(s) during one (1) medication pass time regardless of how many individuals at this time were provided medication. A trainee can only receive credit for the completion of one medication pass at a time with no exceptions. Ten (10) supervised medication passes are required because the purpose of supervised passes is to help the trainee become familiar with the entire medication process from start to finish, with no errors.

For Example, The 3-11 shift with 4 PM and 8 PM medication administration times would provide the opportunity for two (2) observation passes to be completed.

The Agency is responsible for ensuring that there is a system in place to monitor the ongoing performance and supervision of the field medication passes occurring in all of its programs. If the LLAM trained UAP trainee fails to correctly carry out any one (1) step of the medication pass, the medication pass is considered unsuccessful and must be repeated correctly at another time after reviewing the steps of the medication process.

In the event that a LLAM trained UAP transfers from one agency to another, five (5) medication passes within 60 days of hire are required to demonstrate competency. The completed medication pass observation forms must be maintained in the employee file at the employing agency. Staff are not authorized to pass medications to DDDS individuals until the five (5) medication passes are completed and documented on the Supervised Field Medication Pass Observation Form. LLAM renewal will continue as required, on a yearly basis, from the date of the last renewal.

◆ **The authorized observer is:**

- An employee with the Division of Developmental Disabilities Services (DDDS) or a DDDS contractor with a minimum of two (2) years of experience. These individuals shall have no history of medication errors over the past one (1) year and shall be current in all

criteria for LLAM trained UAP's from the Limited Lay Administration of Medication (LLAM) course; or

- A supervisor with DDDS or a DDDS contractor, at least at a Program Manager or Program Coordinator level with a minimum of six (6) months of experience. These individuals shall also be current in all criteria for LLAM trained UAP's from the Limited Lay Administration of Medication (LLAM) course; or
- The Observer currently holds a valid state of Delaware or compact state nursing license in good standing, has attended the two day Limited Lay Administration of Medication (LLAM) course through DDDS and has worked with the DDDS system for a minimum of three (3) months.

There is mutual responsibility between the authorized observer and the trainee. Extreme caution and care will be made to ensure the individual's safety during the process of medication administration. A medication error could be considered neglect, resulting in criminal investigation, charges, and or fines.

The LLAM trained UAP may:

- ◆ Participate solely within the confines of the core curriculum and any applicable program eligible module.
- ◆ Administer medication without assessing the appropriateness or effectiveness of the prescribing practitioner's medication order.
- ◆ Administer injectable emergency medications pursuant to the core curriculum.

The LLAM trained UAP may not:

- ◆ Administer medications via parenteral routes and through a feeding tube, including nasogastric, gastrostomy, or jejunostomy tubes.
- ◆ Be held responsible for assessing pharmacy accuracy either by identifying the appearance of the medication or assessing proper medication dosing for medications released by the pharmacy.
- ◆ Convert or calculate medication dosage.
- ◆ Assess an individual for the need for or response to a medication.
- ◆ Use nursing judgement regarding the administration of PRN medications.
- ◆ Administer medication to a individual who is unstable or has changing needs.

Documentation:

All eligible programs must maintain a monthly LLAM medication error report, retained on site and readily available for inspection at all times. Send to DDDS LLAM Program Coordinator by the 5th of the month for the preceding month.

All eligible programs must provide an Annual Report to DDDS for review. This annual reporting period is July 1st to June 30th and must be received by the DDDS LLAM Program Coordinator no

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later than July 14th. Please refer to attached “**Limited Lay Administration of Medications (LLAM) Annual Report Form**”.

The DDDS Service Integrity and Enhancement will confirm that all required documentation as described in the above mentioned LLAM trained UAP criteria are present during audits, as evidence of the authorization to assist without direct supervision during the administration of medications.

A copy of the monthly error report is sent by the DDDS LLAM Coordinator to DDDS Service Integrity and Enhancement by the 5th of the month.

A copy of the annual report is sent by the DDDS LLAM Program Coordinator to the Delaware Board of Nursing by August 1st.