

New Jersey Department of Human Services  
Division of Developmental Disabilities

**June 8, 2015: Interim Pre-Service Training System and Medication Administration Training Update**

Please note that **the Division's Interim Pre-Service Training System will be extended through December 31, 2015** as the Division transitions to a fee-for-service system simultaneously. This will allow for a longer transition for accessing training in the current model.

The Division is committed to safe and effective medication administration practices and requires training in this subject area as part of the pre-service training requirements. Several new updates regarding the Medication Administration Training Module were put into effect in the past fiscal year. These updates included an updated online training module, an updated on-site competency assessment that is required across the system, an updated classroom curriculum, and a phase-in requirement for annual on-site competency assessments to ensure staff "test out" on the skills needed to safely administer medications each year. All agencies with staff required to administer medications should already have implemented either use of the revised classroom training or the revised online module available. All competency assessment forms have been in use for new staff since July 1, 2014 for the online module and October 1, 2014 for the classroom training. **Staff are not approved to begin administering medications independently until he/she successfully passes the on-site competency assessment according to the phase-in implementation below.**

Please note that **the Division's requirement for all existing agency staff who administer medications to have completed an On-site Competency Assessment WILL BE EXTENDED TO September 30, 2015**, at which time all existing staff in the agency who administer medications must have completed an On-site Competency Assessment.

Please refer to the following link for more information regarding pre-service training, including Medication Administration Updates and Forms:

[www.nj.gov/humanservices/ddd/providers/requirements/preservicetraining.html](http://www.nj.gov/humanservices/ddd/providers/requirements/preservicetraining.html)