

# Department Of Human Services Information Bulletin

**To:** Agency Providers  
Distribution

**From:** Kathy Patrick, Director  
Office of Licensing

**Date:** July 31, 2017

**Subject:** Performing Medical Procedures in the Community

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In response to agency inquiries, the Department of Human Services' Office of Program Integrity and Accountability has identified a need for guidelines clarifying the qualifications and training that staff must complete in order to meet the medical needs of individuals with developmental disabilities or persons with head injuries in community residences. Staff, who have been otherwise trained in the below-referenced Medical Procedures prior to October 2016 and determined sufficiently competent by the provider agency, may be "grandfathered in".

## **Background**

The standards for *Community Residences for Individuals with Developmental Disabilities*, **N.J.A.C. 10:44A-2.7(c)1i** and for *Community Residences for Persons with Head Injuries*, **N.J.A.C. 10:44C-2.7(c)1i** state that feeding tube responsibilities shall be delegated to nursing personnel.

**N.J.A.C. 10:44A-2.7(c)3** and **N.J.A.C. 10:44C-2.7(c)3** state that persons who work with individuals with seizure disorders, physical disabilities, or other identified medical needs shall receive training in the provision of training, assistance and care to those individuals.

## **Guidelines**

### **Feeding Tubes**

- Surgically implanted feeding tube changing and insertion responsibilities shall be performed only by registered nursing personnel.
- Responsibilities associated with the administration of nutrition, fluids or medication through a feeding tube shall be performed only by licensed nursing personnel.

### **Medical Procedures**

- Procedures including, but not limited to, oral or nasal suctioning, tracheostomy care and management, bladder or supra pubic catheterizations, intramuscular (IM) (including Glucagon) and intravenous (IV) medication administration, and external venous access devices (such as IV tubing, heparin and intrathecal lines) shall only be performed by a registered nurse (RN) or a licensed practical nurse with RN or physician supervision.
- The administration of insulin shall only be performed by unlicensed staff after successful completion of training in insulin administration by a physician, pharmacist, registered nurse or certified diabetes educator, as well as training in the general concepts of diabetes. (See below)
- Testing of blood sugar with a glucometer shall only be performed by unlicensed staff after successful completion of training by a trainer who has been determined qualified by a physician, pharmacist, registered nurse or certified diabetes educator, using a curriculum approved by a physician, pharmacist, registered nurse or certified diabetes educator, as well as training in the general concepts of diabetes. (See below)
- **Training in the general concepts of diabetes** shall be provided by a physician, pharmacist, registered nurse or certified diabetes educator, OR a trainer using an approved curriculum, who has been trained, determined qualified, and delegated to do so, by a physician or an RN, OR through the College of Direct Supports' (CDS) DDD Disabilities Intensive Course (DIC) on Diabetes.

- The following may only be performed by unlicensed staff after successful completion of training by a trainer who has been trained, determined qualified, and delegated to do so, by a physician or an RN:
  - The monitoring and maintenance of foley and suprapubic catheters, feeding tubes (such as PEG and gastrostomy tubes), implanted devices, (such as vascular access devices (VAD), Vagal Nerve Stimulators (VNS), pacemakers, and Baclofen pumps);
  - The management and performance of ostomy care and blood pressure monitoring; and
  - The administration of EpiPens, enemas and rectal medications. EpiPen training provided with First Aid Training is also acceptable.
  
- The maintenance, monitoring or administration of oxygen, pulse oximetry, nebulizers, CPAP and BiPAP may be performed by unlicensed staff after successful completion of training by a service provider or nursing personnel, or by a trainer who has received such training.

The licensing standards N.J.A.C. 10:44A, N.J.A.C. 10:44B and N.J.A.C. 10:44C are available at the Department of Human Services, Office of Licensing website at <http://www.state.nj.us/humanservices/ool/licensing>.