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**Medication Administration Agreement Procedure**

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**PURPOSE:** To ensure the Managing Employer understands and agrees to the terms and conditions of the Agency with Choice Medication Administration Agreement (EMAA).

**Declines Medication Administration:** The Managing Employer will decide if the Self-Directed Employee (SDE) will be administering medication to the consumer as part of the SDE’s job responsibilities. If the Managing Employer decides no medication will be administered by the SDE, the Managing Employer will select and signoff on one of the following:

* The consumer does not take medication.
* The consumer will not be taking medication during the time of the SDE’s shift.
* The Managing Employer will administer all of the consumer’s medications.

**Medication Administration:** If the Managing Employer requires the SDE to administer medications as part of the SDE’s job responsibilities, the Managing Employer must agree to the terms and condition in the EMAA. If the Managing Employer does not agree to all the terms and conditions of the EMAA, then the SDE will not be authorized to administer medication to the consumer.

If the SDE had not been administering medication as part of his/hers job responsibilities, but the Managing Employer now requires the SDE to administer medication, the Managing Employer must now agree to the terms and conditions in the EMAA. If the Managing Employer does not agree to all the terms and conditions of the EMAA, then the SDE will not be authorized to administer medication to the service recipient.

No SDE will administer any medication until they have completed and passed the College of Direct Support Medication Trainings and Medication Practicum (the on-site competency assessment).

* The Managing Employer will conduct the On-Site Competency Assessment
* The Health and Medication History form must be completed as a requirement of the SDE Medication Administration and reviewed as part of the On-Site Competency Assessment.