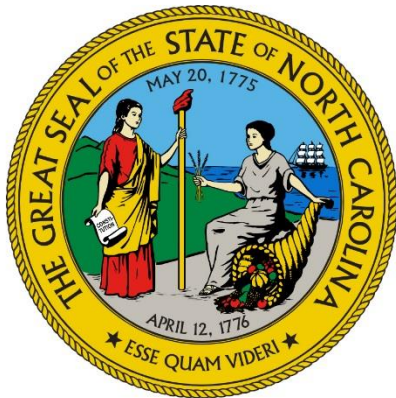


Department of Health and Human Services (DHHS)



Division of Health Service Regulation (DHHSR)

Medication Aide – Adult Care Home

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State Regulations

Medication Aides in adult care facilities operate under North Carolina rules and statutes for adult care homes.

- [N.C. General Statute § 131D-4.5B](#)
- [10A NCAC 13F .0403](#)
- [10A NCAC 13F .0503](#)
- [10A NCAC 13F .0505](#)
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Unlicensed Assistive Personnel (UAP)

Per the North Carolina Board of Nursing:

"Unlicensed assistive personnel" is an umbrella term used to describe unlicensed health care assistants that have been trained to provide certain tasks of client care as directed by a licensed health care provider.

Unlicensed Assistive Personnel (UAP) include but are not limited to the following specific job titles:

- Nurses Aides (NA)
- Certified Nursing Assistants (CNA)
- Patient Care Aides (PCA)
- Home Health Aides (HHA)
- Patient Care Technicians (PCT)
- Medical Office Assistants (MOA)
- Medical Assistants (MA)
- Medication Aides (Med Aide)
- Medication Technicians (Med Tech)

Unlicensed Assistive Personnel (UAP)

Unlicensed Assistive Personnel may work in a variety of healthcare settings including, but not limited to:

- Hospitals
- Skill nursing facilities
- Home care
- MD practices
- Various community health environments (i.e., schools, correctional facilities, clinics)

Refer to the [Decision Tree for Delegation to UAP](#) for more information on appropriate delegation to Unlicensed Assistive Personnel.

History

In 2011, the North Carolina state laws mandated training and competency evaluation requirements for Medication Aides employed in adult care homes.

Education Requirements

The North Carolina state-approved Medication Aide training program for adult care homes is regulated by the Division of Health Service Regulation (DHSR) and the Adult Care Licensure Section.

Anyone administering medications to residents in adult care homes, assisted living facilities, or family care homes, in North Carolina, who is not authorized by occupational laws to administer medications must complete the North Carolina state-approved Medication Aide training program for adult care homes.

Click [here](#) for more information regarding the North Carolina state-approved Medication Aide training program for adult care homes.

Click [here](#) for more information regarding the North Carolina state-approved Infection Control course for adult care homes.

Education Requirements

Click [here](#) to review the Guidelines for Completing the Medication Administration Skills Validation Form.

Click [here](#) to review the instructions for completing the Medication Administration Skills Validation Form (formally known as the Medication Administration Clinical Skills Checklist).

Click [here](#) to review the position statement by the North Carolina Board of Nursing.

Employer Responsibilities

Before allowing an individual to work as a Medication Aide in an adult care home, the following activities must be completed:

- Ensure that the individual is listed on the North Carolina Medication Aide Registry for adult care homes.
- Ensure that the individual has no [substantiated](#) findings on the North Carolina Health Care Personnel Registry.
- Keep a record of accessing the above registries in your business files (e.g., the date and confirmation number).
- A clinical skills validation, conducted by a Registered Nurse, is required before the Medication Aide performs medication administration tasks in an adult care home.
- Complete the Medication Aide Employment Form for each Medication Aide. Click [here](#) to obtain the form.

State-Approved Competency Exam

Credentia:

- State-approved competency examination vendor for North Carolina.
- Click [here](#) to go to Credentia's website.
- Utilize the [candidate handbook](#) while preparing for an exam.

State-Approved Competency Exam

Fees:

Exam Type	Fee
Written Examination (initial)	\$25
Written Examination Only (re-test)	\$25

Candidates who fail to show up for a scheduled exam and fail to notify Credentia will be charged \$25.

Candidates who give Credentia less than a 24-hour notice of the need to reschedule an examination will be charged \$25.

State-Approved Competency Exam

FOR TEST SITES ONLY:

If there is a chance you will be experiencing inclement weather that may affect testing, please follow the steps below.

- If you decide to cancel a test due to inclement weather during Credentia's business hours (8:30am to 5:00pm), please email [@facilitysupport](#) and copy [@Program Coordinator Team](#). The coordinator team will work with you to reschedule testing.
- If you decide to cancel a test due to inclement weather after Credentia's business hours, please call 1-800-563-4013.
- The coordinator team will reach out to you during business hours to reschedule testing.

Registry

A listing on the North Carolina Medication Aide Registry for adult care homes does not qualify an individual to administer medications in a nursing home.

A listing on the North Carolina Medication Aide Registry for adult care homes does not expire and does not need to be renewed.

North Carolina does not list Medication Aides by [reciprocity](#), endorsement, or transfer from other states.

Click [here](#) to verify a listing on the North Carolina Medication Aide Registry for adult care homes.

Registry

Click [here](#) to obtain the Name and Address Change Form for the North Carolina Medication Aide Registry for adult care homes. It is the responsibility of the Medication Aide to update their name and address in the registry.

Who to Contact for Assistance

DHSR Registry Office:

- Hours: 8am-5pm, Monday-Friday
- Telephone: 919-855-3969 (Monday-Friday; 8am-12pm; 1pm-3pm)
- Fax: 919-733-9764
- Email: dhsr.registry@dhhs.nc.gov
- Address: 801 Biggs Drive, Raleigh, NC 27603

DHSR Adult Care Licensure Section:

- Click [here](#) to obtain contact information.

N.C. Board of Nursing:

- Click [here](#) to obtain contact information.