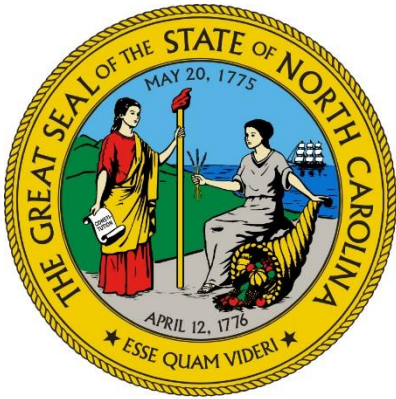


# **Department of Health and Human Services (DHHS)**



## **Division of Health Service Regulation (DHSR)**

### **Medication Aide – Nursing Home**

**Last Updated:  
October 28, 2022**

# **Table of Contents**

- **State Regulations**
- **Unlicensed Assistive Personnel (UAP)**
- **History**
- **Education Requirements**
- **Employer Responsibilities**
- **State-Approved Competency Exam**
- **Registry**
- **Who to Contact for Assistance**

# State Regulations

Regulatory information for the Medication Aide in a long-term care facility (skilled nursing and nursing facilities) are under state nursing home rules and statutes:

- [N.C. § 131E-114.2\(b\)](#)
- [N.C. § 131E-256](#)
- [N.C. § 131E-270](#)
- [N.C. § 90-171.56](#)
- [10A NCAC 13O .0201](#)
- [10A NCAC 13O .0202](#)
- [21 NCAC 36 .0401](#)
- [21 NCAC 36 .0403](#)
- [21 NCAC 36 .0406](#)

# 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

Effective July 1, 2006 (Senate Bill 622), North Carolina state laws added a medication aide registry for long-term care facilities (skilled nursing and nursing facilities) and oversight of the competency evaluation program.

# Education Requirements

Individuals must be a Nurse Aide I.

Medication Aide training program for nursing homes is regulated by the North Carolina Board of Nursing.

Individuals must hold a high school diploma or GED.

Individuals must successfully complete a 24-hour Medication Aide training program approved by the North Carolina Board of Nursing.

An individual must retrain and retest if they do not meet the eligibility requirements for renewal.

# Education Requirements

To find a Medication Aide training program for nursing homes, contact:

- [Local community colleges](#)
- [Area health education centers \(AHEC\)](#)
- [North Carolina Board of Nursing](#)
- Your employer

Click [here](#) for a list of instructors for the Medication Aide training program for nursing homes provided by the North Carolina Board of Nursing.

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 a nursing home, the following activities must be completed:**

- Ensure that the individual is listed in active status on the North Carolina Nurse Aide I Registry.
- Ensure that the individual is listed in active status on the North Carolina Medication Aide Registry for nursing homes.
- Ensure that the individual has no [substantiated](#) findings on the North Carolina Nurse Aide I Registry, North Carolina Medication Aide Registry for nursing homes, and 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 a facility.

# 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](#) to prepare for an exam.

# State-Approved Competency Exam

## Fees:

Exam Type	Fee
Written Examination (initial)	\$59
Written Examination (re-test)	\$59

# 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@getcredentia.com](mailto:facilitysupport@getcredentia.com) and copy [programcoordinator@getcredentia.com](mailto:programcoordinator@getcredentia.com).

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

**Medication Aide's are responsible for renewing their listing using the [online renewal process](#) prior to the expiration date.**

An individual cannot be listed on the North Carolina Medication Aide Registry for nursing homes without first being listed on the North Carolina Nurse Aide I Registry.

Click [here](#) to verify a listing on the North Carolina Nurse Aide I Registry and the North Carolina Medication Aide Registry for nursing homes.

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

# Registry

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

# Registry

## Renewal Requirements:

- A listing on the North Carolina Medication Aide Registry for nursing homes must be renewed every 24 consecutive months.
- If a Medication Aide does not perform at least eight (8) hours of qualified work during any 24-consecutive month period, then they must retrain and retest.
- Qualified work must occur in a North Carolina nursing home and meet all the following criteria:
  - The work is for pay (monetary compensation).
  - The duties are those of a Medication Aide.
  - The duties are supervised by a Registered Nurse.
  - The number of hours worked is at least eight (8) during the Medication Aide's 24-consecutive month registry listing period.

# Registry

## Online Renewal Process:

- DHSR is no longer accepting the paper renewal form effective August 31, 2021.
- Medication Aides should renew their listing using the [Online Renewal Form](#).
- A Registered Nurse should verify the Medication Aide's employment using the [Online Employment Verification Form](#).
- Both forms must be submitted to DHSR before the Medication Aide's listing expires in the Medication Aide Registry for nursing homes.

**Click [here](#) to learn more about renewing a listing on the Medication Aide Registry for nursing homes.**



# Registry

## **Renewal Listing Period Calculation:**

The renewal listing period is calculated from the last date of qualified work that was reported on the [Online Employment Verification Form](#) by the Registered Nurse. Expiration dates are extended to the last day of the month.

# Registry

## Nursing Homes:

- May not employ a Medication Aide who has a [substantiated finding](#) of resident abuse, neglect, exploitation, or misappropriation of resident property in the North Carolina Nurse Aide I Registry, the North Carolina Medication Aide Registry for nursing homes, and the North Carolina Health Care Personnel Registry for unlicensed healthcare personnel.

## Adult Care Homes:

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

# 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](mailto:dhsr.registry@dhhs.nc.gov)
- Address: 801 Biggs Drive, Raleigh, NC 27603

## **N.C. Board of Nursing:**

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

## **N.C. Community College System**

- Click [here](#) to learn more about main campuses and remote locations.