

**Memorandum of Understanding
Use of Unlicensed Assistive Personnel in Administering Medication**

The following constitutes a National Agreement between the Department of Veterans Affairs, Veterans Health Administration (VHA) and the National Association of Government Employees, SEIU, AFL-CIO (NAGE/SEIU), regarding VHA Directive on Use of Unlicensed Assistive Personnel in Administering Medication.

1. When a facility decides to implement this Directive, each NAGE local in accordance with Article 16 of the Master Agreement will be provided the opportunity to review proposed changes in position descriptions and copies of updated position descriptions. Copies will be provided to Locals, upon request.
2. Local policies will specify the positions to which this duty will be assigned. NAGE locals will be provided with a copy of the Nurses Executive's recommendation.
3. In the Directive under Paragraph 2. Policy the sentence will read: It is VHA policy that Unlicensed Assistive Personnel (UAP) may administer medications at the discretion of the facility Director based on a written recommendation of the Nurse Executive.
4. The local union will be provided a copy of the local policy signed by the Director signifying concurrence with the Nurse Executive's recommendations.
5. Management will meet all contractual obligations prior to implementing this Directive as stipulated in Article 10 of the NAGE Master Agreement.
6. All UAP's are under the delegated authority of a licensed clinician.
7. The basic medication course will be standardized in accordance with Paragraph 3 a (3) of the Directive and will include training on the UAP's responsibility for reporting information to a licensed clinician as well as facility guidance on delegated actions. Local facilities may provide additional training to meet particular patient care needs. BCMA training will be provided when appropriate. VHA will set a standard achievement level for passing the course and inform NAGE at the national level of the established standard.
8. In the Directive under Paragraph 3 a. (4) the sentence will read: Verification and evaluation of competency of UAP's who are under the delegated authority of a RN is based on medication administration principles, as defined in paragraph 3, and will be conducted and documented at least annually by a registered nurse (RN).

9. UAP's who are not under the delegated authority of a RN will annually have competencies verified and evaluated by a licensed supervisor having the competency to perform such verification and evaluation.

10 In the Directive under Paragraph 3. a. (6) (a) the sentence will read:
Identifies the patient environment where the UAP will administer medications.

11. The "adding" of administration of medications into unlicensed assistive personnel's position descriptions will be done in accordance with Article 16 of the NAGE Master Agreement. Competencies will be handled in accordance with Article 17 of the NAGE Master Agreement. Employees who are not able to pass the annual competency review for this particular function will no longer be allowed to administer medications, however, they will continue to perform the remainder of their position requirements. These employees will not suffer any loss of grade or pay solely as a result of their not meeting this competency.

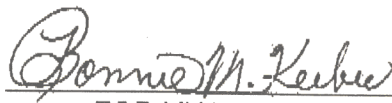
12. Employees who are eligible to be considered to become a UAP will be provided an extensive briefing on all aspects of the UAP program and Directive at the beginning of the training. NAGE locals will be provided seven days notice prior to the training and will be given the opportunity to send a representative to the briefing.

13. Upon request, NAGE will be provided with a copy of the approved standardized Education Course and the BCMA training course.

14. VHA will provide a set amount of annual refresher training on medication administration to all UAP's. VHA will inform NAGE what the required amount of training will be.

15. This VHA Directive will only apply to employees whom management determines to be trained and qualified.

16. The Management will be responsible for review and approval of policies/procedures defining scope of medication administration by UAPs.



FOR VHA



FOR NAGE

11-29-05
DATE