

Qualified Medication Aide

Insulin Administration

Education Module Information



Introduction

Effective 12/31/2019 the Indiana Department of Health (IDOH), Division of Long-Term Care, released the Qualified Medication Aide (QMA) Insulin Administration Education Module. This education module is an approved training module for current and future QMAs in the administration of insulin to residents in Indiana licensed healthcare facilities.

Training Program

The Insulin Administration Education Module must be conducted through an Indiana approved Qualified Medication Aide Training Program by an approved Program Director. All approved QMA Training Programs are eligible to conduct the Insulin Administration Education Module. No additional approval is necessary. The training must follow the ISDH approved curriculum for Insulin Administration Education Module.

The classroom training and skills competency checklist must be completed by an approved Program Director. It is the responsibility of the Program Director to provide the QMA Insulin Administration Education Module according to the module guidelines, such as timeframes, skilled competency evaluations. The training program may develop quizzes, test or written final exam which does not replace the state written competence evaluation.

QMA Insulin Administration Education Module Curriculum

The Insulin Administration Education Module is an OPTIONAL training for current and future QMAs. The QMA may opt to not complete this module. This training would be additional to the traditional 100-hour QMA Training Core Curriculum. The Insulin Administration Education Module training includes:

- 4-8 hours of classroom training following the state approved Insulin Administration Education Module curriculum,
- 2-4 hours of practical training with 1:1 supervision of registered nurse,
- Successful completion of skills competency checklist with 100% accuracy administered by the QMA Training Program approved Program Director,
- Successful completion of written competence examination administered by the state approved testing entity, and
- The approved QMA training program is responsible for maintaining a student file for each individual.

State Approved Testing Entity

The written competence evaluation is a secured test administered by the IDOH approved testing entity, which is Ivy [Tech Community College Testing Center](#). The written test consists of 25 multiple choice questions. The individual/ student must:

- Submit the [Application to Test for Qualified Medication Aide-Insulin Administration Certification](#) (State Form 56894) to Ivy Tech Community College Testing Center, and
- Successfully pass the 25 multiple choice question test with an 88% (22 or more correct answers).

An individual who is not successful after three attempts will need to retake the entire QMA Insulin Administration Education Module.

An individual will have 12 months from the Insulin Administration Skills Competency Verification (Section 4) date on the Application to Test (State Form #56894) to successfully complete the written competency evaluation. After 12 months, the individual must retake the entire QMA Insulin Administration Education Module.

The individual must be on the Indiana Nurse Aide Registry with a QMA- Insulin Administration sub-type Certification before administering insulin in a facility.

Student File

The approved QMA Training Program must maintain an individualized student file of each student that attends the QMA Insulin Administration Education Module. The student file shall include the following:

- Proof of current QMA status, if applicable;
- Competency Checklist for WITHDRAWING INSULIN FROM A VIAL & ADMINISTERING INSULIN SUBQ – 100% accuracy documented;
- Competency Checklist for PREPARING AN INSULIN PEN & ADMINISTERING INSULIN SUBQ - 100% accuracy documented;
- QUALIFIED MEDICATION AIDE – INSULIN ADMINISTRATION EDUCATION MODULE CLASSROOM, CLINICAL/PRACTICUM AND COMPETENCY VERIFICATION FORM;
- Copy of the APPLICATION TO TEST FOR QUALIFIED MEDICATION AIDE – INSULIN ADMINISTRATION EDUCATION MODULE CERTIFICATION Ivy Tech Testing Documentation related to written test completion; and
- Proof of placement on the Indiana Nurse Aide Registry – QMA- Insulin Administration Certification.



In-service Requirements

It is the QMA's responsibility to maintain and keep their yearly in-service attendance record(s). QMA in-service requirements include:

- six hours of in-service related to medication(s), medication administration and/or medication treatments, and
- one hour of in-service related to insulin administration.

All in-service hours can be documented on the Qualified Medication Aide (QMA) Record of Annual Inservice Training (State Form #51654)

QMA in-service hours are only submitted to the IDOH if requested.

All in-service hours should be obtained per calendar year (January to December).

Please see the [IDOH QMA Insulin Administration](#) website for more information. Contact Sara Caudell at scaudell@health.in.gov or 317-234-1823 with questions.

