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TO: Executive Directors, Day Program
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FROM: Janet Brock Priest, Associate State Director-Operations 

DATE: February 12, 2025

SUBJECT: Med Tech E-Learn Course

The South Carolina Department of Disabilities and Special Needs (“DDSN”) is pleased to announce the release of a new e-learning course. The course, called **Medication Administration for Direct Support Professionals (“MADSP”)**, is now available in DDSN’s Learning Management System (“LMS”) which is IntellectAbility’s Academy for I/DD Supporter Education. This course can be accessed through the LMS by having your agency’s LMS Administrator assign the course to specific staff members.

The MADSP course is only the classroom instruction portion of the Medication Technician Certification curriculum outlined in DDSN Directive 603-13-DD: Medication Technician Certification (“Directive”). As indicated in the Directive, in addition to classroom instruction, the curriculum must also include practicum experiences and supervised medication passes. It should also be noted that MADSP, teaches documentation procedures using a paper, handwritten Medication Administration Record (“MAR”). When using MADSP for classroom instruction, in addition to delivering practicum experiences and supervised medication passes, instruction on your agency’s system for documentation/MARs will also be needed.

MADSP was created based on an approved medication administration curriculum and its development was overseen by an approved instructor with many years of experience teaching the curriculum. Additionally, comments/feedback on the course were provided by staff of five (5) DDSN-providers. All components of instruction required by the Directive are included in MADSP modules. In addition to the required instructional content, the course includes skill demonstration videos.

As previously stated, when the course is assigned to a staff member in the LMS, the course can be accessed by that staff member. MADSP includes knowledge checks throughout and a competency-based exam. Progress toward course completion and the results of the exam for each staff member can be viewed in the LMS. When the course is successfully completed, a certificate will be available. The course is structured to ensure that the “student” cannot fast-forward through content; however, the course cannot detect the use of a proxy “student”.

Practicum experiences and supervised medication passes continue to be required and are not covered by MADSP completion. The Directive currently requires that practicum experiences be designed and overseen by an approved instructor. Because the e-learn course includes skill demonstration videos for each route of medication, when utilizing the e-learn course, practicum experiences may be designed and overseen by a licensed nurse, pharmacist or physician that is not an approved instructor. The Directive currently allows supervised medication passes to be conducted by a licensed nurse, pharmacist or physician that is not an approved instructor.

Over the next few weeks, DDSN will be revising the Directive to incorporate the use of MADSP. Providers may begin using MADSP in advance of the Directive revision. While available for immediate use, each provider, prior to implementation, should consider its own policies and procedures governing its Medication Technician Certification program. Given the future changes to the Directive and the newness of MADSP, it is understood that providers may want to test or pilot the use of MADSP in advance of policy or procedures changes. Should piloting or testing be used, the scope of the pilot/test should be documented including the information to be learned from it and its duration.

DDSN is hopeful that you will find MADSP a valuable and effective resource for initial certification and annual refresher training of staff providing medications to those supported. Should you have questions about the MADSP please contact me at jpriest@ddsn.sc.gov.