

## TSS MEDICATION SPECIALIST TEMPLATE

Agency/Program Name: \_\_\_\_\_ BSAS License #: \_\_\_\_\_  
Program Address: \_\_\_\_\_ Program Phone #: \_\_\_\_\_  
Reporter/Submitter Name & Title: \_\_\_\_\_ Reporter Email: \_\_\_\_\_

The Program may propose unique program staffing configurations including position titles and coverage allocations to meet service delivery functions and medication management expectations but must do so while adhering to all licensing regulations and required contracted positions and FTE coverage. Providers will be required to hire and train a minimum of 2 FTE Medication Specialists (requirement predicated on a 33-bed TSS program), with a higher prorated staffing pattern for larger residential programs.

### **Medication Specialist:**

The responsibilities of the Medication Specialists can be undertaken by existing program staff, in addition to the minimum requirement for hiring 2 FTE Medication Specialists. Describe the program's intent to employ and train new staff, and/or train current staff in expectations of the Medication Specialist job description. Include the expected timeframe for when the Medication Specialists will be hired.

**Coverage:** The staffing pattern shall support the safe use of medications. Staffing shortages and turnover rates must be considered. Please describe the plan for coverage in the absence of the Medication Specialists. This may include cross-training other positions.

### **Training and Supervision**

Staff who are engaged in the direct care of residents who take medications and/or oversee staff who are engaged in medication management activities must be provided with ongoing supervision and training.

Supervision, training, and program policies will acknowledge, but not be limited to discussion involving medication errors, diversion, and documenting incidents internally, as well as reporting to BSAS in a timely manner.

**Training:** Describe how ongoing medication management training and professional development will be provided to all direct service personnel.

External agencies and vendors may be utilized for medication training and technical assistance. The external agency should have qualified trainers, such as pharmacists or other professionals with expertise in medication management in the Program's service setting *and* in the context of substance use and co-occurring disorders.

**Supervision**: Supervision is ongoing. Specify the frequency and goals of supervision. Supervision can be undertaken by existing staff and does not constitute additional position(s). The person(s) responsible for supervision should be qualified to provide such supervision.