



**STATE OF DELAWARE  
BOARD OF NURSING**

**Limited Lay Administration of Medications  
Committee**

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**LLAM COMMITTEE MINUTES  
(Approved May 29, 2019)**

The LLAM Committee held a meeting on December 18, 2018 at 10:00 A.M. in Conference Room A, Cannon Building, 861 Silver Lake Blvd, Dover, Delaware.

**PRESENT:** Kenyette Walters, Mary Peterson, Pam Tyranski, Yrene Waldron, Sarah Carmody, Susan Esposito, Sandra Robinson (left at 12 noon), Ann Blackmore

**ABSENT:** Vickie Cox, Agnes Richardson, Kimberly Garvey

**GUESTS:** Sharon Bertin, Heather Courtney

**PRESIDING:** Kenyette Walters

**STAFF:** Pamela C. Zickafoose, Executive Director, Delaware Board of Nursing

**CALL TO ORDER:** Ms. Walters called the meeting to order at 10:10 am. Ms. Walters introduced herself as the new chair of the LLAM committee. Other members introduced themselves. Ms. Tyranski provided a brief historical overview of the committee.

**REVIEW OF MINUTES:** Minutes from the September 15, 2016 LLAM meeting were reviewed. Ms. Tyranski made a motion to approve the minutes with corrections. The motion was seconded by Ms. Peterson and carried with Ms. Esposito, Ms. Blackmore, Ms. Robinson and Ms. Carmody abstaining.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Annual Reports

Members discussed the annual reports submitted by all entities for the past year. Ms. Blackmore compiled the data which indicated there were 14 total errors with 2784 UAPs trained. Ms. Tyranski indicated the national average is approximately a 20% error rate.

She questioned whether this was an accurate representation of the number of errors or if it was underreported or under-monitored. Ms. Peterson agreed to run a report to see how many errors were reported and investigated for the past two years from the Division of Health Care Quality, Long Term Care Residents Protection.

Ms. Walters stated she works in Assisted Living and they sometimes have issues with the pharmacy and getting medications which could be a part of the errors. Ms. Esposito added that tracking medication errors in hospitals is also difficult. Overall the LLAM training program looks good but there are still concerns about expanding roles for UAPs. Members discussed whether LPNs could be utilized more rather than the UAPs.

Ms. Blackmore added she did not think all the Child Care Licensing entities were reporting. Ms. Robinson and other members expressed concerns over the licensed child care centers who are not regulated under LLAM who can now give insulin with the legislation passed this last session. Ms. Blackmore asked Dr. Zickafoose to request a list of all Child Care Programs from Ms. Garvey.

#### DDDS Request for Revisions

Ms. Tyranski stated she reviewed the 16-page document submitted from the DDDS and she provided a review of the intended purpose of the Policies and Procedures Manual which was initially meant to be a guide for the DCYFS entities who did not have policies and procedures. The core curriculum must be adhered to without any deviation, but entities could submit entity specific modules. Dr. Zickafoose questioned whether any modules were approved, and committee members stated there were none submitted. Ms. Waldron commented that the DHAFAs have a much longer course to allow more time for practice in Assisted Living Facilities (ALFs), but they still adhere to the same core curriculum and are not expanding the scope of LLAM. Ms. Peterson stated the DSAMH is using the core curriculum and members confirmed with the DDDS representatives in the audience they stopped using the online program and now use the core curriculum as well.

Most entities with policies and procedures in place could use their own and Ms. Tyranski commented the majority of questions from DDDS were related to their own internal policies and procedure. Ms. Waldon provided a handout from Jessica Michira, a LLAM instructor, who reviewed the 16-page document as well. Committee members agreed most of their requests were internal policies which they could use specific to their entities. They are not required to use the Policies and Procedures exactly as written. Ms. Blackmore made a motion, seconded by Ms. Tyranski to change the title of the Policies and Procedures Manual to say it may be “adapted” rather than “adopted” to clarify the use of the manual. The motion carried unanimously.

Members went over the list of items on the DDDS request document. Dr. Zickafoose indicated the Division of Professional Regulation has a moratorium on rule making for

LLAM Committee Minutes - DRAFT  
December 18, 2018

2019 due to the implementation of the new online licensure system. No rule changes will be recommended at this time. For exam questions, members asked the DDDS representatives and other entities to partner with us and provide new or revised questions for the committee to develop additional exams and quizzes. Ms. Waldron indicated she would check with K. Blunt regarding additional exam items. Members were reminded to keep the questions generic to the core curriculum and not entity specific.

Diastat was discussed. We have a rectal medication policy and DDDS will need their own policy covering their use of this medication as it is considered an emergency medication under the nursing statute. It is not included in the core curriculum. Members then discussed what is an actual med error and whether a missed med is actually an error. Ms. Courtney commented there was one question on the final exam that needed to be revised related to missed meds. Ms. Bertin stated you don't deviate on an administration time unless you have an order to change the time.

Modules

None

Legislation

Ms. Carmody stated there were no new versions of the Share the Care bill. Ms. Peterson stated she contacted Mark Catrona and he has not gotten back with her yet. Mr. Alderson from the DNA has not heard from Representative Baumbach either. Members discussed the potential liability associated with the bill and voiced their concerns.

**Other Business Before the Committee:** Ms. Peterson announced she will be retiring April 30, 2019 but would like to remain on this committee for continuity. Members wished her well in retirement.

**Public Comment** – Ms. Bertin introduced herself as the NCC Supervisor for DDDS and Ms. Courtney introduced herself as a LLAM instructor. Both commented they were pleased with the discussion of their requests, and they would submit questions for revision and addition to the final exam and quizzes. They also indicated they would go back and review med error reports to be sure everything is being reported. Ms. Tyranski suggested this be included as one of their QI metrics.

**NEXT MEETING-** To be determined

**ADJOURNMENT-** Ms. Walters thanked everyone for their participation and wished them happy holidays. The meeting was adjourned at 12:15 pm with a motion by Ms. Walters, seconded by Ms. Tyranski. The motion unanimously passed.

LLAM Committee Minutes - DRAFT  
December 18, 2018

Respectfully submitted,

A handwritten signature in black ink that reads "Pamela C. Zickafoose". The signature is written in a cursive style with a prominent initial "P".

Pamela C. Zickafoose, EdD, MSN, RN, NE-BC, CNE, FRE  
Executive Director  
Delaware Board of Nursing