

Part VI.

CAREGIVER TRAINING

22 VAC 40-111-200. Orientation.

A. The provider shall orient the substitute provider and assistant by the end of their first week of assuming job responsibilities.

Intent of § 200: The intent of this standard is to ensure that substitute providers and assistants receive basic training for the work they will be doing and that they understand their duties and responsibilities.

B. The orientation shall cover the following topics:

- 1. Job responsibilities;**
- 2. Requirements for parental notifications listed in 22 VAC 40-111-650;**
- 3. Standards in this chapter that relate to the substitute provider's or assistant's responsibilities;**
- 4. Emergency evacuation, relocation, and shelter-in-place procedures;**
- 5. Location of emergency numbers, first aid kit, and emergency supplies;**
- 6. Confidential treatment of information about children in care and their families; and**
- 7. Requirement for reporting suspected child abuse and neglect.**

*Interpretation of § 200 B 7: A free online course for mandated reporters, CWS5692 – “Mandated Reporters: Recognizing and Reporting Child Abuse and Neglect,” is available at the following website:
http://www.vcu.edu/vissta/non_vdss_employees/mandated_reporter_courses.htm*

C. Documentation of the orientation shall be signed and dated by the provider and substitute provider or by the provider and assistant.

*Interpretation of § 200 C: The model form, “Documentation of Assistant and Substitute Provider Orientation Training” may be used to satisfy the requirement of this standard. The form is available on the department’s website at:
http://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi*

22 VAC 40-111-210. Annual training.

A. In addition to satisfactory completion of first aid training and CPR training, caregivers shall obtain a minimum of eight clock hours of training annually in areas relevant to their job responsibilities.

- 1. Effective July 1, 2011, caregivers shall obtain 12 clock hours of training annually.**
- 2. Effective July 1, 2012, caregivers shall obtain 14 clock hours of training annually.**
- 3. Effective July 1, 2013, caregivers shall obtain 16 clock hours of training annually.**

Interpretation of § 210 A: A caregiver must meet the annual training requirement in effect on each of her anniversary dates. The anniversary date for a provider is her date of becoming licensed and the anniversary date for a substitute provider or an assistant is the date of her beginning employment or volunteering in the family day home. For example:

- a) On the caregiver's anniversary date that falls between July 1, 2010 and June 30, 2011, the caregiver must have had 8 clock hours of annual training;*
- b) On the caregiver's anniversary date that falls between July 1, 2011 and June 30, 2012, the caregiver must have had 12 clock hours of annual training;*
- c) On the caregiver's anniversary date that falls between July 1, 2012 and June 30, 2013, the caregiver must have had 14 clock hours of annual training;*
- d) On each of the caregiver's anniversary dates that fall after July 1, 2013, the caregiver must have had 16 clock hours of training.*

B. The annual training shall cover areas such as, but not limited to:

- 1. Physical, intellectual, social, and emotional child development;**
- 2. Behavior management and discipline techniques;**
- 3. Health and safety in the family day home environment;**
- 4. Art and music activities for children;**
- 5. Child nutrition;**

6. Recognition and prevention of child abuse and neglect;

7. Emergency preparedness as required by 22 VAC 40-111-800 C; or

8. Recognition and prevention of the spread of communicable diseases.

Intent of § 210: Research has shown that caregivers who are better trained are better able to prevent, recognize, and correct health and safety problems. Promoting learning and development in children, whose needs and abilities change at a rapid rate, requires skill.

Annual ongoing training provides caregivers an opportunity to learn the newest techniques for addressing children's behavior, to discover the latest findings on what children need as they develop, and to refresh and re-energize their skills. Some re-training on previously studied topics is necessary to keep skills and knowledge up-to-date.

Interpretation of § 210: The annual training requirements apply to all caregivers – providers, substitute providers, and assistants (paid or volunteer).

- a) Orientation training required by § 200 for new assistants and substitute providers may count toward the annual training hours.*
- b) First aid training and CPR training may not be counted toward the annual training hours, but medication administration training (MAT) may be counted.*
- c) Annual emergency preparedness training required by § 800 C may be counted toward the annual training hours.*
- d) Caregivers who are college or high school students may count clock time spent in child development courses as hours of annual training and must provide a report card or transcript as documentation.*
- e) Caregivers must obtain their annual training within 12 months from the date of licensure or the caregiver's date of hire/volunteering and during each following 12-month period. If they obtain more than the minimum number of annual training clock hours required, they may not carry the additional clock hours over to the next year.*
- f) To determine acceptable types of training, refer to the department's guidance document "Criteria for Training" found at the following website:
http://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi*

22 VAC 40-111-220. Medication administration training.

A. To safely perform medication administration practices listed in 22 VAC 40-111-710 whenever the family day home has agreed to administer prescription medications or non-prescription medications, the administration shall be performed by a caregiver who:

- 1. Has satisfactorily completed a training program for this purpose developed or approved by the Board of Nursing and taught by a registered nurse, licensed practical nurse, doctor of medicine or osteopathic medicine, or pharmacist; or**

Interpretation of § 220 A 1: The Medication Administration Training for Child Day Programs (MAT) is the training program approved by the Board of Nursing. A MAT class must be facilitated by a MAT trainer approved by the Virginia Department of Social Services. A list of MAT trainers is available at the following website: https://www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi

If the family day home will not be administering any non-prescription medication and the only prescription medication that will be administered is an EpiPen, the caregiver administering the EpiPen may take the PMAT class instead of the MAT class.

An individual who is a medication aide in an assisted living facility is not permitted to administer medication in a family day home unless the individual completes MAT.

- 2. Is licensed by the Commonwealth of Virginia to administer medications.**

Interpretation of § 220 A 1 and 2: The Code of Virginia at § 54.1-3408 (Drug Control Act) allows only certain licensed medical professionals to administer prescription medications. The Code at § 54.1-3408 N. contains an exception to this rule to allow a person to administer prescription medication to a child in a child day program if that person has satisfactorily completed the MAT.

Any caregiver who is currently licensed in Virginia as physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, or pharmacist is not required to attend the MAT or PMAT training. A copy of the caregiver's license must be kept in the employee's record.

A child with diabetes may administer his own insulin, but a MAT certified staff member must be present whenever that child is in care. The MAT certified staff member must also have child specific training, determined by the child's Individual Health Care Plan (IHCP). A child with diabetes is a child with special needs, so the requirements of § 620 must be followed.

B. Caregivers required to have the training in subdivision A 1 of this section shall be retrained at three-year intervals.

Compliance Determination for § 220: MAT and PMAT certificates expire at the end of three years from the date of issuance. View the MAT or PMAT certificates of caregivers administering medications to ensure the certificates are current.

22 VAC 40-111-230. Documentation of education and training.

- A. The provider shall maintain written documentation of each caregiver's applicable education and programmatic experience, applicable first aid and CPR certification, orientation, annual training, and applicable medication administration training.**

Interpretation of § 230 A: See § 140 B for information on acceptable documentation of education, programmatic experience, first aid, and CPR.

The model forms, "Documentation of Assistant and Substitute Provider Orientation Training" and "Record of Annual Training" may be used to satisfy the requirements for documentation of those trainings. The forms are available on the department's website at: http://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi

An official MAT or PMAT certificate will be signed, dated and crimped by the approved MAT Trainer. Each MAT Trainer has a unique four digit seal number. If there is any question as to the authenticity of a MAT certificate contact the MAT program for verification at MAT@dss.virginia.gov A caregiver may receive 8 hours of annual training for successfully completing the MAT class or 2 hours of training for successfully completing the PMAT class.

B. Written documentation of annual training shall include:

- 1. Name of the caregiver;**
- 2. Name of the training session;**
- 3. Date and total hours of the session; and**
- 4. Name of the organization that sponsored the training and the trainer.**

Interpretation of § 230 B: A certificate issued by the trainer is not required by this standard. The guidance document 'Criteria for Training', available at http://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi offers further recommendations for documenting training.