MISSISSIPPI LEGISLATURE

By: Senator(s) Bryan

REGULAR SESSION 2023

To: Public Health and Welfare; Appropriations

SENATE BILL NO. 2800

1 AN ACT TO AMEND SECTION 43-11-13, MISSISSIPPI CODE OF 1972, 2 TO PROVIDE THAT A MEDICATION AIDE MAY PARTICIPATE IN MEDICATION 3 ADMINISTRATION WHEN CERTIFIED THROUGH A MEDICATION AIDE 4 CERTIFICATION PROGRAM IN ACCORDANCE WITH THIS ACT AND GENERALLY 5 MANAGED BY A LICENSED HEALTHCARE PROFESSIONAL AT THE PERSONAL CARE 6 HOME ASSISTED LIVING; TO PROVIDE CERTAIN MEDICATION ROUTES THAT A 7 MEDICATION AIDE MAY PROVIDE; TO REQUIRE APPLICABLE FACILITIES TO 8 KEEP AND MAINTAIN ACCURATE MEDICATION ADMINISTRATION RECORDS; TO 9 SET THE MINIMUM COMPETENCIES OF SUCH AIDES; TO PROVIDE THE 10 REQUIREMENTS OF A MEDICATION AIDE CERTIFICATION PROGRAM; TO 11 ESTABLISH THE REQUIREMENTS TO RECEIVE A MEDICATION AIDE 12 CERTIFICATE; TO PROVIDE THAT THE DEPARTMENT OF HEALTH SHALL 13 ADMINISTER THE PROGRAM AND PRESCRIBE RULES AND REGULATIONS RELATED THERETO; TO PROVIDE THAT THE DEPARTMENT MAY COLLECT A FEE FOR SUCH 14 15 CERTIFICATE; TO REQUIRE THE DEPARTMENT SHALL LIST EACH MEDICATION 16 AIDE REGISTRATION IN THE MEDICATION AIDE REGISTRY; TO ESTABLISH 17 CERTAIN HEARING AND APPEAL RIGHTS FOR CERTIFICATE HOLDERS; AND FOR 18 RELATED PURPOSES.

19 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

20 SECTION 1. Section 43-11-13, Mississippi Code of 1972, is

21 amended as follows:

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43-11-13. (1) The licensing agency shall adopt, amend,
promulgate and enforce such rules, regulations and standards,
including classifications, with respect to all institutions for
the aged or infirm to be licensed under this chapter as may be
designed to further the accomplishment of the purpose of this
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27 chapter in promoting adequate care of individuals in those 28 institutions in the interest of public health, safety and welfare. 29 Those rules, regulations and standards shall be adopted and 30 promulgated by the licensing agency and shall be recorded and 31 indexed in a book to be maintained by the licensing agency in its 32 main office in the State of Mississippi, entitled "Rules, 33 Regulations and Minimum Standards for Institutions for the Aged or Infirm" and the book shall be open and available to all 34 35 institutions for the aged or infirm and the public generally at 36 all reasonable times. Upon the adoption of those rules, 37 regulations and standards, the licensing agency shall mail copies 38 thereof to all those institutions in the state that have filed 39 with the agency their names and addresses for this purpose, but the failure to mail the same or the failure of the institutions to 40 receive the same shall in no way affect the validity thereof. 41 The 42 rules, regulations and standards may be amended by the licensing 43 agency, from time to time, as necessary to promote the health, safety and welfare of persons living in those institutions. 44

(2) The licensee shall keep posted in a conspicuous place on the licensed premises all current rules, regulations and minimum standards applicable to fire protection measures as adopted by the licensing agency. The licensee shall furnish to the licensing agency at least once each six (6) months a certificate of approval and inspection by state or local fire authorities. Failure to comply with state laws and/or municipal ordinances and current

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52 rules, regulations and minimum standards as adopted by the 53 licensing agency, relative to fire prevention measures, shall be 54 prima facie evidence for revocation of license.

55 (3)The State Board of Health shall promulgate rules and 56 regulations restricting the storage, quantity and classes of drugs 57 allowed in personal care homes and adult foster care facilities. Residents requiring administration of Schedule II Narcotics as 58 59 defined in the Uniform Controlled Substances Law may be admitted 60 to a personal care home. Schedule drugs may only be allowed in a 61 personal care home if they are administered or stored utilizing 62 proper procedures under the direct supervision of a licensed physician or nurse. 63

64 (4) Notwithstanding any determination by the licensing (a) agency that skilled nursing services would be appropriate for a 65 resident of a personal care home, that resident, the resident's 66 67 guardian or the legally recognized responsible party for the 68 resident may consent in writing for the resident to continue to reside in the personal care home, if approved in writing by a 69 70 licensed physician. However, no personal care home shall allow 71 more than two (2) residents, or ten percent (10%) of the total 72 number of residents in the facility, whichever is greater, to 73 remain in the personal care home under the provisions of this 74 subsection (4). This consent shall be deemed to be appropriately 75 informed consent as described in the regulations promulgated by 76 the licensing agency. After that written consent has been

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obtained, the resident shall have the right to continue to reside in the personal care home for as long as the resident meets the other conditions for residing in the personal care home. A copy of the written consent and the physician's approval shall be forwarded by the personal care home to the licensing agency.

82 (b) The State Board of Health shall promulgate rules 83 and regulations restricting the handling of a resident's personal 84 deposits by the director of a personal care home. Any funds given 85 or provided for the purpose of supplying extra comforts, 86 conveniences or services to any resident in any personal care 87 home, and any funds otherwise received and held from, for or on behalf of any such resident, shall be deposited by the director or 88 89 other proper officer of the personal care home to the credit of 90 that resident in an account that shall be known as the Resident's Personal Deposit Fund. No more than one (1) month's charge for 91 92 the care, support, maintenance and medical attention of the 93 resident shall be applied from the account at any one time. After the death, discharge or transfer of any resident for whose benefit 94 95 any such fund has been provided, any unexpended balance remaining 96 in his personal deposit fund shall be applied for the payment of 97 care, cost of support, maintenance and medical attention that is 98 accrued. If any unexpended balance remains in that resident's 99 personal deposit fund after complete reimbursement has been made for payment of care, support, maintenance and medical attention, 100 101 and the director or other proper officer of the personal care home

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S. B. No. 2800 23/SS26/R1084 PAGE 4 (scm\tb) has been or shall be unable to locate the person or persons entitled to the unexpended balance, the director or other proper officer may, after the lapse of one (1) year from the date of that death, discharge or transfer, deposit the unexpended balance to the credit of the personal care home's operating fund.

(c) The State Board of Health shall promulgate rules and regulations requiring personal care homes to maintain records relating to health condition, medicine dispensed and administered, and any reaction to that medicine. The director of the personal care home shall be responsible for explaining the availability of those records to the family of the resident at any time upon reasonable request.

114 (5) The State Board of Health and the Mississippi Department of Corrections shall jointly issue rules and regulations for the 115 116 operation of the special care facilities for paroled inmates. 117 (6) (a) For the purposes of this subsection (6): 118 (i) "Licensed entity" means a hospital, nursing home, personal care home, home health agency, hospice or adult 119 120 foster care facility;

121 (ii) "Covered entity" means a licensed entity or a 122 health care professional staffing agency;

(iii) "Employee" means any individual employed by a covered entity, and also includes any individual who by contract provides to the patients, residents or clients being served by the covered entity direct, hands-on, medical patient care in a

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135
 1. The student is under the supervision of a
 136 licensed health care provider; and

137 2. The student has signed an affidavit that is on file at the student's school stating that he or she has not 138 139 been convicted of or pleaded guilty or nolo contendere to a felony listed in paragraph (d) of this subsection (6), or that any such 140 141 conviction or plea was reversed on appeal or a pardon was granted 142 for the conviction or plea. Before any student may sign such an 143 affidavit, the student's school shall provide information to the student explaining what a felony is and the nature of the felonies 144 145 listed in paragraph (d) of this subsection (6).

However, the health care professional/vocational technical academic program in which the student is enrolled may require the student to obtain criminal history record checks. In such incidences, paragraph (a)(iii)1 and 2 of this subsection (6) does not preclude the licensing entity from processing submitted fingerprints of students from healthcare-related

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152 professional/vocational technical programs who, as part of their 153 program of study, conduct observations and provide clinical care 154 and services in a covered entity.

155 Under regulations promulgated by the State Board of (b) 156 Health, the licensing agency shall require to be performed a 157 criminal history record check on (i) every new employee of a covered entity who provides direct patient care or services and 158 who is employed on or after July 1, 2003, and (ii) every employee 159 160 of a covered entity employed before July 1, 2003, who has a documented disciplinary action by his or her present employer. 161 In 162 addition, the licensing agency shall require the covered entity to 163 perform a disciplinary check with the professional licensing 164 agency of each employee, if any, to determine if any disciplinary 165 action has been taken against the employee by that agency.

166 Except as otherwise provided in paragraph (c) of this 167 subsection (6), no such employee hired on or after July 1, 2003, 168 shall be permitted to provide direct patient care until the results of the criminal history record check have revealed no 169 170 disqualifying record or the employee has been granted a waiver. 171 In order to determine the employee applicant's suitability for 172 employment, the applicant shall be fingerprinted. Fingerprints 173 shall be submitted to the licensing agency from scanning, with the 174 results processed through the Department of Public Safety's Criminal Information Center. The fingerprints shall then be 175 176 forwarded by the Department of Public Safety to the Federal Bureau

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177 of Investigation for a national criminal history record check. 178 The licensing agency shall notify the covered entity of the 179 results of an employee applicant's criminal history record check. If the criminal history record check discloses a felony 180 181 conviction, guilty plea or plea of nolo contendere to a felony of 182 possession or sale of drugs, murder, manslaughter, armed robbery, 183 rape, sexual battery, sex offense listed in Section 45-33-23(h), 184 child abuse, arson, grand larceny, burglary, gratification of lust 185 or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which 186 a pardon has not been granted, the employee applicant shall not be 187 188 eligible to be employed by the covered entity.

(c) Any such new employee applicant may, however, be employed on a temporary basis pending the results of the criminal history record check, but any employment contract with the new employee shall be voidable if the new employee receives a disqualifying criminal history record check and no waiver is granted as provided in this subsection (6).

(d) Under regulations promulgated by the State Board of Health, the licensing agency shall require every employee of a covered entity employed before July 1, 2003, to sign an affidavit stating that he or she has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(h), child abuse, arson, grand

23/SS26/R1084 PAGE 8 (scm\tb) 202 larceny, burglary, gratification of lust, aggravated assault, or 203 felonious abuse and/or battery of a vulnerable adult, or that any 204 such conviction or plea was reversed on appeal or a pardon was 205 granted for the conviction or plea. No such employee of a covered 206 entity hired before July 1, 2003, shall be permitted to provide 207 direct patient care until the employee has signed the affidavit 208 required by this paragraph (d). All such existing employees of 209 covered entities must sign the affidavit required by this 210 paragraph (d) within six (6) months of the final adoption of the regulations promulgated by the State Board of Health. If a person 211 212 signs the affidavit required by this paragraph (d), and it is 213 later determined that the person actually had been convicted of or 214 pleaded guilty or nolo contendere to any of the offenses listed in 215 this paragraph (d) and the conviction or plea has not been 216 reversed on appeal or a pardon has not been granted for the 217 conviction or plea, the person is guilty of perjury. If the 218 offense that the person was convicted of or pleaded quilty or nolo contendere to was a violent offense, the person, upon a conviction 219 220 of perjury under this paragraph, shall be punished as provided in 221 Section 97-9-61. If the offense that the person was convicted of 222 or pleaded quilty or nolo contendere to was a nonviolent offense, 223 the person, upon a conviction of perjury under this paragraph, shall be punished by a fine of not more than Five Hundred Dollars 224 225 (\$500.00), or by imprisonment in the county jail for not more than 226 six (6) months, or by both such fine and imprisonment.

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227 (e) The covered entity may, in its discretion, allow 228 any employee who is unable to sign the affidavit required by 229 paragraph (d) of this subsection (6) or any employee applicant 230 aggrieved by an employment decision under this subsection (6) to 231 appear before the covered entity's hiring officer, or his or her 232 designee, to show mitigating circumstances that may exist and 233 allow the employee or employee applicant to be employed by the 234 covered entity. The covered entity, upon report and 235 recommendation of the hiring officer, may grant waivers for those mitigating circumstances, which shall include, but not be limited 236 237 to: (i) age at which the crime was committed; (ii) circumstances 238 surrounding the crime; (iii) length of time since the conviction 239 and criminal history since the conviction; (iv) work history; (v) 240 current employment and character references; and (vi) other evidence demonstrating the ability of the individual to perform 241 242 the employment responsibilities competently and that the 243 individual does not pose a threat to the health or safety of the 244 patients of the covered entity.

(f) The licensing agency may charge the covered entity submitting the fingerprints a fee not to exceed Fifty Dollars (\$50.00), which covered entity may, in its discretion, charge the same fee, or a portion thereof, to the employee applicant. Any increase in the fee charged by the licensing agency under this paragraph shall be in accordance with the provisions of Section 41-3-65. Any costs incurred by a covered entity implementing this

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252 subsection (6) shall be reimbursed as an allowable cost under 253 Section 43-13-116.

254 If the results of an employee applicant's criminal (a) 255 history record check reveals no disqualifying event, then the covered entity shall, within two (2) weeks of the notification of 256 257 no disqualifying event, provide the employee applicant with a 258 notarized letter signed by the chief executive officer of the 259 covered entity, or his or her authorized designee, confirming the 260 employee applicant's suitability for employment based on his or 261 her criminal history record check. An employee applicant may use that letter for a period of two (2) years from the date of the 262 263 letter to seek employment with any covered entity without the necessity of an additional criminal history record check. 264 Anv 265 covered entity presented with the letter may rely on the letter 266 with respect to an employee applicant's criminal background and is 267 not required for a period of two (2) years from the date of the 268 letter to conduct or have conducted a criminal history record 269 check as required in this subsection (6).

270 The licensing agency, the covered entity, and their (h) 271 agents, officers, employees, attorneys and representatives, shall be presumed to be acting in good faith for any employment decision 272 273 or action taken under this subsection (6). The presumption of good faith may be overcome by a preponderance of the evidence in 274 275 any civil action. No licensing agency, covered entity, nor their 276 agents, officers, employees, attorneys and representatives shall

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S. B. No. 2800 23/SS26/R1084 PAGE 11 (scm\tb) 277 be held liable in any employment decision or action based in whole 278 or in part on compliance with or attempts to comply with the 279 requirements of this subsection (6).

(i) The licensing agency shall promulgate regulationsto implement this subsection (6).

(j) The provisions of this subsection (6) shall not apply to:

(i) Applicants and employees of the University of
Mississippi Medical Center for whom criminal history record checks
and fingerprinting are obtained in accordance with Section
37-115-41; or

(ii) Health care professional/vocational technical
students for whom criminal history record checks and
fingerprinting are obtained in accordance with Section 37-29-232.
(7) The State Board of Health shall promulgate rules,

292 regulations and standards regarding the operation of adult foster 293 care facilities.

294 (8) (a) The purpose of this subsection is to ensure the 295 health, safety, and welfare of the public by providing for the 296 accurate, cost-effective, efficient and safe utilization of 297 medication aides to assist in the administration of medications in 298 personal care homes-assisted living in the State of Mississippi. 299 (b) As used in this subsection, the following words 300 shall have the meanings ascribed herein unless the context clearly 301 requires otherwise:

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302	(i) "Licensed health care professional" means an
303	individual for whom administration of medication is included in
304	the scope of practice.
305	(ii) "MDOH" means the Mississippi Department of
306	Health.
307	(iii) "PRN" means an administration scheme in
308	which a medication is not routine, is taken as needed, and
309	requires assessment for need and effectiveness.
310	(c) A medication aide may participate in medication
311	administration when certified through a Medication Aide
312	Certification program in accordance with this section and
313	generally managed by a licensed health care professional at the
314	personal care homes-assisted living. In each case, the individual
315	responsible for providing such management and monitoring shall be
316	identified in writing in the administration records.
317	(d) A medication aide may provide routine or PRN
318	medications by the following routes: (i) oral; (ii) inhalation;
319	(iii) topical; (iv) instillation into the eyes, ears and nasal
320	sprays; and (v) injections of insulin and injections of prescribed
321	anaphylactic treatments. Routine medications by allowed routes
322	shall not include other injectable medications, vaginal
323	medications and/or rectal medications.
324	(e) A facility using a medication aide shall keep and
325	maintain accurate medication administration records. The
326	medication administration records shall be available to MDOH for
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327	inspection and copying for a period not to exceed six (6) months.
328	MDOH shall adopt rules and regulations to administer the
329	Medication Aide Certification program. The medication
330	administration records shall include information and data MDOH
331	requires by rules and regulations adopted under this section, such
332	rules and regulations to be adopted within ninety (90) days of the
333	effective date of this act.
334	(f) (i) The minimum competencies for a medication aide
335	include:
336	1. Maintaining confidentiality;
337	2. Complying with a recipient's right to
338	refuse to take medication;
339	3. Maintaining hygiene and current accepted
340	standards for infection control;
341	4. Documenting accurately and completely;
342	5. Providing medications appropriately by
343	prescribed orders;
344	6. Having the ability to understand and
345	follow instructions;
346	7. Practicing safety in application of
347	medication procedures; and
348	8. Complying with limitations and conditions
349	under which a medication aide may provide medications.
350	(ii) The minimum standards for competencies listed
351	in subparagraph (i) of this paragraph, methods for competency
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352 assessment of medication aides and successful completion of 353 medication aid certification training shall be as set forth in 354 this section. This training and competency can be achieved by the 355 successful completion of a Medication Aide Certification program. 356 (iii) A Medication Aide Certification program 357 shall be a minimum of a fifteen-hour training program on the 358 competencies listed in subparagraph (i) of this paragraph and the 359 standards adopted by the MDOH and may be offered in one (1) of two 360 (2) ways: 361 1. By technical or community colleges; or 362 2. By a Licensed Healthcare Professional 363 employed at a personal care home-assisted living or through a 364 contractual arrangement with a Licensed Healthcare Professional to 365 administer the program within the personal care home-assisted 366 living. 367 (g) Regardless of the forum, all Medication Aide 368 Certification programs shall meet the program standards and 369 curriculum standards enumerated herein. Competency assessment 370 shall include passing an examination. Such examination shall be 371 administered after completion of the program by the college or by 372 the Licensed Healthcare Professional as set forth above. Upon 373 obtaining a passing grade, the attending approved instructor shall 374 certify the passing grade and completion of the program and submit 375 the necessary information to MDOH. Upon confirmation of the 376 completion of the program and receipt of the application as

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377	required in paragraph (o) below, MDOH shall award a certificate
378	within thirty (30) days of such submittal date.
379	(h) The length of the Medication Aide Certification
380	program, including practicum experience and supervised medication
381	passes, shall not be less than fifteen (15) hours. Approved
382	instructors for Medication Aide Certification programs may
383	include:
384	(i) Registered Nurses (RNs);
385	(ii) Licensed Practical Nurses (LPNs) who have at
386	<pre>least two (2) years of nursing experience;</pre>
387	(iii) Licensed Pharmacists; or
388	(iv) Licensed Physicians.
389	(i) To maintain certification, each Certified
390	Medication Aide shall be required to complete a biannual
391	continuing education program on the provision of medication. The
392	continuing education program shall be no less than two (2) hours
393	in duration. The program may be administered by: (i) an approved
394	instructor as defined herein; or (ii) online continuing education
395	used by RNs, physical therapists and similar healthcare
396	professionals. Such online continuing education shall have the
397	ability to file completion certificates with the MDOH.
398	(j) Each facility operator utilizing Certified
399	Medication Aides shall have a written policy governing the
400	provision of medications by Certified Medication Aides. The
401	policy shall specify activities that will be performed by

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402	Certified Medication Aides; the process to review, monitor and
403	oversee the work of the Certified Medication Aides; the frequency
404	of the activities to be performed; and by whom. Assisted living
405	facilities shall disclose to its residents and their families that
406	the facility employs and uses medication aides and maintain the
407	following records:
408	(i) A roster of all Certified Medication Aides
409	employed; and
410	(ii) Copies of Certified Medication Aide
411	certificates with date of award, including evidence of renewals
412	and continuing education attendance.
413	(k) Curriculum standards for the medication aid
414	certification program shall integrate instruction that establishes
415	a knowledge base with practicum experience that the student
416	receives at a simulated (or real) treatment setting, along with
417	the supervised medication passes that occur.
418	(1) The program instruction shall include general
419	information relevant to the provision of medication. Topics will
420	include relevant state and federal laws and regulations,
421	terminology, forms of medication, routes of administration,
422	abbreviations/symbols, documentation guidelines and medication
423	references. The program instruction shall focus on the role and
424	scope of practice of the medication aide, as well as what is not
425	within their scope of practice.

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426	(m) Practicum experience. This portion of the
427	curriculum will utilize physical facilities that reasonably
428	simulate a health care setting (or utilize an actual health care
429	setting) and the types of medication dispensing systems used by
430	the personal care homes-assisted living facilities in which the
431	applicant(s) will be employed. The approved instructor will
432	design exercises for skill demonstration that simulate the various
433	aspects of safe and effective medication provision and
434	documentation thereof.
435	(n) Supervised medication passes. When instruction and
436	practicum experiences have been successfully completed, each
437	student will be required to demonstrate their competency by
438	successfully completing three (3) medication passes supervised by
439	an approved instructor, including medication setup, delivery and
440	documentation. The student must complete the medication passes
441	independently without verbal and nonverbal prompts or manual
442	assistance. An approved instructor may authorize an LPN who may
443	not satisfy the requirements of an approved instructor to oversee
444	1:1 supervised medication passes. The approval must be in writing
445	and verify that the LPN is capable of supervising the medication
446	pass.
447	(o) (a) To register as a medication aide, an
448	individual shall:
449	(i) Have successfully completed the certification
450	requirements in this section;
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451	(ii) Be at least eighteen (18) years of age;
452	(iii) File an application with MDOH; and
453	(iv) Pay the applicable fee, not to exceed Twenty
454	Five Dollars (\$25.00).
455	(p) Registration as a medication aide shall be renewed
456	every two (2) years based upon competency. The MDOH may prescribe
457	by rule and regulation how a medication aide can show competency
458	for purposes of renewal, including, but not limited to, showing
459	evidence of completion of continuing educational requirements as
460	set forth in this section. Payment of the applicable renewal fee
461	shall be a condition of renewal, such fee not to exceed Ten
462	Dollars (\$10.00).
463	(q) A registered nurse or licensed practical nurse
464	whose license has been revoked, suspended or voluntarily
465	surrendered in lieu of discipline may not register as a medication
466	aide.
467	(r) An applicant or medication aide shall report to
468	MDOH, in writing, any conviction for a felony. A conviction is
469	not a disqualification for registration or renewal unless it
470	relates to the competencies identified in this section or it
471	reflects on the moral character of the applicant or medication
472	aide.
473	(s) An applicant or medication aide may report any
474	pardon or setting aside of a conviction to the department. If a
475	pardon or setting aside has been obtained, the conviction for

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476 which it was obtained shall not be maintained on the Medication 477 Aide Registry.

478 (t) If a person registered as a medication aide on the 479 Medication Aide Registry becomes licensed as a registered nurse or 480 licensed practical nurse, his or her registration as a medication 481 aide becomes null and void as of the date of licensure. 482 (u) The department shall list each medication aide 483 registration in the Medication Aide Registry. A listing in the 484 registry shall be valid for the term of the registration and upon 485 renewal unless such aide is refused renewal or is removed as

486 provided in this section.

487 (V) The registry shall contain the following 488 information on each registrant: (i) the individual's full name; 489 (ii) information necessary to identify individuals qualified to 490 provide medications in personal care homes-assisted living; (iii) 491 any conviction of a felony reported to the department; (iv) 492 listing of evidence of continuing education received from a 493 personal care home-assisted living; and (v) other information as 494 the department may require by rule and regulation. 495 (w) The department may deny registration or refuse 496 renewal of or remove a registration from the Medication Aide 497 Registry for failure to meet the standards and competencies or for 498 violation of this section. 499 (x) If the department proposes to deny, refuse renewal

500 of or remove a registration, it shall send the applicant or

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501	registrant a notice setting forth the action to be taken and the
502	reasons for the determination. The denial, refusal to renew or
503	removal shall become final thirty (30) days after mailing the
504	notice unless the applicant or registrant gives written notice to
505	the department of his or her desire for an informal conference or
506	for a formal hearing.
507	(y) Notice may be served by any method specified in
508	law.
509	(z) If an informal conference is requested, the MDOH
510	shall assign a representative of the department to hold an
511	informal conference with the applicant or registrant within
512	fifteen (15) working days after receipt of a request. Within
513	seven (7) working days after the conclusion of such conference,
514	the representative shall affirm, modify or dismiss the action.
515	The representative shall state in writing the specific reasons for
516	affirming, modifying, or dismissing the action and shall
517	immediately transmit copies of the statement to the department and
518	to the applicant or the registrant. If the representative affirms
519	or modifies the action, it shall become final unless the applicant
520	or registrant, within ten (10) working days after receipt of the
521	written notice, requests in writing a formal hearing to contest
522	the action.
523	(aa) Except as provided by this subsection, an
524	applicant or registrant who desires to contest an action or to
525	further contest an affirmed or modified action may do so by filing
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