

# DSP DUTIES

## What duties are DSPs allowed and expected to do in caring for clients?

### Medication assistance/administration:

1. Medication certified staff are able to assist clients with all forms of medication except those that are injected or those that go through a tube (ARM 37.34.113 – Health and Medication Administration Manual).
2. **Exceptions:**
  - In the case of an emergency, medication certified staff may inject epinephrine into someone who has had an allergic reaction and may go into anaphylactic shock.
  - In the case of an emergency, medication certified staff may inject glucagon into a diabetic whose glucose level is dangerously low. There must be a protocol in place for the staff to follow.

### Feeding tubes – nasogastric, nasointestinal, gastrostomy and jejunostomy tubes:

1. All staff may assist with administering food through a gastrostomy tube (PEG or G-tube) once they have been trained either by other DSPs or licensed staff. Non-licensed staff may not administer feedings through a nasogastric (NG) tube, nasointestinal (NI) tube, or jejunostomy (J-tube).
2. Medication certified staff may administer medications through a gastrostomy tube (G-tube or PEG) once they have been trained to do so.
  - Training for this requires either a family member or guardian teaching the staff person how this is done. If the family or guardian is not willing or able to do this, they can delegate a nurse to teach staff this procedure and the nurse must sign off that the training has been completed. Delegation must be in writing.
  - DSPs cannot teach other DSPs how to administer medications through a tube. Every new person who is going to be administering medications through the G-tube must be taught and approved for this procedure by a nurse or family member/guardian.
3. Medication certified staff may **NOT** administer medications through a jejunostomy (J-tube), nasogastric (NG) or nasointestinal (NI) tube. All feeding and medication administration using these means must be done by licensed staff (nursing).

### Suctioning:

1. DSPs may perform oral suctioning which is suctioning inside the mouth only.
2. DSPs may not perform deep suctioning (suctioning down into the throat) or suction through a tracheostomy tube (a tube in the neck).

### **Catheters**

1. All DSPs may perform urinary catheter care including cleaning and care of the catheter and catheter site, clamping the catheter tubing, and emptying the urine collection bag.

### **Ostomies – colostomy, ileostomy, and urostomy**

1. All DSPs may perform ostomy site care including emptying and changing ostomy bags.

### **Enemas:**

1. Medication certified staff may, with appropriate training, give enemas to clients
  - a. Training may be done by other experienced staff or nurses.
2. Enemas require an order from a medical provider.
3. Staff may only give enemas from prepackaged kits containing a prefilled dispensing bottle with a soft tip.
  - a. Staff may not mix enema solutions.
  - b. Staff may not use an enema kit that contains tubing and a bag to be filled.

### **Diabetes care:**

1. DSPs are expected to perform blood glucose testing when needed.
2. Protocols must be in place to direct staff when to check glucose levels, what to do with the results of glucose testing, and how to respond to abnormal test results.
3. DSPs **MAY NOT**:
  - a. calculate insulin doses
  - b. draw up insulin
  - c. administer insulin
  - d. instruct a client on how much insulin to self-administer
  - e. manage an insulin pump
4. Insulin must be handled by licensed nurses.
  - a. Note: EMTs, pharmacy techs, and pharmacists cannot administer insulin.