



DSP DUTIES

What duties are DSPs expected to perform?

Direct Support Professional Duties

There are many duties that are required in order to provide adequate care for clients in services. Direct Support Professionals (DSPs) are expected to carry out many of those jobs with adequate training. Provider agencies must provide for the health and safety of the clients they serve, but they have the option of choosing which tasks they feel their staff can safely perform. While the tasks listed are things DSPs are allowed to do with adequate training, they are not required to perform these duties unless agency policies allow them to do so as long as the agency is still able to provide for the client's needs by other means.

Medication Certified Staff may assist clients with all forms of medications except those that are injected or those that go through a tube.
(ARM 37.34.113)

MEDICATION ADMINISTRATION

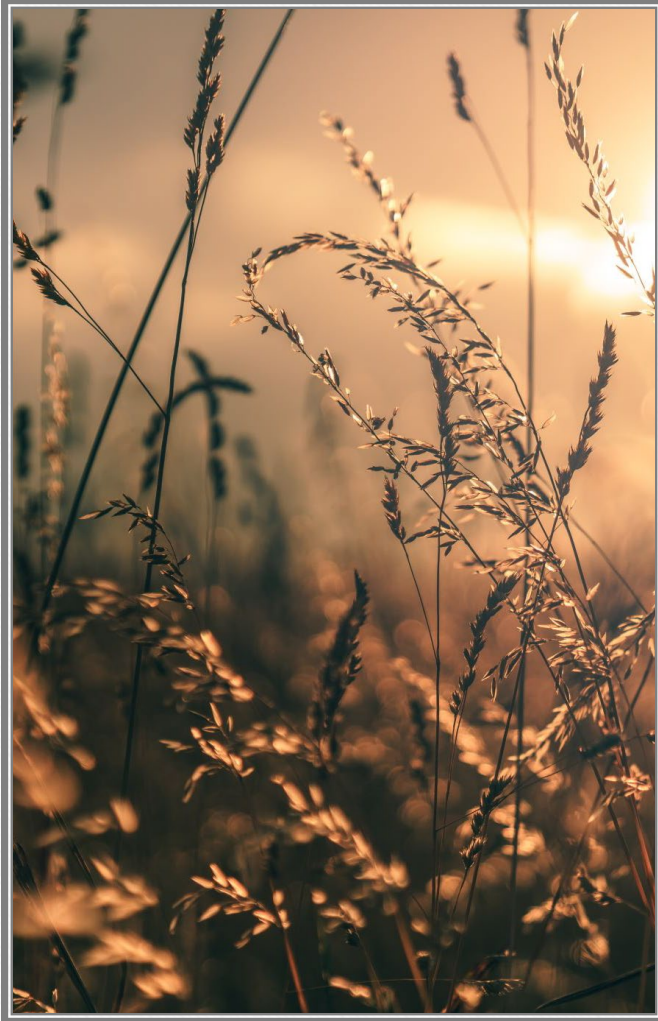
In the case of an emergency, medication certified staff may inject epinephrine (EpiPen) or glucagon with proper training and protocols in place.



EXCEPTIONS

Medication certified staff may administer medications through a gastrostomy tube (G-tube or PEG) once they have been trained.

FEEDING TUBES



Medication certified staff may **NOT** administer medications through a jejunostomy (J-tube), nasogastric (NG) tube, or nasointestinal (NI) tube.

FEEDING TUBES



TRAINING FOR FEEDING TUBES

Family members or guardians, or a designated nurse may train medication certified staff to administer medications through a gastric tube. Designation by family or guardian for a nurse to do the training must be in writing.

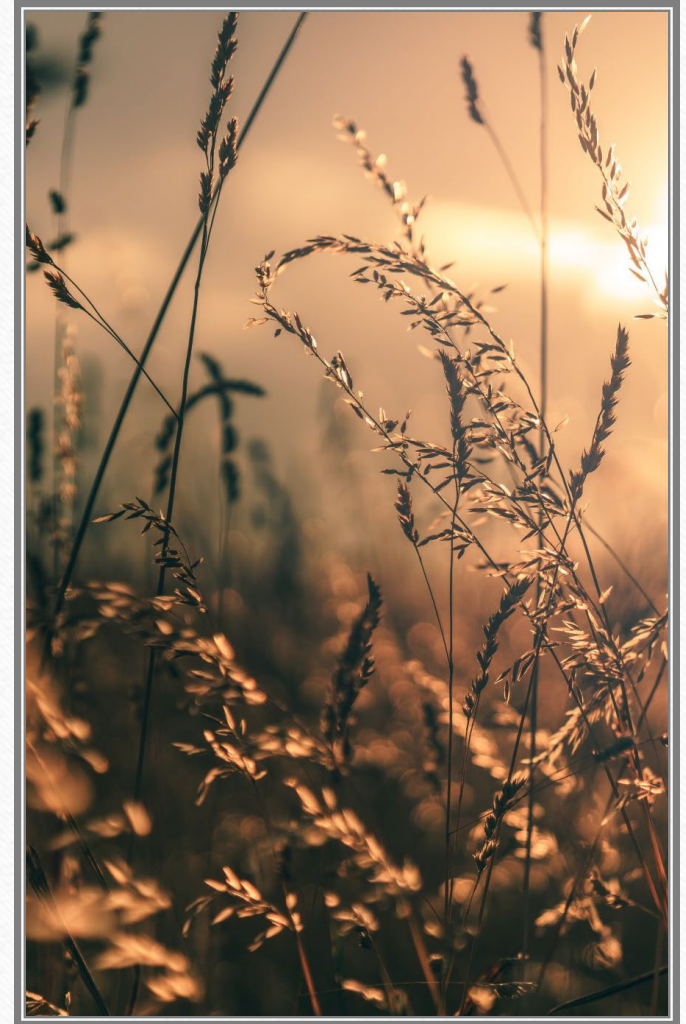
There must be documentation that training was done and that the staff showed adequate proficiency in performing the task.

Once trained, medication certified staff **MAY NOT** train other DSPs to perform this function. This must be done by a nurse or family/guardian.

All staff may administer food through a G-tube once they have been trained.

Non-licensed staff may not administer feedings through a J-tube, NG tube, or NI tube.

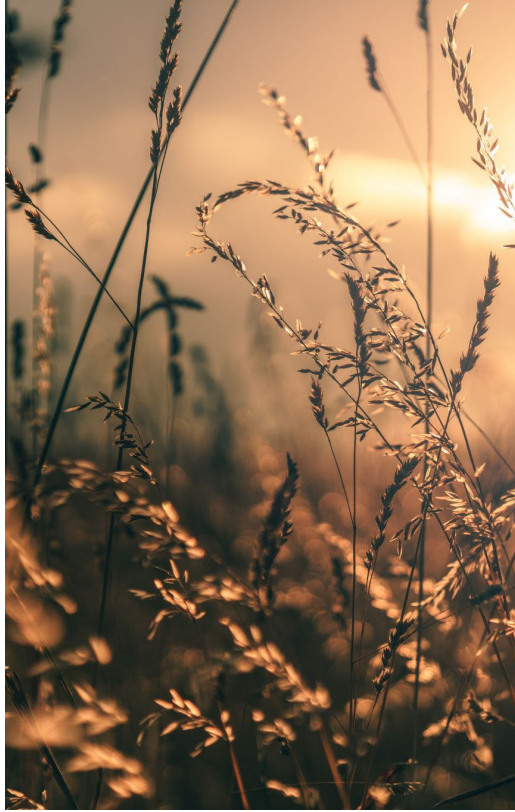
FEEDING TUBES



The background of the slide features a warm, golden sunset over a field of tall, thin grasses. The sun is positioned in the upper right, creating a soft glow and lens flare effects. The grasses are silhouetted against the bright sky, with some catching the light. A central white rectangular box with a thin green border contains the text. Two dark brown horizontal bars extend from the left and right sides of the box.

DSPs may perform oral suctioning.

ORAL SUCTIONING




ORAL SUCTIONING

Oral suctioning is suctioning inside the mouth only.

DSPs may not perform deep suctioning - down in the throat or through a tracheostomy.

An order is needed, a protocol should be in place, and training must be documented.

The background features a soft-focus image of tall grasses or reeds against a warm, golden sunset sky. A central white rectangular box with a thin green border contains the text. Two dark brown horizontal bars are positioned on either side of the box, partially overlapping its edges.

All DSPs may perform
routine urinary catheter care.

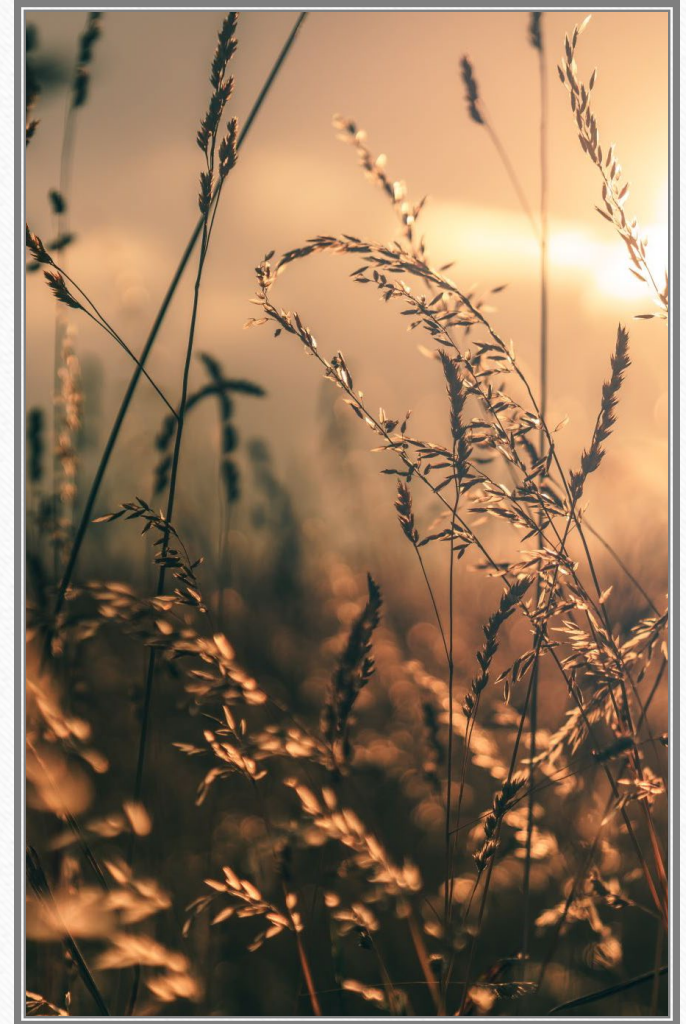
CATHETERS

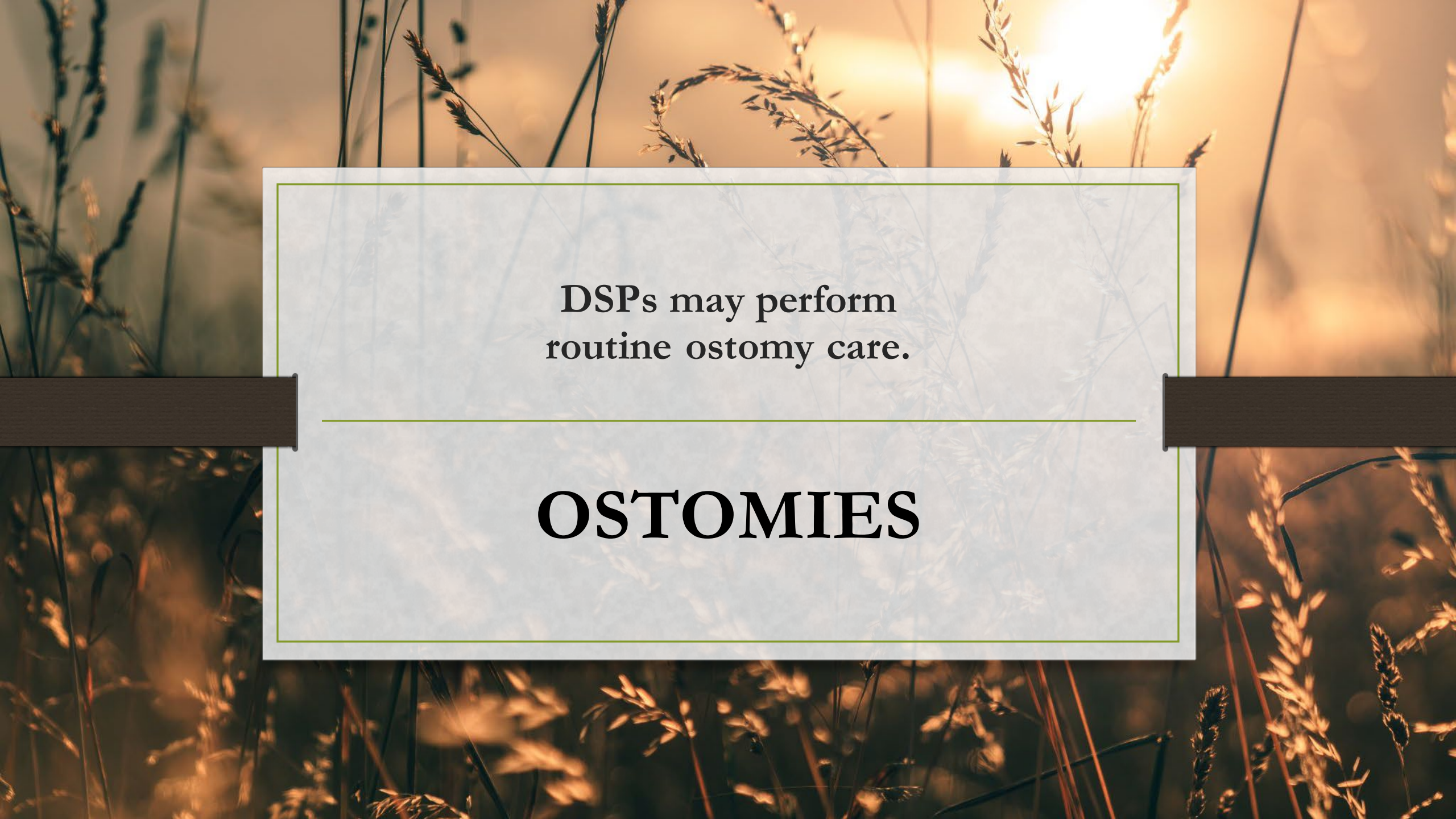
Urinary catheter care includes:

- **Care and cleaning of the catheter and catheter site.**
- **Clamping the catheter tubing.**
- **Emptying the collection bag.**

Protocols and training are needed.

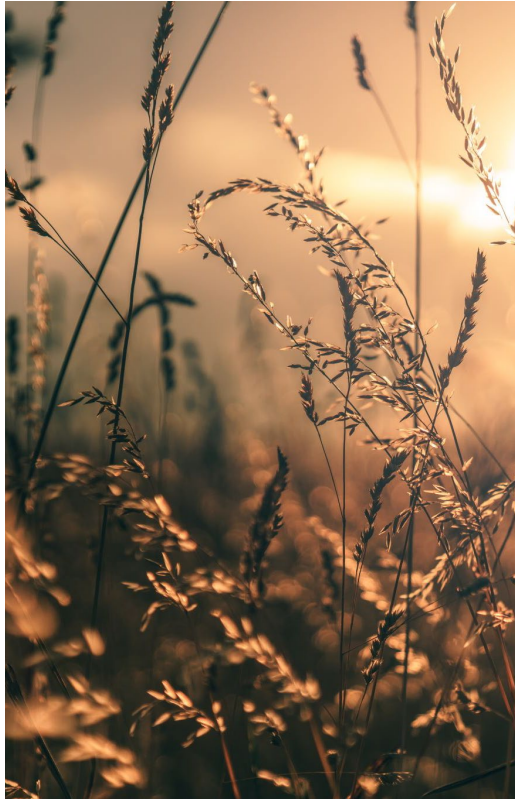
CATHETERS



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**DSPs may perform
routine ostomy care.**

OSTOMIES



Ostomy care includes:

- **Care of colostomies, ileostomies, and urostomies.**
- **Ostomy site care**
- **Emptying and changing ostomy bags.**

Training must be documented.

OSTOMIES

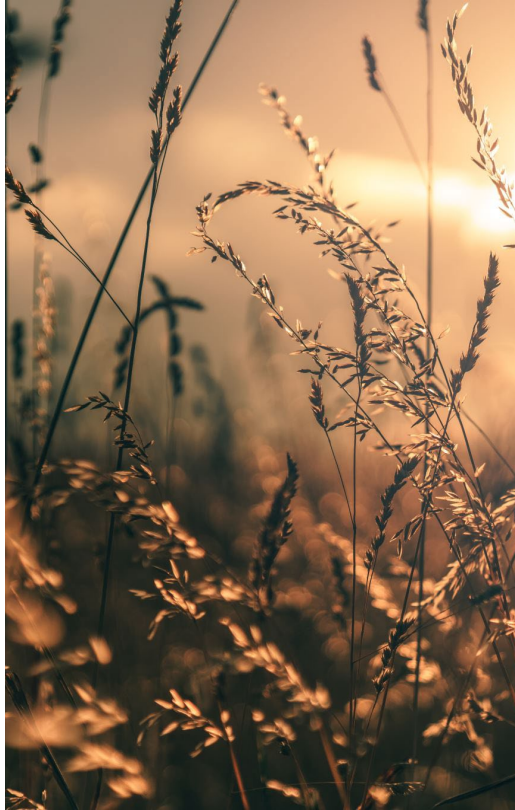
**Medication certified staff may,
after appropriate training,
give enemas to clients.**

ENEMAS



**Enemas require an order from a medical provider.
Staff must have documented training and show proficiency.**

ENEMAS

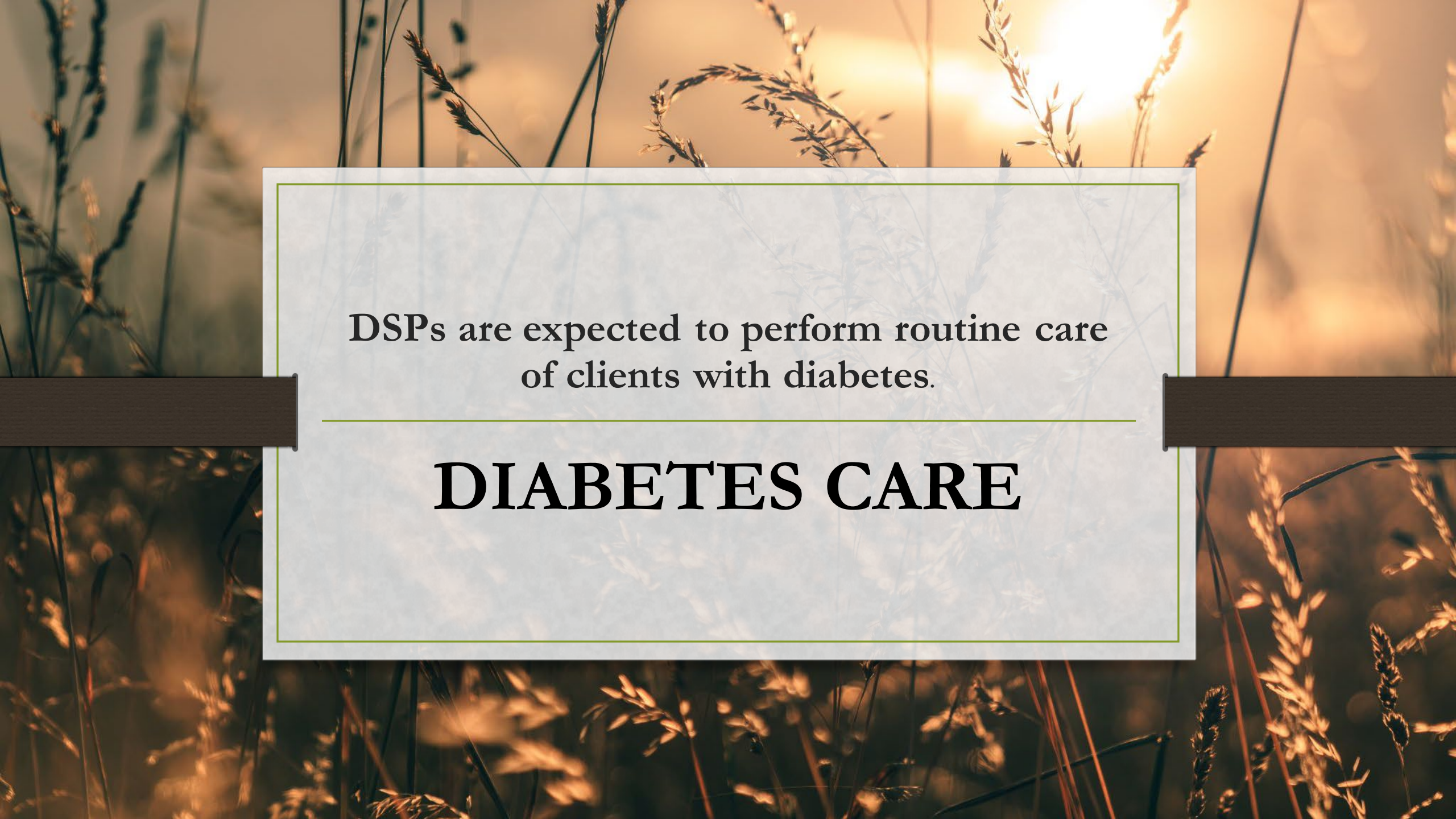


ENEMAS

Staff may only give enemas from prepackaged kits containing a pre-filled, dispensing bottle with a soft tip.

Staff may not mix enema solutions.

Staff may not use an enema kit that just contains tubing and a bag that they fill.

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DSPs are expected to perform routine care
of clients with diabetes.

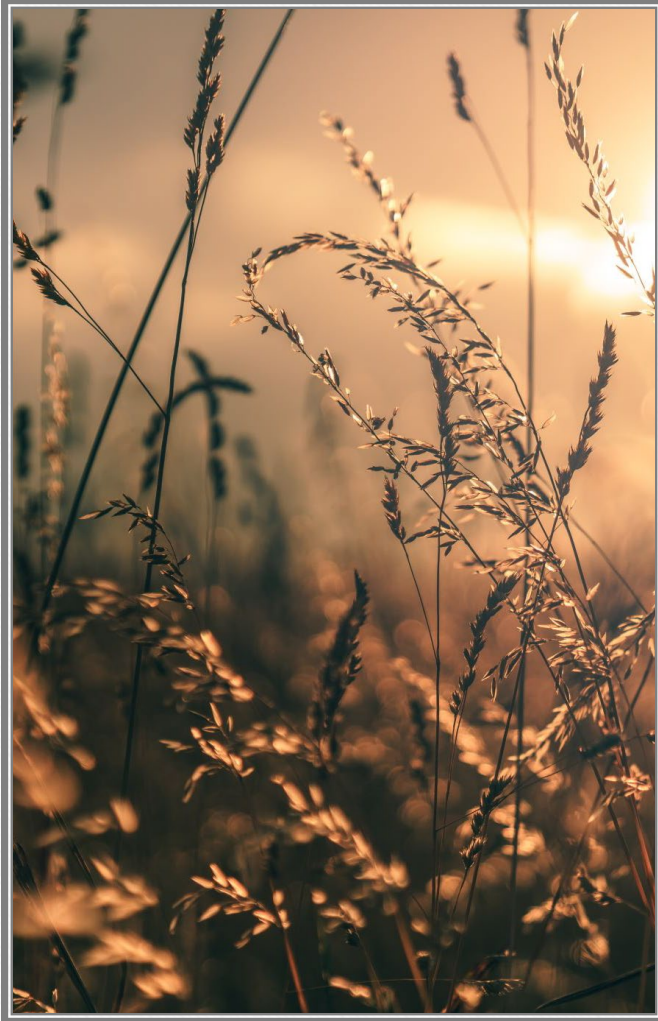
DIABETES CARE

Blood glucose tests are done by DSPs per medical provider orders.

- Protocols are needed for when and how often glucose testing is done.
- Training must be documented.

GLUCOSE TESTING





Protocols should contain:

- Information on symptoms of low and high blood glucose levels.
 - Staff response to abnormal test results.
 - When to retest glucose levels.
 - When to seek higher levels of care.
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PROTOCOLS

INSULIN

Per ARM 37.34.113 Health and Medication Administration Manual, DSPs MAY NOT administer injectable medications such as insulin with the exception of two emergency medications i.e., epinephrine and glucagon.

REGARDING INSULIN

DSPs MAY NOT:

- calculate insulin doses
- draw up insulin
- administer insulin
- manage insulin pumps
- tell or show a client how much insulin to inject



DUTIES OF DSPs

For more information on DSP duties with instructions on the items listed in this presentation, please see **Best Practice Guidelines: DSP Duties on the Website.**