Medication Administration Training Course Overview

The online version of the Medication Administration Training Course continues to teach unlicensed staff in applicable licensed settings to safely administer medication. The online Medication Administration Training Course retains the train the trainer concept but has updated the delivery strategy to blend the use of online training and classroom learning.   New and existing trainers can register online for the course at the Medication Administration Training Course website at https://medadmin.myodp.org/

Online Registration and Payment

For instructions about registration go to: https://palms-awss3-repository.s3.us-west-2.amazonaws.com/Communications/ODP/2022/ODPANN+22-091+New+Medication+Administration+Platform+Now+Available.pdf
To access payment go to: https://noncredit.temple.edu . For help, go to: www.mahelpdesk.com

Course Outline

The Medication Administration Training Course uses a train the trainer model to teach medication administration. For trainers, licensed or unlicensed, completion of the whole course reviews the concepts and familiarizes trainer candidates with the information and materials they need to implement, teach, and monitor the course at their provider.

The information is delivered using both online and classroom presentations. Trainers and students will work independently on the online lessons; however, an option for group presentation of the online material will be available for students in providers without sufficient numbers of computers to support independent learning. All examinations will be done online, independently for both trainers and students. Students for whom the group presentation option is used must still complete the examinations online, independently.

Trainers

All new trainers are required to take the 2022 online course. Existing trainers are required to take the 2022 online course when their certification expires. Existing trainers using the paper course must ensure that all requirements are completed by December 31, 2023.

Only trainers who were initially trained in the paper course can teach the paper course. All trainers may monitor students and practicum observers.

Please be advised that the 2004 paper course as well as the 2004 and 2013 manuals will be discontinued and unavailable for use after December 31, 2023. All previous medication administration training course materials will be archived and will no longer be available to access. Providers who currently only provide the paper course will need to plan to operationalize the online course prior to December 31, 2023

The process for trainers to complete the medication administration training course as of August 1, 2022, appears below. Trainer candidates are required to be employed for 6 months by their provider, they are required to have successfully completed the standard medication administration course at the provider if they are unlicensed, and they are required to work in or with staff who work in an eligible licensed setting.

- Step 1: Registration
    - Login to the Medication Administration Program website, https://medadmin.myodp.org/
    - Complete the registration process. We have developed specific directions for Train-the-Trainer registration. That can be accessed at in the Resource tab under "New Providers".
    - Primary contact verifies employment with the provider for 6 months and completes online payment.
    - Online payment is completed at https://noncredit.temple.edu.
- Step 2: Completing Online Train the Trainer Lessons and Quizzes
    - Trainer candidates complete Lessons 0 – 9 and the quizzes.
    - Trainer candidates have two attempts to successfully complete each quiz. Trainers cannot move to the next lesson until the quiz is successfully completed. If the trainer is unsuccessful with the two attempts, they will then need to contact the Help Desk for additional instructions.
    - There is an area associated with Lesson 8 – *Documentation* that provides practice activities simulating the written documentation testing process. **It is highly recommended that trainer candidates and students practice using the technology prior to taking the examination.**
- Step 3: Completing the Online Examinations
    - Online examinations consist of a multiple choice exam and the written documentation exam which is in four parts.
    - Trainer candidates have two attempts to successfully complete the examinations. If the trainer is unsuccessful with the two attempts, they will then need to contact the Help Desk for additional instructions.
- Step 4: Completing the Role of the Certified Trainer Series – Lessons A – F.
    - Once the trainer candidate has successfully completed the online examinations, they can proceed to the Role of the Certified Trainer lessons.
    - An introductory lesson and then 6 separate training lessons comprise "The Role of the Certified Trainer series, including information about training students, training practicum observers, and performing monitoring activities.
    - Trainer candidates have two attempts to successfully complete each quiz for Lessons A

through F. Trainer candidates may not move to the next lesson until the quiz is successfully completed. If the trainer is unsuccessful with the two attempts, they will then need to contact the Help Desk for additional instructions.
- o Once the quiz for Lesson F is successfully completed, trainer candidates can register for the Face-to-Face Classroom Presentation training.

- Step 5: Face to Face Classroom Presentation
  - o Trainer candidate registers for site (if not virtual) and date for Face to Face Classroom Presentation.
  - o Trainer candidate attends the Classroom Presentation and successfully presents the assigned activity A copy of the Medication Administration Train the Trainer Course manual is emailed to each trainer candidate.
  - o Once the trainer candidate has successfully completed the face to face Classroom Presentation then they will receive their certificate.

Medication Administrators (Students)

Existing medication administrators do not need to take the 2022 Standard Medication Administration Course to maintain their certification. They should continue to administer medication and be monitored by either a trainer or practicum observer.

Trainers of the 2022 Standard Medication Administration Course will teach the face to face Classroom Presentation and give students access to the online course and examinations. There is no student manual with the 2022 course. After successfully completing the course, students will continue to have access to the online lessons and quizzes as a resource. They can print the transcripts for reference.

The process for students to be qualified to administer medication differs somewhat from the process to become a trainer. Medication administration students at the provider level must successfully complete four components to be qualified to administer medication. These include the online lessons and quizzes, the face to face classroom presentation, online examinations and skill competency testing including observations of students administering medication. The online lessons are the same as those that trainer candidates complete except students are not required to complete Lesson 0 – *Trainer Introduction* Students complete the Classroom Presentation prior to testing in order to review the information from the online lessons and ask questions. They will also practice documentation skills and may practice the skills of medication administration.

Summary

The table below summarizes the requirements for trainer candidates and medication administration students at the provider level.

Lesson Number	Lesson Name	Trainer Candidate	Student	Practicum Observer
0	Trainer Introduction	X		
1	Introduction	X	X	
2	Observation	X	X	
3	Report Changes	X	X	
4	Communication and the Health Care Practitioner Visit	X	X	
5	Recording and Storage of Medication	X	X	X
6	Handwashing and Gloving	X	X	
7	Administration	X	X	X
8	Documentation	X	X	X
9a	Medication Errors for Students		X	
9b	Medication Errors for Trainers	X		
	Classroom Presentation	X	X	

Implementing the 2022 Online Course

How you implement the 2022 online course at your provider may vary depending on a variety of factors. Larger providers might approach medication administration training as part of a larger training program. They may have multiple trainers and possibly a lead trainer or training director. In this case, the trainers would need to coordinate the provider approach to the training to assure consistency across the provider. Providers with a single trainer may need to coordinate with other staff at the provider in regard to tracking and maintaining training records.

This course has elements designed to be completed independently online by students and others presented by the trainer to the students. The provider approach to implementation of the course may differ depending on how and when your provider teaches unlicensed staff to administer medication. If you teach medication administration as part of orientation training, then you may have a number of students taking the course at the same time. Depending on resources, your provider may not have enough computers in one place for all students to complete the lessons online at the same time. One approach to this situation would be to have the students sit together in a room to view the online lessons. There are technical instructions for how students access the online lessons and how they move forward to testing that will become available once the trainer is certified. Keep in mind, all students must complete the online testing independently.

Existing certified medication administration trainers are not required to complete the 2022 online course until they are scheduled for recertification. Existing Practicum Observers and medication administrators do not need to take the 2022 online course to maintain their qualification. The practicum observers' requirements for the requalification remain the same. The annual practicum requirements remain unchanged for the medication administrators.

Qualified Medication Administrators

Once a student has been qualified to administer medication, they have annual practicum requirements for requalification. The requirements for the annual practicum remain the same. The annual practicum is completed either by a trainer or a practicum observer. The annual practicum is designed to be done

throughout the year rather than just at the end of the year. The forms to document the student's successful completion of the course and annual practicum are presented in Role of the Certified Trainer lessons and are available in Trainer Resources. These completed forms are used by licensing to ensure your provider compliance with regulations regarding medication administration.

New Providers

New providers, by definition, will not have staff that have been employed by the provider for 6 months. To accommodate the use of the medication administration training course by new providers, there is a webcast to introduce them to medication administration. This webcast reviews policies and practices that need to be addressed by each provider and will assist the new provider in developing their provider medication administration program. This webcast must be viewed by the provider. It is required that provider administration reviews it in addition to the trainer candidate. Within the webcast there is information about registration procedures for new provider trainer candidates.

For the purposes of registering as a trainer in the 2022 online course, the completion of the webcast meets the requirement for 6 months of employment at the provider and previous training in the Medication Administration Program. To view this webcast, go to https://medadmin.myodp.org and click on *Resources* tab > *New Provider*.

Questions

Please refer to ODP Announcement 22-091 "New Medication Administration Platform Now Available" https://palms-awss3-repository.s3.us-west-2.amazonaws.com/Communications/ODP/2022/ODPANN+22-091+New+Medication+Administration+Platform+Now+Available.pdf   and Announcement 22-104 "Medication Administration Standard Student Courses Now Available on MedAdmin" https://palms-awss3-repository.s3.us-west-2.amazonaws.com/Communications/ODP/2022/ODPANN+22-104+Medication+Administration+Standard+Student+Courses+Now+Available+on+MedAdmin.MyODP.org.pdf   Please view Frequently Asked Questions (FAQs) on the Medication Administration Training Program page, https://harrisburg.temple.edu/grants/medication-administration-training-program for additional information about the Program.   You will find the detailed registration instructions at that location also. Please contact the Medication Administration Help Desk at www.mahelpdesk.com if you have further questions.