

Medication Administration Initial Training Requirements Schedule, New Handwashing/Gloving Grade Activity, and Train-the-Trainer Winter/Spring 2023 Schedule

ODP Announcement 22-125

AUDIENCE:

Medication Administration Trainers, Medication Administration Primary Contacts, and All Interested Parties

PURPOSE:

To inform all interested parties that the Observation timeframe schedule for Initial Training Requirements has been reduced. If the required initial medication administration observations have not been completed successfully within 90 days, the student must repeat the entire standard medication training course.

To inform all interested parties that Trainers will now be responsible for marking the Handwashing/Gloving Total grade activity in the Medication Administration Student course.

To advertise the Train-the-Trainer Winter/Spring 2023 Face-to-Face Schedule.

DISCUSSION:

Initial training is to be documented on the [Initial Summary and Qualifications form](#).

In order to administer medications, the following requirements must be successfully completed:

- Standard student course – lessons 1 through 9 including quizzes for each lesson
- Multiple choice and Written Documentation Exams – must earn a total of at least 90 points
- Handwashing and Gloving Skills Demonstrations – must pass both skills worth 5 points each
- 4 Medication Administrations Observations (to be completed within 30 days of passing the examinations and skills demonstrations)

Any student who has not completed the medication observation within 30 days of passing the course and examinations must adhere to the following schedule in order to be qualified to administer medications:

- 31 to 60 days: Student must successfully complete the balance of the original 4 observations plus 2 additional medication observations
- 61 to 90 days: Student must successfully complete the balance of the original 4 plus 3 additional medication observations
- If the initial observations are not successfully completed within 90 days, the student must repeat the entire standard student medication training course!

This new timeframe is in effect as of 12/1/2022. This replaces ODP Announcement: 039-16.

On January 3rd, 2023, Trainers will be responsible for marking the Handwashing/Gloving Total grade activity in the Medication Administration Standard Student course. This activity is worth 10 points (5 for Handwashing, 5 for Gloving) and counts towards the student's Post Test score (this will now equal a total of 100 points). This grade will be located after the Classroom Presentation grade activity. **Only enter the total score if the student passed both activities.** Students with certificates before this date will not be required to have their grade entered in the system. Please mark this activity for students that are currently taking the course as of January 3rd, 2023 and have not yet received their certificate.

How to Mark Manual Grades

The Trainer will be responsible for marking the grades for the following activities:

Classroom Presentation (Standard Course)

Handwashing/Gloving Total (Standard Course)

Multiple Choice Remediation (Standard Course)

Written Documentation Remediation (Standard Course)

Written Documentation Score (Practicum Observer)

Add Paper Exam Grades

To mark the student grades, click on the activity in the student course you are facilitating, and then choose the group (class) you are grading for. Once the class is selected, click on the 'Grade' button.

Separate groups TEST

Grading summary

Participants

[View all submissions](#) [Grade](#)

You will then search for a student in the Change user box or select them from the dropdown. Enter the Grade in the 'Grade' field, add comments if preferred, and then click on 'Save changes' to notify students that their grade has been marked.

Course: [Medication Administration...](#)
Assignment: [Classroom Presentat...](#)

Lance (Student) Sanderson
sandersonlance@yahoo.com

Change user

1 of 1

Submission

This assignment does not require you to submit anything online

Graded

Learner cannot edit this submission

[Comments \(0\)](#)

Grade

Grade out of 1 **1**

Current grade in gradebook

[1.00](#)

Feedback comments

Notify learners [Save changes](#) [Reset](#)

Winter/Spring 2023 Face-to-Face Schedule: January through March 2023

All Train-the-Trainer Face-to-Face Classes will continue to be virtual through March 30, 2023. Classes for New Trainers and Recertifying Trainers will be held separately. New Trainer classes are for first-time trainers designated as New Trainer and start at 8:30 AM. Recertifying Trainer Classes are available in the morning and in the afternoon according to the schedule below. Morning classes are designated as AM Recertification classes and will start at 8:30 AM. Afternoon classes are designated as PM Recertification classes and will start at 1:00 PM.

<u>Day</u>	<u>Date</u>	<u>Type</u>	<u>Day</u>	<u>Date</u>	<u>Type</u>
<u>January</u>			<u>March</u>		
Tuesday	1/24/2023	New	Wednesday	3/1/2023	New
Wednesday	1/25/2023	New	Thursday	3/2/2023	New
Thursday	1/26/2023	PM	Tuesday	3/7/2023	New
Tuesday	1/31/2023	AM	Wednesday	3/8/2023	AM
<u>February</u>			Thursday	3/9/2023	New
Wednesday	2/1/2023	New	Tuesday	3/21/2023	AM
Thursday	2/2/2023	New	Wednesday	3/22/2023	PM
Wednesday	2/8/2023	New	Thursday	3/23/2023	New
Thursday	2/9/2023	AM	Tuesday	3/28/2023	New
Tuesday	2/14/2023	New	Wednesday	3/29/2023	AM
Wednesday	2/15/2023	PM	Thursday	3/30/2023	AM
Thursday	2/16/2023	New			
Tuesday	2/28/2023	AM			

The full details about the Face-to-Face class will be provided once you have successfully completed the post test exams and the Role of the Certified Trainer sections in the [Medication Administration Train-the-Trainer course](#).

Instructions for accessing the Train-the-Trainer course in the new Medication Administration platform can be found in [ODP Announcement 22-091](#).

In addition, if you have questions about start times, assignments, handouts, etc. please contact the Medication Administration Help Desk Portal: www.mahelpdesk.com.

*** You may to select Face-to-Face classes in first-come first-served order once you have successfully completed your exams. There is a finite number of seats in each class and some classes will reach capacity.

**** We may cancel a class date if enrollment in that class is too low.