

# Medication Administration Train-the-Trainer Quarter 1 (Q1) 2024 Course Schedule

## ODP Announcement 23-106

### AUDIENCE:

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

### PURPOSE:

To publish the 2024 Quarter 1 (Q1) Train-the-Trainer Face-to-Face course schedule.

### DISCUSSION:

Please refer to [Announcement 23-105](#) regarding important changes beginning January 1, 2024.

#### **Q1 2024 Face-to-Face Schedule: January through March 2024**

All Train-the-Trainer Face-to-Face classes will continue to be virtual through March 31, 2023. Classes for new trainers and recertifying trainers will be held separately. New trainer classes are designated for first-time trainers 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>
<b><u>January</u></b>			<b><u>March</u></b>		
Wednesday	1/31/2024	New	Wednesday	3/6/2024	New
<b><u>February</u></b>			Thursday	3/14/2024	AM
Thursday	2/1/2024	AM	Wednesday	3/20/2024	New
Wednesday	2/7/2024	New	Wednesday	3/27/2024	PM
Thursday	2/22/2024	PM	Thursday	3/28/2024	New
Thursday	2/29/2024	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 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](http://www.mahelpdesk.com).

Please note: 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. Classes may be canceled if course enrollment is too low.