

# Medication Administration Updated Student Courses Reminder and July-December 2024 Train-the-Trainer Face-to-Face Schedule

## ODP Announcement 24-070

### AUDIENCE:

Medication Administration Trainers and Medication Administration Primary Contacts

### PURPOSE:

To remind Medication Administration trainers that updated Medication Administration Student Courses were released on July 15, 2024.

To advertise the Train-the-Trainer July-December 2024 Virtual Face-to-face schedule.

### DISCUSSION:

**REMINDER!** Updated Medication Administration Student Courses were released on July 15, 2024 which updated the online quizzes and online examinations. For details see [ODP Announcement 24-043](#). The new courses are entitled “(2024 Independent) Medication Administration Standard Student Course” and “(2024 Group) Medication Administration Standard Student Course”. The old courses are now titled with the “2022” prefix.

**Learners who have already enrolled and begun the 2022 Student courses before July 15, 2024 may complete the 2022 course. All other learners should enroll in and take the 2024 Independent course.**

**Enrollment keys that were created for 2022 will not work for the 2024 courses. Trainers should create new classes in the 2024 course and use the enrollment key generated to enroll new users in the 2024 course.**

**\*Please Note: Scores and enrollments cannot be transferred between courses.**

If you have never created a student class...

Go to one of the first two (2) items listed under Trainer Resources

- You can listen to the recorded webinar
- You can follow the steps in the PDF

[Student Class Creation Walkthrough for Med Admin Trainers \(Recording\)](#)

[Student Class Creation Walkthrough for Med Admin Trainers \(PDF\)](#)

When following the steps, you must select the **type of class** you are planning to create:

Independent, Group, or Practicum Observer.

You do that by selecting one of the three (3) types of classes from the Dashboard

- You will see Create Group (Classes are referred to as **groups**)

The **full class name** will be your LastnameFirstnameAgencyNameDate (start date of class)

Example: JonesSharon\_ABCAgency\_20220924

You will receive an email when your class is created (almost immediately) with class name and an enrollment key and 4 (four) documents with links.

You students will have to create an account in the new system. <https://medadmin.myodp.org>

- Click on Register/Log In
- On the next page, they will need to create an Account and fill in all the required fields. Make sure you tell them what type of class they are enrolled in (student independent or student group or practicum observer).
- Click Request Account

After the student has created an account, the trainer should be able to find them in the system and the student should be able to enroll in the class with the instructions and enrollment key given by trainer.

**Face-to-Face Schedule July through December 2024**

All Train-the-Trainer Face-to-Face Classes will continue to be virtual through December 31, 2024. Classes are posted for dates through December 31, 2024. 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>
<b><u>July</u></b>			Wednesday	09/11/2024	New
Wednesday	07/31/2024	AM	Thursday	09/12/2024	New
			Tuesday	09/17/2024	New
<b><u>August</u></b>			Wednesday	09/18/2024	New
Thursday	08/01/2024	New	Thursday	09/19/2024	PM
Tuesday	08/13/2024	New	Tuesday	09/24/2024	AM
Wednesday	08/14/2024	PM	Wednesday	09/25/2024	New
Tuesday	08/27/2024	New			
Wednesday	08/28/2024	New	<b>OUTAGE PERIOD</b>	<b>09/26/2024-10/10/2024</b>	
<b><u>September</u></b>			<b><u>October</u></b>		
Thursday	09/05/2024	New	Tuesday	10/22/2024	New
Tuesday	09/10/2024	AM	Wednesday	10/23/2024	AM
			Thursday	10/24/2024	New

<u>Day</u>	<u>Date</u>	<u>Type</u>
Wednesday	10/30/2024	PM
Thursday	10/31/2024	New

**November**

Wednesday	11/06/2024	New
Thursday	11/07/2024	PM
Wednesday	11/13/2024	New
Thursday	11/14/2024	New
Tuesday	11/19/2024	New
Wednesday	11/20/2024	AM
Thursday	11/21/2024	New
Tuesday	11/26/2024	New
Wednesday	11/27/2024	AM

**December**

Tuesday	12/03/2024	New
Wednesday	12/04/2024	AM
Thursday	12/05/2024	New
Tuesday	12/10/2024	PM
Wednesday	12/11/2024	New
Tuesday	12/17/2024	New
Wednesday	12/18/2024	New

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 \(www.medadmin.myodp.org\)](http://www.medadmin.myodp.org).

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](http://www.mahelpdesk.com).

\*\*\* Face-to-Face classes are available in a 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.