Medication Administration Online System Notifications, Proof of Qualification, How-to Guidance, and January–March 2025 Train-the-Trainer Face-to Face-Schedule

ODP Announcement 24-127

AUDIENCE:

Medication Administration Trainers and Learners

PURPOSE:

To notify Trainers and Learners of the following:

1. To reach out to the MA Help desk if the student does not pass their second attempt at the Post Test for account reset.

2. If a student earns a Post Test total of 89.5 points, it will be rounded up to 90 and considered a passing score.

3. 3 additional Observation checks are now available in the 2024 online student courses for those that did not complete the initial 4 observations within 30 days of passing the exams.

4. A link is now available on the student course page for students to view their User Report.

5. Reminder: The "Trainer Attestation of Qualification" and the "Complete to access Acknowledgement of Qualification" activities serve as the 'online' signatures, replacing the physical signatures.

6. Reminder: The 2022 student courses should no longer be used after January 31, 2025. Activities will no longer be available to students after this date. Please complete the 2022 student courses before this date and start new classes with the 2024 student courses.

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Contains a Proof of Qualification guide for Qualified Medication Administrators, Certified Trainers, and Qualified Practicum Observers.

To provide guidance to Trainers on how to do the following in the online Medication Administration system:

    A. Enter the Grade and Date of the Medication Observations

    B. Enter the Trainer Attestation Grade

    C. Print the User Report

To advertise the Train-the-Trainer Face-to-Face Schedule from January – March 2025.

DISCUSSION:

Notifications

1. At this time, the best way to reset a student's course so that they can restart and repeat the course is for is for the helpdesk (www.mahelpdesk.com) to remove their account profile. If your student does not pass with at least a Post Test total of 90 points after completing their first and second attempts to the exams, please contact the help desk. Please do not instruct your student to create their profile again prior to contacting the help desk (www.mahelpdesk.com). There are steps that the helpdesk must complete first.

2. If a student earns a Post Test total of 89.5 points, it will be rounded up to 90 and considered a passing score.

3. The 3 additional medication administration observation checks are now available online in the 2024 student courses for those who did not complete the initial 4 observations within 30 days of passing the exams. These 3 additional observation checks are not required for students who completed the 4 observations within the 30-day period (*see remediation guidelines in* ODPANN 24-033). Documentation of the 3 additional observation checks are included in the User Report in the 2024 courses. Please discontinue use of the "Initial Observation Remediation Form - Addendum to the User Report" in Trainer Resources after the 2022 courses close on January 31, 2025.

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 o Reminder:

- Any student or candidate who has not successfully completed all four (4) medication observations within the 30-day period will be allowed an additional 30 days to complete the balance of the four (4) observations plus an additional two (2) within a 60-day period or a total of 6.

- Any student or candidate who has not successfully completed all four (4) medication observations within the 30-day period will be allowed an additional 60 days to complete the balance of the four (4) observations plus an additional three (3) within a 90-day period or a total of 7.

4. A link is now available on the student course page for students to view their User Report (listed after the Acknowledgement of Qualification).

5. Reminder: The "Trainer Attestation of Qualification" and the "Complete to access Acknowledgement of Qualification" activities serve as the 'online' signatures, replacing the physical signatures. The Trainer Attestation date is required for the User Report to be considered complete and staff may not administer medication until that step is done. The date the Trainer Attestation was completed will be printed on student Acknowledgements of Qualification issued after January 2, 2025.

6. Reminder: The 2022 student courses should no longer be used after January 31, 2025. Activities will no longer be available to students after this date. Please complete the 2022 student courses before this date and start new classes with the 2024 student courses.

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Qualified Medication Administrator Timeline

Prior Jan 1, 2024:

Proof of qualification:

- Initial Summary and Qualification Form (on paper)

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- Most Recent Annual Practicum Form (on paper, due annually following the initial qualification date)

Dec 29, 2024

The final announcement was posted to discontinue paper exams after 12/31/2024.

Note: Previous notifications were sent approximately quarterly during 2023.

Jan 1, 2024:

Proof of qualification:

-User Report (online, 90 points on the post-test total and 4 medication observation grades required, with a handwritten signature)

Note: A score of 89.5 is acceptable.

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Most Recent Annual Practicum (on paper, due annually following the 4th and/or final initial medication observation date)

Jan 5, 2024:

The acknowledgment of qualification indicates all medication administration student course requirements have been met.

Jan 23, 2024:

Proof of qualification:

-User Report (online, 90 points on the post-test total and 4 medication observation grade and *dates* required, with a handwritten signature)

Note: A score of 89.5 is acceptable.

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Most Recent Annual Practicum (on paper, due annually following the 4th and/or final initial medication observation date)

Feb 6, 2024:

The trainer attestation activity was added to the system. The User report can still contain a handwritten signature until March 1st.

Mar 1, 2024:

Announcement posted-trainers need to enter attestation to replace Trainer signatures

Proof of qualification:

-User Report (online, 90 points on the post-test total and 4 medication observation grades and dates, and *Trainer attestation* required)

Note: A score of 89.5 is acceptable.

&

Most Recent Annual Practicum (on paper, due annually following the 4th and/or final initial medication observation date)

Dec 23, 2024:

Additional Observations 5, 6, & 7 for purposes of remediation became available in the 2024 Online Student Courses and listed on the 2024 courses' User Report.

Certified Trainer

Proof of Certification:

-Certified Trainer Certificate (recertification is required every three years. A trainer candidate must retake the New Trainer course if it has been four years since their last certification)

Practicum Observer

Proof of Qualification:

-Summary and Qualification Initial Training Form

-Most recent Summary and Requalification Form due every 3 years

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How-To Guidance

A. Enter the Grade and Date of the 4 Medication Observations

After a student passes the Post Test (with at least 90 points), Observation Checks should be completed within 30 days. The Observation Check activities are located directly below the Post Test section on the Student Course pages and need to be completed by the Trainer. If additional medication observations are necessary as noted in #3 above, enter those also. Once the medication observations are completed, the Trainer will enter the Trainer attestation grade, the student will access their Acknowledgement of Qualification, and then the Trainer will save and print the User Report. To grade each observation check, please follow the steps below.

1. Click on the Observation activity that requires grading.

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2. On the activity page, select the Group (Class) you are grading for and click on the Grade icon.

Observation Check 1

Receive a grade

The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered

Trainers enter the date the observation was completed in the Feedback column.

[View all submissions] [Grade]

Grading summary

Separate groups | Class Name

3. Change and select the user in the right-hand corner that requires grading and enter in a 1 in the Grade field. **IMPORTANT* Enter the date in the Feedback field with the following format MM/DD/YYYY.** After the grade and date has been entered, click Save changes.

Standard Student Course
Student's Name
Student's Email

◄ Change user ▼ ►
1 of 2 ▼ Reset table preferences

Submission
This assignment does not require you to submit anything online
Graded
Student cannot edit this submission

▶ Comments (0)

Grade
Grade out of 1
1.00
Current grade in gradebook
1.00

Feedback comments

12/02/2024

Notify student ☑ ❓ [Save changes] [Save and show next] [Reset]

Note* You can return to the activity and add the date if it was missed upon the first Save.

If your student did not complete the initial 4 medication observations within 30 days of passing the exams, record the additional medication observation remediation dates by following the above instructions.

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B. Instructions for how to mark the new Trainer Attestation manual grade.

Following March 1, 2024, Trainers will need to attest that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion. To grade the attestation, please follow the steps below.

1. Click on the "Trainer Attestation of Qualification" activity under the Acknowledgement of Qualification section in the online student course.

2. Select the Group (Class) you are grading for and click on the Grade button.

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3. Enter a 1 in the Grade field to attest that the student completed all course requirements and then click on save changes.
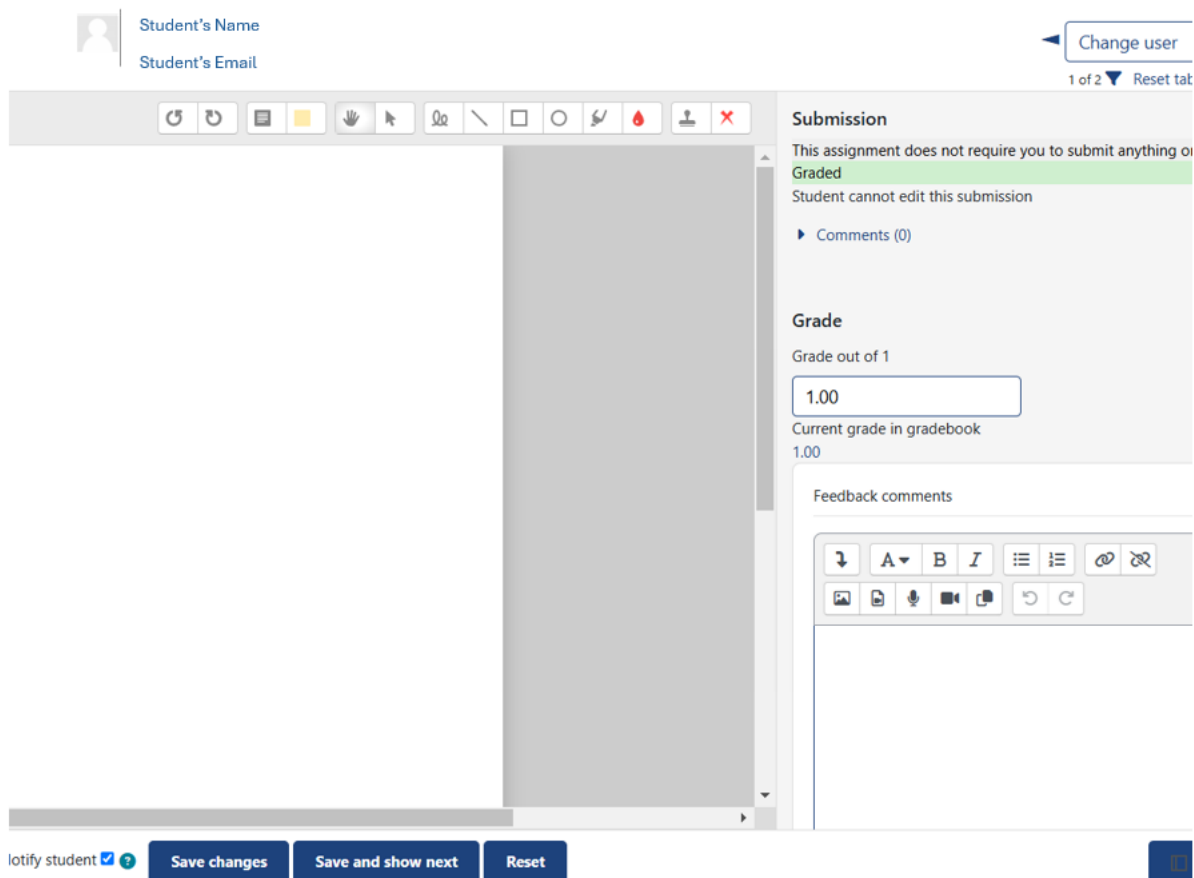
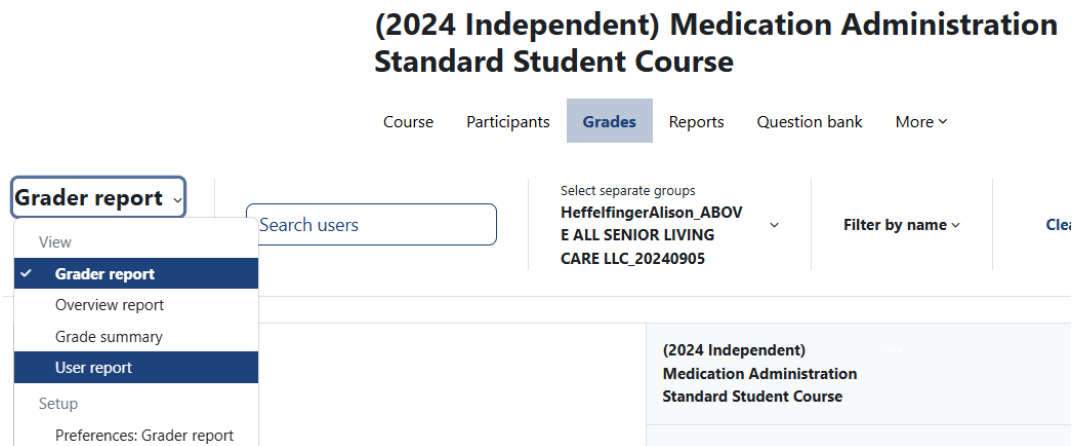## C. Accessing the User Report (Initial Summary & Qualification Form)

After all Observations have been completed, Trainers may access the User Report for their students to act as their Initial Summary and Qualification Form. To access the report, please follow the steps below.

1. After grading, return to the course page. At the top of the course, click the Grades link under the course title.
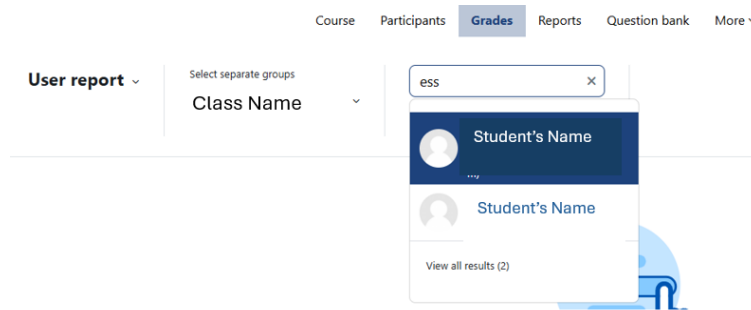
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2. Select the Group (Class) your student is in and change the Grader Report dropdown to "User Report."

3. Start typing the student you wish to view the report for. Select the student's name.

4. You will be taken to the student's User Report, which will act as their Initial Summary & Qualification Form.

Grade item	Grade	Range	Feedback
∨ (2024 Independent) Medication Administration Standard Student Course			
∨ Post Test			
∨ Handwashing/Gloving			
ASSIGNMENT Handwashing/Gloving Total Grade	✓ 10.00	0–10	
Σ AGGREGATION Handwashing/Gloving total	10.00	0–10	
∨ Multiple Choice			
QUIZ Post-Test (Multiple Choice)	44.00	0–50	
QUIZ Post-Test (Multiple Choice) 2	-	0–50	
Σ AGGREGATION Multiple Choice total	44.00	0–50	
∨ Written Documentation			

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5. If you would like to print the report, please use your browser's print feature to Print as a pdf or as a paper copy. For most browsers, you can right click the page and click on "Print."

6. A pop-up will show asking the print type. Either Save as PDF for a downloadable copy or use your printer.

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F2F Schedule January through March 2025

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.

	January	**F2F Class**
Tuesday	1/21/2025	New Trainer Certification
Monday	1/27/2024	PM Recertification
Tuesday	1/28/2025	New Trainer Certification
	February	**F2F Class**
Monday	2/3/2025	AM Recertification
Tuesday	2/4/2025	New Trainer Certification
Monday	2/10/2025	New Trainer Certification
Wednesday	2/12/2025	New Trainer Certification
Tuesday	2/18/2025	PM Recertification
Wednesday	2/19/2025	New Trainer Certification
Monday	2/24/2025	New Trainer Certification
Tuesday	2/25/2025	AM Recertification
	March	**F2F Class**
Monday	3/3/2025	AM Recertification
Tuesday	3/4/2025	New Trainer Certification
Monday	3/10/2025	New Trainer Certification
Wednesday	3/12/2025	New Trainer Certification
Monday	3/17/2025	PM Recertification
Tuesday	3/18/2025	New Trainer Certification
Monday	3/24/2025	AM Recertification
Tuesday	3/25/2025	New Trainer Certification

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