



Reminder for Certified Trainers: Medication Administration Guidance for training at multiple Eligible Providers

ODP Announcement 25-082

AUDIENCE:

Medication Administration Trainers, Agency Administrators, and Primary Contacts

PURPOSE:

To provide guidance for Certified Trainers that train for multiple eligible providers

DISCUSSION:

As per the Medication Administration Trainer Manual, Medication administration trainers with a current certification may teach the course in multiple, eligible provider settings. These trainers take their certification with them when they change employers. Their certificate will remain valid as long as they meet the recertification requirements in the timeframe indicated on their certificate and they continue to work in an eligible provider setting. Trainers should provide their new employer with a copy of their current certificate. Trainers that also administer medication must provide documentation of their current Annual Practicum.

Trainers may train and monitor students at an eligible provider different from their employer provided that the contract for their services is between providers and not between the other provider and the trainer. Trainers may not train outside of their provider without such an agreement. As well, trainers must be employed by an eligible provider in order to train on the course. Trainers contracted with an outside eligible

provider are responsible not only for the initial training, but also for the on-going monitoring of the medication administrators at that provider.

As a reminder, the other agency must be licensed or enrolled by the Department and the trainer cannot be an independent contractor.

Failure to adhere to the requirements above could result in suspension or termination of the trainer's certification.

To verify training for an eligible provider, submit a ticket through www.mahelpdesk.com. The Help desk will:

1. Verify the eligible provider
2. Update the trainer profile with the additional eligible provider information
3. Create a new class for the additional eligible provider and provide an enrollment key for that class to the trainer

Please review the attached document, *"Maintaining your Trainer Certificate"*, for instructions on ensuring your certificate may be used to teach in eligible provider settings.

CONTACT:

If you have any questions regarding this announcement, please submit a ticket through www.mahelpdesk.com.