

Medication Administration and Face-to-Face Class Schedule Summary:

Certified Trainer Extensions

In response to the COVID-19 State of Emergency and actions that are being instituted throughout Pennsylvania in an attempt to slow the spread of COVID-19, the Office of Developmental Programs (ODP) will be extending the Medication Administration Course Trainer Certification for currently certified trainers to August 31, 2020.

Annual Practicum Extensions

In response to the COVID-19 State of Emergency and actions that are being instituted throughout Pennsylvania in an attempt to slow the spread of COVID-19, the Office of Developmental Programs (ODP) will allow individuals whose Annual Practicums are due between March 15 and May 31 of 2020 to have an extension. Please plan to complete those Annual Practicums by June 30, 2020.

After May 31, 2020, please return to the original schedule. If an observation was due on March 20 and the next observation is due on September 20, even if the first observation now occurs on June 20, the next observation is still due on September 20, 2020.

Please attach a copy of this document referencing Annual Practicum Extensions to the Annual Practicum form of any staff person whose schedule is affected.

****Please note:** Initial Observations required for new medication administrators must be completed according to the original schedule before staff are permitted to administer medications.

Please direct additional questions to the help desk: www.mahelpdesk.com.

Temporary Use of the Modified Medication Administration Training Course

55 Pa.Code Chapters 2380, 2390, 6100, and 6400 provides that a staff person can administer medications to individuals if the staff person successfully completes an ODP-approved medication administration course. A “standard” medication administration course is required to administer medications in Community Homes, Adult Training Facilities, and Vocational Facilities. A modified version of the course is available for life sharers and service locations that are not licensed by ODP.

In order to ensure that individuals who require assistance with medication receive such assistance, new staff may administer medications after they complete all of the following steps:

1. Complete ODP’s Modified Medication Administration Training Course, available on www.MyODP.org (<https://www.myodp.org/course/index.php?categoryid=11>), and
2. Receive training from the provider on the use of the provider’s medication record for documenting the administration of medication, and

3. Are observed administering medications four times by a Certified Medication Administration Trainer or Certified Medication Administration Observer, *unless* a trainer or observer is not available due to COVID-related conditions. Observation may be conducted in-person or remotely using video interface technology; remote observation is encouraged to maintain social distancing, and
4. Are observed applying proper handwashing and gloving techniques one time by a Certified Medication Administration Trainer or Certified Medication Administration Observer, *unless* a trainer or observer is not available due to COVID-related conditions. Observation may be conducted in-person or remotely using video interface technology; remote observation is encouraged to maintain social distancing.

Providers must retain record of staff's completion of the Modified Medication Administration Training Course by retaining a copy of the certificate of completion.

For more information about the above accommodations please see ***Office of Developmental Programs Announcement 20-032. The Department of Human Services has also developed similar guidance with regard to Certified Trainer extensions and use of the Modified Medication Training Course entitled Temporary Medication Administration Training Alternative for Personal Care Homes and Assisted Living Residences and Certified Trainer Extension.***

Face-to-Face Classes

All traditional Train the Trainer Face-to-Face classes that were scheduled for March through June 2020 were cancelled.

To replace them, ODP and Temple University Harrisburg have collaborated to develop an online face-to-face class. This class was developed to be used during the COVID-19 State of Emergency and will not replace the traditional Face to Face once the Emergency is over.

The classes will be conducted using **Zoom**. You do not have to purchase Zoom in order to use it, however there are requirements that your computer or laptop must meet in order to use it. They are listed below at the end of this document..

If you were previously scheduled for a spring 2020 Face to Face class and you would like to participate in an online Face to Face class, **please review the schedule below and select a date.** Then contact the help desk at www.mahelpdesk.com and ask to be transferred to that class. If you have successfully completed the online testing in the Train the Trainer course you can register yourself for the Face to Face.

Types of Classes:

There are two different types of classes. There are classes for **New Trainer Candidates**. There are separate classes for **Recertifying Trainers**.

New trainers may not take a “Recert” class. New Trainer classes start at 9:00 and end by 4:00 pm. New trainers must have access to a microphone, speakers, and a camera in order to participate. The instructor must be able to see and hear you during the class.

The Recertification AM classes start at 9:00 am. The Recertification PM classes start at 1:30 PM. They are each about 3.5 hours. Recertifying trainers can select either an AM class or a PM class (not both). Recertifying trainers must have access to a microphone and speakers. Access to a camera is preferable, but not required for recertifying trainers.

The class schedule is below:

Date	Type of Class
4/21/2020	Recert
4/22/2020	Recert
4/23/2020	New
4/27/2020	Recert
4/28/2020 am	Recert
4/28/2020 pm	Recert
4/29/2020	New
4/30/2020	Recert
5/7/2020	New
5/12/2020 am	Recert
5/12/2020 pm	Recert
5/13/2020	New
5/14/2020 am	Recert
5/14/2020 pm	Recert
5/19/2020	New
5/20/2020	New
5/21/2020	New
6/2/2020 am	Recert
6/2/2020 pm	Recert
6/3/2020	New
6/4/2020 am	Recert
6/4/2020 pm	Recert
6/9/2020	New
6/10/2020	New
6/11/2020	Recert
6/16/2020	Recert
6/17/2020	New
6/18/2020	New

***Please continue to check announcements at <https://medsadmin.myodp.org> or <https://harrisburg.temple.edu/grants/medication-administration-training-program> to keep abreast of changes in procedures or updates in the face-to-face class schedule.**

Zoom Requirements

Smartphone

Zoom will work with your smartphone on iOS (iPhone) and Android platforms. You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when you do not have a microphone or speaker on your PC/Mac.

An internet connection – You will need broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using [Speedtest \(Links to an external site.\)](#).

- A microphone – built-in to your computer or USB plug-in or wireless Bluetooth.
- Built-in headset jack from laptop or desktop. Even if your laptop or desktop has speakers, you must plug in a headset so that the sound from the speakers does not cause an echo in the Zoom meeting. Any headset with a 3.5mm plug will plug in.

Additional information about Zoom use for Wi-Fi

When your mobile device is running in 3G or 4G/LTE mode, the **zoom** app will only send a maximum of 1MB/min of data in accordance with Apple's guideline for bandwidth usage for a data plan. It's our recommendation to **use WiFi** when possible for the best overall experience.

You must also have access to a microphone

- A USB headset with microphone and earphones is recommended. Please see [this list of recommended headsets \(Links to an external site.\)](#) by Logitech.
- Higher Quality USB Microphone recommendations
 - [Jabra USB Headphones \(Links to an external site.\)](#)
 - [Plantronics Headsets](#)

Webcams and Headsets

- A webcam - one which is built-in to your computer or one that connects to your computer via USB.
- If you'd like to use a higher quality USB camera, these are recommended by Zoom
 - [Logitech HD Webcams \(Links to an external site.\)](#)
 - [Microsoft HD Webcams](#)
- If you cannot find a webcam you can try getting a headset instead

- [H390](#)
- [Lifecat](#)

Other Information

- Users can also use their laptop speakers while they remain muted (to prevent echos/interference).
- Bluetooth headsets may be more difficult to use if you are not using a smartphone or tablet, and if you are not familiar with that technology and connection.
- Users should "join with computer audio" if they're connecting from a PC or laptop. They should also keep their microphone muted while not talking.

Supported Operating Systems

- Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
- Windows 10
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)