

Medication Administration Manual, Student Course, and Practicum Observer Access is Now Available

ODP Announcement 19-006 **UPDATE**

AUDIENCE:

All interested parties, Agency/Entity Administrators, Medication Administration Primary Contacts, Agency/Entity Training Directors, and Existing/Prospective Medication Administration Trainers employed by one of the following applicable Department of Human Services (DHS) or Department of Aging licensed environments:

Chapter 2380: Adult Training Facilities)

Chapter 2390: Vocational Facilities

Chapter 2600: Personal Care Homes

Chapter 2800: Assisted Living

Chapter 3800: Child Residential and Day Treatment Facilities

Chapter 6400: Community Homes for Individuals with Intellectual Disabilities that serve eight (8) or fewer individuals

Chapter 6600: Intermediate Care Facilities for Persons with Intellectual Disabilities that serve eight (8) or fewer individuals

Chapter 6600: Intermediate Care Facilities for Other Related Conditions that serve eight (8) or fewer individuals

Title 6 Aging, Chapter 11: Adult Day Services

PURPOSE:

To inform Medication Administration trainers that they can request training aids, including a document with links to the medication administration webcasts, transcripts for each lesson, a copy of quizzes and a quiz answer key. Similar training aids also are available for the Practicum Observer course.

UPDATE To inform interested parties involved with Medication Administration Courses of updates to the schedule. Training courses from March have been rescheduled. Please check the updated schedule for details.

DISCUSSION:

This method of access can be used by Medication Administration Course Trainers instead of using Matrainer Dashboard Course set up and online Mastudent Course Administration.

1. There have been numerous requests to allow more flexibility in providing the Medication Administration Training Course to unlicensed staff learning to pass medications. Trainers will now be able to request a document, which contains links to the medication administration webcasts and transcripts for each lesson. here is a similar set of documents available for the Practicum Observer course. Additionally, trainers will receive a copy of quizzes and a quiz answer key. **This permission is temporary. Once there is a new online version of the Medication Administration Training Course available, this permission will be rescinded.**
2. To request copies of the course material and quizzes, you must email maexam@temple.edu. You will be sent a link to a brief application. When you complete the application, your information will be reviewed and you will receive the materials you have requested. *Please note that this is a manual rather than automated process.
3. You may request Course Material and Quizzes or you may request the Course Material and Quizzes in addition to the Paper Test from the maexam@temple.edu email address.
4. As a part of this process, trainers are required to review course material with students rather than to allow them to take the course independently.
 - a. Please do not distribute the webcast links to the students separately
 - b. You may make copies of the transcripts available but please do not distribute the webcast links to students.
 - c. Please be sure to keep the quiz answers separate from the quiz documents.
 - d. Please do not distribute quiz answers or exam answers to students.
5. Please maintain student test scores and the students' initial summary sheets accordingly in order to prepare for later inspections.

6. There will be an announcement posted when the new online version is available and when the links expire.

FACE-TO-FACE CLASSES FOR SPRING 2019

Class requirements:

- The trainer candidate must already have registered for and completed the required online modules.
- The trainer candidate must have successfully completed all 10 quizzes with an 80% or higher.
- The trainer candidate must have successfully completed all exams (Multiple Choice and Written Documentation), with an overall course average of 90% or higher.
- A trainer candidate will automatically attain access to select an available Face-to-Face class, once he or she has successfully completed all of the above.
- There is no additional charge to attend the Face-to-Face class. It is part of the original fee.
- The Face-to-Face class is required for new trainers as well as for recertifying trainers.

Date County City

03/12/2019 – RESCHEDULED

03/13/2019 – RESCHEDULED

03/26/2019 – RESCHEDULED

03/27/2019 – RESCHEDULED

04/09/2019 – Luzerne County - White Haven

04/10/2019 – Berks County - Wernersville

04/11/2019 – Dauphin County – Harrisburg

04/16/2019 – Allegheny County – Monroeville/Pittsburgh **UPDATED**

04/17/2019 – Somerset County – Somerset **UPDATED**

04/24/2019 – Allegheny County - Pittsburgh

04/25/2019 – Westmoreland County - Torrance

05/07/2019 – Philadelphia County - Philadelphia

05/08/2019 – Montgomery County - Ambler

05/21/2019 – Erie County - Edinboro

05/22/2019 – Clearfield County - Clearfield

05/23/2019 – Centre County – Boalsburg

05/28/2019 –Philadelphia County –Philadelphia **UPDATED**

05/29/2019 –Montgomery County –Amber **UPDATED**

Please plan to arrive at each location between 8:30 and 8:45 am unless otherwise noted. Class start time is 9:00 am.

The Face-to-Face Training date and location may be selected by returning to the following site: <https://medsadmin.tiu11.org/cms/>

The full address of the class location will be provided, once you have successfully completed the exams. If you need to change a class date after you have already registered, please contact the helpdesk.

Please do not contact the facility for information. If you have questions about arrival times, parking, assignments, handouts, etc., please contact the Meds Admin Help Desk Portal: www.mahelpdesk.com

Note: Classes are assigned on a first come, first served order, based on when you successfully complete your exams. There is a finite number of seats in each class and some classes do fill up. Some class locations may be cancelled, if enrollment is too low.