Medication Administration Standard Student Courses Now Available on MedAdmin.MyODP.org
ODP Announcement 22-104

AUDIENCE:

Medication Administration Trainers

Medication Administration Primary Contacts

All Interested Parties

PURPOSE:

To inform all interested parties that Trainers are now able to administer new classes and students are able to register in the new Medication Administration platform. This announcement contains instructions for requesting a student class, viewing the gradebook, the structure of the student courses, marking manual grades, and accessing the Acknowledgement of Qualification.

A link to the recording and pdf for the Medication Administration Student Course Overview for Trainers webinar held on 9/08/22 from 2:00 PM -3:00 PM is included.

DISCUSSION:

The new Medication Administration platform is now available at medadmin.myodp.org.

Medication Administration Student Course Overview for Trainers

A webinar was held on Thursday September 8th from 2:00 PM – 3:00 PM to provide an overview of how to request Student and Practicum Observer Classes in the New Medicantion Administration Platform. The webinar reviewed how to request new student classes (including Practicum Observer classes), view grader reports of their students, how to mark exam remediation, and view student qualification certificates.

MedAdmin Student Course Overview for Trainers, PDF of Presentation

An FAQ document featuring questions from this webinar is being developed.

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If you are a Certified Trainer, need to recertify, or would like to become a Certified Trainer and need instruction on accessing the new system, please view ODP Announcement 22-091.

Please review ODP Announcement 20-114 Frequently Asked Questions about Modifications to Medication Administration Course Requirements as a Result of the COVID-19 Pandemic if you have questions on who is required to take the Medication Administration Standard student course.

Requesting a Student Class

If you are a Certified Trainer who has received their certificate in the revised Train the Trainer (TTT) course in the new Medication Administration platform, you may request a new student class by clicking on the '*New Student or Practicum Observer Class Request*' activity in the Trainer Resources section of the TTT course or in the Trainer Resources course.

If you are a Certified Trainer who has certified in the previous system, you may request a student class by clicking on the '*New Student or Practicum Observer Class Request*' activity in the Trainer Resources course. You will be asked to select what student course you will want your class, enter your agency name, and enter the date that students will begin accessing the modules of the new class.

Please allow 2 business days for your class to be created. You will receive an e-mail with your class information and instructions on how students should enroll into your class.

You will be able to access your classes in each of the student courses from your '*Trainer Dashboard*'.

Viewing the gradebook

Certified Trainers will be able to view the grades of all the students in their class. To do so, please click on the '*Grades*' link under the Administration panel on the left hand side of the course you are accessing.

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Structure of the Standard Student Course

The Indepently Completed and Group Completed Standard Student Courses contain a total of 9 online lessons and quizzes, 1 multiple choice post test, and 4 written document examinations.

Lessons 1-9 include the following topics:
1. Introduction
2. Observation
3. Reporting
4. Communication and Health Care Practitioner Visit
5. Recording and Storage of Medication
6. Handwashing and Gloving
7. Administration
8. Documentation
9. Medication Errors

Quizzes for each lesson are timed at 20 minutes per quiz with 10 questions each. Students are allowed two attempts per quiz.

Once the initial lessons are completed, there is a a 60 question multiple choice Post Test. Students will have 1 hour and 15 minutes to take the Post Test.

This is followed by 4 Written Documentation Exams:

1. Pharmacy Label/Medication Record Comparison
2. Medication Record
3. Discontinuation of Medication Part A
4. Discontinuation of Medication Part B

Group Completed lesson quizzes may be administered in person on paper. Students should go to the online course to complete the Post Test Exams.

Correction The webinar incorrectly stated that students will have 4 attempts to complete the post test. Students will have 1 attempt for the Post Test, and if they fail, the Trainer is required to hold a remediation session with the student and mark that they did so in the student course. The student will then have 1 more attempt to pass the Post Test. This is the same for the Written Documentation Exams.

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Note Administering the student course offline with paper exams is currently allowed. A deadline for when paper exams should no longer be used will be announced in the future. To view new content for the paper exams, please access the [Trainer Resources page](). Instructions for manually grading student paper exams are included in the Marking Manual Grades section.

Structure of the Practicum Observer Course

Completion of the Standard Medication Administration Student Course is a pre-requisite for unlicensed staff prior to accessing the Practicum Observer Course.

The Practicum Observer Course contains a total of 6 online lessons and quizzes, 1 multiple choice post test, and an offline written document examination.

The 6 lessons include the following topics:
5. Recording and Storage of Medication
7. Administration
8. Documentation
C. How to Conduct a Medication Administration Observation
D. How to Review Medication Administration Records
E. Practicum Observer

Quizzes for each lesson are timed at 20 minutes per quiz with 10 questions each. Students are allowed two attempts per quiz.

Once the initial lessons are completed, there is a a 10 question multiple choice Post Test. Students will have 20 minutes and 2 attempts to take the Post Test. There is an offline Written Documentation exam that must be calculated and entered by the Trainer in the online course.

Once the student passes the exam, they will be able to receive an Acknowledgement of Qualification.
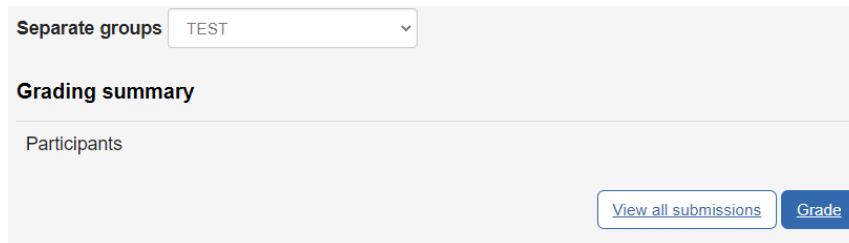

Note The new platform is compatible with most browsers on desktop or mobile devices. Users using Firefox may experience issues when viewing lessons. Please note that pop-ups may need to be enabled in your browser for medadmin.myodp.org.

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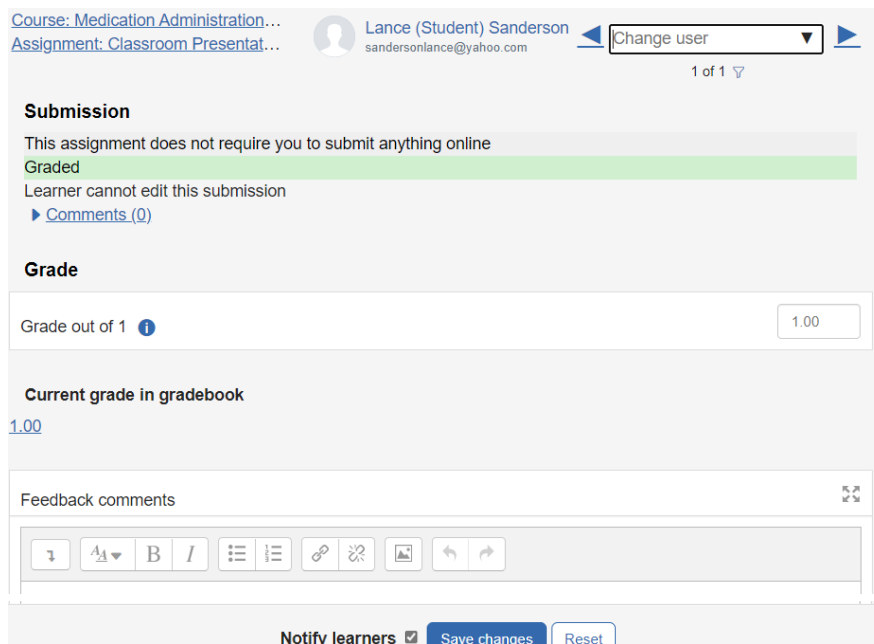
Marking Manual Grades

The Trainer will be responsible for marking the grades for the following activities:

- Classroom Presentation (Standard Course)
- Multiple Choice Remediation (Standard Course)
- Written Documentation Remediation (Standard Course)
- Written Documentation Score (Practicum Observer)
- Paper Exam Total Score (Standard Course)

To mark the student grades, click on the activity in the student course you are facilitating, and then choose the group (class) you are grading for. Once the class is selected, click on the '*Grade*' button.

You will then search for a student in the Change user box or select them from the dropdown. Enter the Grade in the '*Grade*' field, add comments if preferred, and then click on '*Save changes*' to notify students that their grade has been marked.

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Acknowledgement of Qualification

Students will now receive Acknowledgement of Qualification certificates when completed their course. You may view this by clicking the Acknowledgement of Qualification activity, and clicking on View # certificates. You will see all the students that have received their certificate and view the certificate code.

Thank you for your patience as the Medication Administration Platform continues to develop and improve.

For any questions, please contact the help desk at www.mahelpdesk.com.

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