Medication Administration Paper Course Discontinuation Reminder, Online System Trainer Refresher Course, Grading Observations, and accessing the User Report (Initial Summary & Qualification Form)

ODP Announcement 23-105

AUDIENCE:

Medication Administration Trainers and Medication Administration Primary Contacts

PURPOSE:

To remind Medication Administration trainers that the 2004 paper course and the 2004 and 2013 manuals will be discontinued and no longer valid for use in training students after December 31, 2023. The paper exam will also be discontinued as of this date.

To advertise an Online System Trainer Refresher Course being held in January 2024.

To provide instruction for Trainers on how to grade Observation Checks in the Online Student courses and accessing the User Report (Initial Summary & Qualification Form).

DISCUSSION:

REMINDER! An updated Medication Administration Training Course curriculum was released in September 2022 which updated the online lessons and online examinations. In November 2022, it was announced that **the use of older versions of the training course would no longer be permitted after December 31, 2023.** Please be advised that use of the 2004 paper course, and the 2004 and 2013 manuals will not be permitted for new student candidates after December 31, 2023. The use of the paper exam will also be discontinued as of this date. Paper exam scores must be completed on or before December 31, 2023 to be accepted. All previous medication administration training course materials will be archived and will no longer be available. All current, valid course materials are available online. Providers who currently only provide the paper course must plan to operationalize the online course prior to December 31, 2023.

After December 31, 2023, unlicensed staff can only become qualified to administer medications by using the online Medication Administration Training Course and taking the updated online exam.

<u>**Medication Administration Online System Trainer Refresher Course**</u>

The Medication Administration Online System Trainer Refresher Course was developed to provide training for trainers who are now transitioning from the paper course method of teaching to the online method of teaching. **This optional refresher class is without charge and open to all certified trainers.**

<u>Day</u>	<u>Date</u>	<u>Type</u>
Wednesday	1/10/2024	10:00am-12:30pm
Thursday	1/11/2024	1:30pm-4:00pm
Tuesday	1/16/2024	10:00am-12:30pm
Wednesday	1/17/2024	1:30pm-4:00pm
Thursday	1/18/2024	10:00am-12:30pm
Thursday	1/25/2024	10:00-12:30pm

[Click here to register for the class](#) and please either use the Course Number: **HBGMEDADM0003** or the keyword **tttupdate** when registering

Registration is through Destiny One. If you have a Destiny One username and student number as a result of registering for previous Med Admin or other Temple Continuing Education classes, please do not create a new profile.   If you have questions about the course or about your Destiny One profile, please contact the Medication Administration help desk at www.mahelpdesk.com. *If you need your Destiny One password, please make sure that your email address is correct in the Destiny One profile. The Medication Administration help desk can assist you in correcting your email address.

 **Classes are assigned on a first-come, first-served order. There is a finite number of seats in each class and some classes may fill up. Additional classes will be added if needed.

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Trainers! On January 1, 2024, the Initial Summary and Qualification form will be able to be completed in the online Medication Administration System.

Instructions for Grading Observation Checks and Accessing the User Report (Initial Summary & Qualification Form)

After a student passes the Post Test, 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. After all of the observations are completed and graded, the student will be able to access their Acknowledgement of Qualification. To grade each check, please follow the steps below.

1. Click on the Observation activity that requires grading.

Observation Checks

Trainers and Practicum Observers will use the observation activities below to document the student's performance on the task of medication administration for Initial Training.

Enter a "1" for the grade of each activity if the medication administrator completed the observation correctly and enter the date the observation was completed in the Feedback column.

Once all four checks have been completed, the student will be able to return to the course to receive their Acknowledgement of Qualification.

Note* All four checks should be completed within 30 days of the student passing the Post Test.

☐ Observation Check 1 ○

    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.

☐ Observation Check 2 ○

    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.
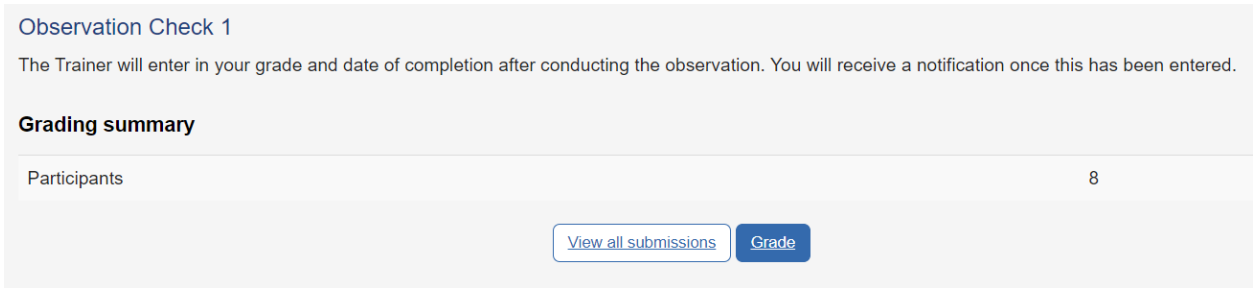
☐ Observation Check 3 ○

    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.

☐ Observation Check 4 ○

    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.

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2. On the activity page, click on the Grade icon.
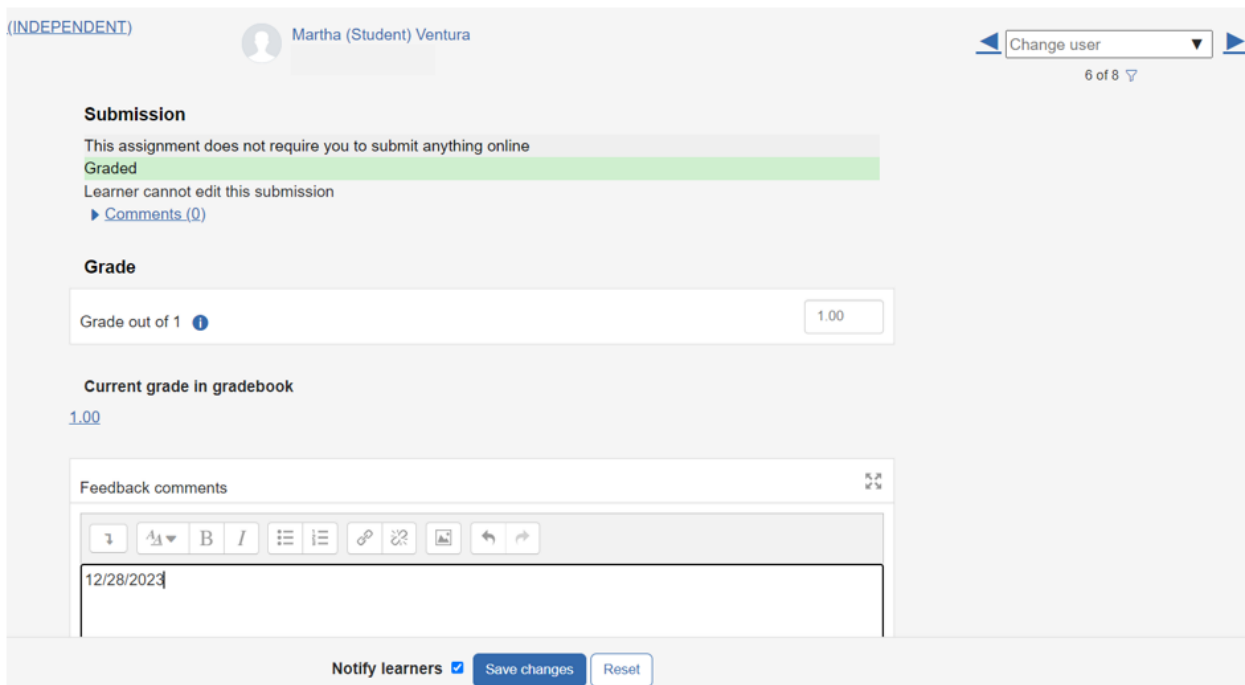
> **Observation Check 1**
>
> The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.
>
> **Grading summary**
>
> | Participants | 8 |
> |---|---|
>
> View all submissions   Grade

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

> (INDEPENDENT)
>
> Martha (Student) Ventura
>
> ◄ Change user ▼ ►
>
> 6 of 8 ▽
>
> **Submission**
>
> This assignment does not require you to submit anything online
> Graded
> Learner cannot edit this submission
> ▶ Comments (0)
>
> **Grade**
>
> Grade out of 1 ⓘ   1.00
>
> **Current grade in gradebook**
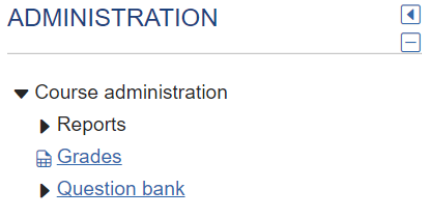> 1.00
>
> Feedback comments
>
> [toolbar]
>
> 12/28/2023
>
> Notify learners ☑   Save changes   Reset

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.

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1. After grading, return to the course page. In the left hand column, click the Grades link under Administration > Course Administration.

ADMINISTRATION

▾ Course administration
  ▸ Reports
  ▤ Grades
  ▸ Question bank

2. Click the report icon next to the student you wish to view the report for.

Lance (Student) Sanderson

Martha (Student) Ventura

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

Select all or one user   Lance (Student) Sanderson ⌄

View report as   User ⌄

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▢ TESTING - STUDENT COURSE (INDEPENDENT)						
▢ Post Test						
▢ Handwashing / Gloving						
⤷ Handwashing/Gloving Total Grade	100.00 %	10.00	0–10	100.00 %		10.00 %
∑ Handwashing / Gloving total	**10.00 %**	**10.00**	**0–10**	**100.00 %**		-
▢ Multiple Choice						
▤ Post-Test (Multiple Choice)	100.00 %	46.00	0–50	92.00 %		46.00 %
▤ Post-Test (Multiple Choice) 2	0.00 % (Dropped)	-	0–50	-		0.00 %
∑ Multiple Choice total Drop 1 lowest values. Include empty grades.	**50.00 %**	**46.00**	**0–50**	**92.00 %**		-
▢ Written Documentation						
▢ Part 1						
▤ Part 1: Pharmacy Label/Medication Record Comparison	100.00 %	14.00	0–15	93.33 %		14.00 %

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4. 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."

5. 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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