

New Medication Administration Platform Now Available for Trainer Candidates and Primary Contacts

ODP Announcement 22-091

AUDIENCE:

Medication Administration Trainers

Medication Administration Primary Contacts

All Interested Parties

PURPOSE:

To inform all interested parties that the new Medication Administration platform is now available for Trainers and Primary Contacts. This announcement contains instructions for logging in with an existing account, creating a new account, accessing the Train the Trainer course, submitting payment, and registering for the Face-to-Face class.

A link to the recording and powerpoint for the Medication Administration Platform Overview webinar held on 8/10/22 from 10:00 AM -11:00 AM is included.

Further development of the platform is continuing with Trainers able to administer new classes and student registration becoming available on September 6, 2022.

DISCUSSION:

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

Medication Administration Overview for Trainer Candidates & Primary Contacts

A webinar was held on Wednesday August 8th from 10:00 AM – 11:00 AM to provide an overview of the new Medication Administration Platform for Trainer Candidates and Primary Contacts. The webinar reviewed how to create an account, enroll into the Train-the-Trainer course, submit payment, view the lessons and exams, and register for the face-to-face session. You may access the recording of this webinar below:

[MedAdmin Overview for Trainer Candidates & Primary Contacts, PDF of Presentation](#)

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

Logging in with an Existing Account

If you are a Certified Trainer or Primary Contact with an existing account, please click *'Forgot username or password?'* on the [MedAdmin: Login Page](#). You can type in your username or email address and instructions to confirm your account and change your password will be sent to you.

Your certificate date has been transferred to the new system. If you are logging to recertify, please login per the instructions above. After logging in, you may view your certificate date by clicking on the *'Learn'* tab in the navigation bar and click on *'Record of Learning.'* Your certification is valid for three years from the completion date shown. If your recertification is upcoming, you may take the Train the Trainer course to recertify.

Creating a New Account

If you are a new Trainer Candidate and do not have an account in the previous platform, please go to the [MedAdmin: Log in Page](#)- and click on *'Create new account.'* Please ensure your agency is correct and that you complete the *'For Train-the-Trainer Registrants Only'* section when creating your account to ensure your primary contact is notified to submit payment on your behalf.

Submitting Payment

Primary Contacts who are registered in the system will see existing Certified Trainers and Trainer Candidates in their agency. Existing users are continuing to be added under Primary Contacts and should be finished in the near future. Currently under development, Primary Contacts will be notified if a Trainer Candidate is added to your agency. Until the notification is in place, Trainer candidates should contact their Primary Contact to submit payment on the [Temple Payment Website](#) on their behalf. Trainer Candidates that do not have a primary contact may submit payment on their own through the [Temple Payment Website](#).

Entering the Train the Trainer Course

After logging into your account, you will arrive at your *'[Trainer Dashboard](#)'*. Here, you will see related instructions for the Train the Trainer course, as well as a link to the course under *'Course Overview'*.

Your 'Trainer Dashboard' will look like the following:

medication administration

Home Learn Reports About Meds Admin Resources Certified Trainers Help

Lance (Student) Sanderson

Dashboard / Train the Trainer

DASHBOARDS

Train the Trainer My Learning

WELCOME TO YOUR TRAINER DASHBOARD

The Medication Administration Training Program is a *Train the Trainer* model. Participants who successfully complete the Initial and Recertification trainings become onsite trainers who will be able to do the following in their agency or entity:

- Teach unlicensed staff to properly administer medication.
- Monitor unlicensed staff who administer medication.
- Teach Practicum Observers to assist with the monitoring of unlicensed staff who give medication.
- Monitor Practicum Observers who assist with the monitoring of unlicensed staff who give medication

COURSE OVERVIEW

Train the Trainer

After clicking on the Train the Trainer course link, you will see an activity entitled 'Train the Trainer Prerequisite Questionnaire.' You must answer the three prerequisite questions and have payment confirmed by Temple before being able to take the Train the Trainer course.

Taking the Train the Trainer Course

The Train the Trainer Course contains a total of 10 online lessons and quizzes, 4 written document examinations, 1 multiple choice post test, 6 online certified trainer lessons and quizzes, and a Face to Face Training.

Lessons 0-9 include the following topics:

0. Trainer Introduction
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. You are allowed two attempts per quiz.

Once the initial lessons are completed, there are 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

This is followed by a 60 question multiple choice Post Test. You will have 1 hour and 15 minutes and 2 attempts to pass the Post Test.

Once the Exams and Post Test are completed and passed, there are 6 lessons under the Role of the Certified Trainer category (formerly Lesson 12). These lessons include the following topics:

- A. Student Training, Testing, and Monitoring
- B. Remediation Clarifications
- C. How to Conduct a Medication Administration Observations
- D. How to Review Medication Administration Records
- E. Practicum Observer
- F. Practicum Observer Training and Monitoring

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

*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.

Registering for the Face to Face class

Once the Role of the Certified Trainer is completed you will be able to register for the Face to Face class.

New Trainer classes are scheduled from 8:30 AM – 4:00 PM.

AM Recertification classes are scheduled from 8:30 AM – 12:30 PM.

PM Recertification classes are scheduled from 1:00 PM – 5:00 PM.

You may book for any session listed, however, only one booking is allowed per user. Scheduled classes for September are listed as follows:

Day	Date	Type of Class
Wednesday	9/7	Virtual AM Recert
Thursday	9/8	Virtual PM Recert
Tuesday	9/13	Virtual New Trainer
Wednesday	9/14	Virtual AM Recert
Thursday	9/15	Virtual New Trainer
Tuesday	9/20	Virtual New Trainer
Wednesday	9/21	Virtual PM Recert
Thursday	9/22	Virtual New Trainer
Wednesday	9/28	Virtual New Trainer
Thursday	9/29	Virtual AM Recert

* *There is a finite number of seats in each class and some classes do fill up.*

***We may cancel a class date if enrollment in that class is too low.*

Earning your Trainer Certification

Once the Face-to-Face class is marked complete and passed by Temple, you will be able to access your Trainer Certification and Trainer Resources. Trainer certification is valid for three years from the certificate date.

What's Next?

The next phase of development of the Medication Administration platform is the ability for Trainers to be able to administer new classes and student registration becoming available on September 6, 2022.

Certified trainers will be able to continue to teach the student course by utilizing links which will allow your students to view the new medication administration webcasts. You will then be able to administer the exams on paper. Email your requests to: maexam@temple.edu. After September 6, 2022, you will be able to administer the Student Course online. More information and webinars are coming soon to instruct Trainers on how to create and facilitate Student Courses.

New Role of the Certified Trainer online lessons are also under development and will replace existing webcasts by September 6, 2022.

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

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