

## Medication Administration Updated Trainer Manual and Presentation Slides Now Available, Grading Observations, and New Trainer Sessions Added to the Q1 2024 Face-to-Face Schedule

### ODP Announcement 24-011

#### AUDIENCE:

Medication Administration Trainers and Medication Administration Primary Contacts

#### PURPOSE:

To notify that an updated Trainer Manual and Presentation Slides are now available in the Trainer Resources section of the Medication Administration system.

To provide instruction for Trainers on how to grade Observation Checks in the Online Student courses.

To advertise two new face-face classes as part of the winter 2024 Train-the-Trainer Q1 2024 Face-to-Face Schedule.

#### DISCUSSION:

An updated Trainer Manual and Presentation slides are now available in [the Trainer Resource section](#) of the Medication Administration system. Only Trainers who are certified in the Medication Administration system are able to access these resources. Previous versions of the Trainer Manual and Presentation slides are now out-of-date and should not be used.

#### **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.

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
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[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\* 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**

12/28/2023

**IMPORTANT\*** Enter the date in the Feedback field with the following format MM/DD/YYYY.

Notify learners  Save changes Reset

## Q1 2024 Face-to-Face Schedule: January through March 2024

All Train-the-Trainer Face-to-Face Classes will continue to be virtual through March 31, 2023. Classes for New Trainers and Recertifying Trainers will be held separately. New Trainer classes are for first-time trainers designated as New Trainer and start at 8:30 AM. Recertifying Trainer Classes are available in the morning and in the afternoon according to the schedule below. Morning classes are designated as AM Recertification classes and will start at 8:30 AM. Afternoon classes are designated as PM Recertification classes and will start at 1:00 PM. **New Classes Added in red.**

<u>Day</u>	<u>Date</u>	<u>Type</u>	<u>Day</u>	<u>Date</u>	<u>Type</u>
<b>January</b>			<b>March</b>		
Wednesday	1/31/2024	New	Wednesday	3/6/2024	New
			Thursday	3/14/2024	AM
<b>February</b>			Wednesday	3/20/2024	New
Thursday	2/1/2024	AM	Wednesday	3/27/2024	PM
Wednesday	2/7/2024	New	Thursday	3/28/2024	New
<b>Wednesday</b>	<b>2/14/2024</b>	<b>New</b>			
Thursday	2/22/2024	PM			
<b>Wednesday</b>	<b>2/28/2024</b>	<b>New</b>			
Thursday	2/29/2024	AM			

The full details about the Face-to-Face class will be provided once you have successfully completed the post test exams and the Role of the Certified Trainer sections in the [Medication Administration Train-the-Trainer course](#).

Instructions for accessing the Train-the-Trainer course in the Medication Administration platform can be found in [ODP Announcement 22-091](#).

In addition, if you have questions about start times, assignments, handouts, etc. please contact the Medication Administration Help Desk Portal: [www.mahelpdesk.com](http://www.mahelpdesk.com).

\*\*\* You may to select Face-to-Face classes in first-come first-served order once you have successfully completed your exams. There is a finite number of seats in each class and some classes will reach capacity.

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