



# Medication Administration My Agency Report, Updated Materials, and July-September Train-the-Trainer Face-to-Face Schedule

## ODP Announcement 25-065

### AUDIENCE:

Medication Administration Trainers, Agency Administrators, and Primary Contacts

### PURPOSE:

- To announce that the “My Agency” report is available to Agency Administrators and Primary Contacts in the “Reports” tab.
- To announce that materials have been updated on the Trainer Resources page and a New Provider tab has been added.
- To announce the Face-to-Face schedule for July through September 2025.

### DISCUSSION:

Agency Administrators and Primary Contacts may now access the “My Agency” report. This report displays the full name, username, and last login of all users who share the same “Agency” value as part of their profile field. Please review this report and others by clicking on the “Reports” tab.

The following Resources and Materials have been updated in the Trainer Resources section of the Medication Administration System:



- Non-Oral Medication Resources
  - The Training Guidelines for Administering Non-Oral Medication
  - Non-Oral Medication Training by Licensed Healthcare Professionals Form
- Practicum Observer (PO) course steps
- Trainer Responsibilities Checklist Document

The New Provider Information has been updated and is now available in the “New Provider” tab.

### **Face-to-Face Schedule July through September 2025**

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.

You may register for one of these sessions after completing the course materials in they Train-the-Trainer course on [medadmin.myodp.org](https://medadmin.myodp.org).



July 2025		
Wednesday	7/2/2025	New Trainer Certification F2F
Monday	7/14/2025	New Trainer Certification F2F
Tuesday	7/22/2025	PM Recertification F2F
Wednesday	7/23/2025	New Trainer Certification F2F
Monday	7/28/2025	AM Recertification F2F and PM Recertification F2F
Tuesday	7/29/2025	New Trainer Certification F2F
August 2025		
Tuesday	8/5/2025	New Trainer Certification F2F
Wednesday	8/6/2025	AM Recertification F2F and PM Recertification F2F

Monday	8/11/2025	PM Recertification F2F
Tuesday	8/12/2025	New Trainer Certification F2F
Wednesday	8/13/2025	AM Recertification F2F
Tuesday	8/19/2025	PM Recertification F2F
Wednesday	8/20/2025	New Trainer Certification F2F
Monday	8/25/2025	AM Recertification F2F
Tuesday	8/26/2025	New Trainer Certification F2F
Wednesday	8/27/2025	PM Recertification F2F
<b>September 2025</b>		
Wednesday	9/3/2025	New Trainer Certification F2F
Monday	9/8/2025	AM Recertification F2F
Tuesday	9/9/2025	New Trainer Certification F2F

Wednesday	9/10/2025	PM Recertification F2F
Monday	9/15/2025	PM Recertification F2F
Tuesday	9/16/2025	New Trainer Certification F2F
Wednesday	9/17/2025	AM Recertification F2F
Monday	9/22/2025	PM Recertification F2F
Wednesday	9/24/2025	New Trainer Certification F2F
Monday	9/29/2025	AM Recertification F2F and PM Recertification F2F
Tuesday	9/30/2025	New Trainer Certification F2F

Virtual Office Hours (VOH) will be available for Trainers, Primary Contacts, and/or Agency Administrators, once a month, beginning in July. If interested in joining, please click on the Registration link available on your Med Admin Trainer Dashboard.

Upcoming sessions will take place on the following dates July 24, August 21, and September 18.

**CONTACT:**

If you have any questions regarding this announcement, please submit a ticket through [www.mahelpdesk.com](http://www.mahelpdesk.com).