

Medication Administration 2022 Student Courses Extension, Fillable Forms Now Available, and Course Reset Information

ODP Announcement 25-010

AUDIENCE:

Medication Administration Trainers

PURPOSE:

To notify Trainers that the 2022 student courses deadline has been extended to February 28, 2025 due to system issues experienced after January 13th, 2025.

To inform trainers that fillable forms are now available on the Trainer Resources page.

To provide guidance on the number of attempts permitted for each Medication Administration course before requesting a course reset from the Helpdesk.

DISCUSSION:

During regular system maintenance held on January 13th, a large group of trainers were mistakenly removed from their classes in the Med Admins student and practicum observer courses. After this was reported, trainers have been added back into their classes over time by the Medication Administration Help Desk. We have confirmed today, January 24th, that all trainers have been restored to their classes. We sincerely apologize for the inconvenience this has caused to trainers and their students and to the large impact it has had on scheduling and administering student courses. We have taken steps to ensure that this does not happen again.

Due to this issue, we are extending the deadline to complete the 2022 Student Independent and Group courses to February 28th, 2025, initially referenced in [ODP Announcement 24-127](#). All student classes should be held in the 2024 Student Independent and Group courses after this date.

We are also announcing that the following forms are now electronically fillable and available on the [Trainer Resources page](#):

- Practicum Observer Observation Checklist
- Medication Record Review Checklist
- Medication Record Review Audit
- Student Med Admin Observation Checklist
- Handwashing and Gloving Checklist
- Practicum Observer Summary and Requalification Form
- Student Annual Practicum Requalification Form

Digital Signatures may be used for each of these forms. Please note, that the User Report in the Med Admin system replaced the Initial Qualification form and must be used as of January 1, 2024 as referenced in [ODP Announcement 23-105](#). Additional Observations have been added to student courses on December 23, 2024 and must be used going forward after the 2022 student courses close on February 28, 2025. Please be reminded that Trainers must include the observation dates when marking the student observation grades in the student courses so that it displays on the User Report.

The “Trainer Attestation of Qualification” and the “Complete to access Acknowledgement of Qualification” activities serve as the ‘online’ signatures, replacing the physical signatures. The Trainer Attestation date is required for the User Report to be considered complete, and staff may not administer medication until that step is done. The date the Trainer Attestation was completed will be printed on student Acknowledgements of Qualification issued after January 2, 2025.

Please see the [Proof of Qualification Guide](#) for guidance on providing proof of qualification for Medication Administrators, Certified Trainers, and Practicum Observers.

Attempts Permitted Online for Each Course Before Requesting a Course Reset

Medication Administration Student Course:

- Lesson Quizzes 1–9: Unlimited attempts to pass.
- Multiple Choice Exam and Written Documentation Exam Parts 1–4: 2 attempts to pass with a posttest total of 90 points.
 - If the student fails after the 1st attempts, the Trainer will remediate with the student and enter the remediation grades.
 - If the student fails after the 2nd attempts, the Trainer needs to contact the Helpdesk to reset the student’s course
- Please note: Agencies should have a written policy specifying how many times a student’s course may be reset.

Train the Trainer (TTT) Course:

- Lesson Quizzes 1–9, Multiple Choice Exam, and Written Documentation Exam Parts 1–4: 2 attempts to pass.
 - A 3rd attempt may be granted upon request.
 - If failed after the 3rd attempt, the course will need reset to Lesson 0.
 - Please note: If the TTT course is reset back to Lesson 0 twice, the candidate must pay for the course again before taking the course a third time.
- Lesson Quizzes A–F: 2 attempts to pass.
 - A 3rd attempt may be granted upon request.
 - If failed after the 3rd attempt, the course will need reset to Lesson A.

Practicum Observer Course:

- Lesson Quizzes E, 5, 7, 8, C, D, and the Multiple-Choice Exam: 2 attempts to pass.
 - A 3rd attempt may be granted upon request.
 - If failed after the 3rd attempt, the course will need reset to Lesson E.
 - Please note: Agencies should have a written policy specifying how many times a student’s course may be reset.

For course resets, you may contact the Helpdesk at www.mahelpdesk.com.