

# Medication Administration New Trainer Attestation Grade, Grading Observations, and Q2 2024 Face-to-Face Schedule

## ODP Announcement 24-024

### AUDIENCE:

Medication Administration Trainers and Medication Administration Primary Contacts

### PURPOSE:

To provide instruction to Trainers on grading a new Trainer Attestation grade in the Online Student courses that will go in effect on March 1, 2024.

To provide instruction to Trainers on grading Observation Checks in the Online Student courses.

To advertise the Train-the-Trainer Q2 2024 Face-to-Face Schedule.

### DISCUSSION:

#### Instructions for how to mark the new Trainer Attestation manual grade

On March 1, 2024, the Trainer will need to attest that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion. To grade the attestation, please follow the steps below.

1. Click on the “Trainer Attestation of Qualification” activity under the Acknowledgement of Qualification section in the online student course.

#### Acknowledgement of Qualification

Not available unless any of:

- You achieve a required score in **Paper Exam Total Score**
- All of:
  - You achieve a required score in **Course total**
  - You achieve a required score in **Handwashing/Gloving Total Grade**
  - The activity **Post-Test (Multiple Choice)** is marked complete

[Trainer Attestation of Qualification](#)

By marking the student's grade, the Trainer attests that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion.

2. Select the Group (Class) you are grading for and click on the Grade button.

**Trainer Attestation of Qualification**

By marking the student's grade, the Trainer attests that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion.

**Separate groups** SandersonLance\_TestODPClass\_20221 ▾

**Grading summary**

|              |   |
|--------------|---|
| Participants | 1 |
|--------------|---|

[View all submissions](#) [Grade](#)

3. Enter a 1 in the Grade field to attest that the student completed all course requirements and then click on Save changes.

**Grade**

Grade out of 1 ⓘ

**Current grade in gradebook**

⋮

Feedback comments 🔍 🗑️

Block ▾ B / ☰ ☷ 🔗 🗑️ 😊

**Notify learners**  [Save changes](#) [Reset](#)

## Instructions for Grading Observation Checks

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 will enter the score for 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 receive their certificate.

**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.

**\*Trainers\* enter the date the observation was completed in the Feedback column.**

#### [🔗 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.

**\*Trainers\* enter the date the observation was completed in the Feedback column.**

#### [🔗 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.

**\*Trainers\* enter the date the observation was completed in the Feedback column.**

#### [🔗 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.

**\*Trainers\* enter the date the observation was completed in the Feedback column.**

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\* 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](#)

**Note\*** You can return to the activity and add the date if it was missed upon the first Save.

## Q2 2024 Face-to-Face Schedule: February through July 2024

All Train-the-Trainer Face-to-Face Classes will continue to be virtual through July 18, 2024. Classes for New Trainers and Recertifying Trainers will be held separately. New Trainer classes are for first-time trainers, designated as New Trainer classes, 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. **\*Previously on the schedule**

| <u>Day</u>             | <u>Date</u> | <u>Type</u> | <u>Day</u>         | <u>Date</u> | <u>Type</u> |
|------------------------|-------------|-------------|--------------------|-------------|-------------|
| <b><u>February</u></b> |             |             | <b><u>May</u></b>  |             |             |
| Wednesday              | 2/28/2024   | New         | Thursday           | 5/2/2024    | New         |
| Thursday               | 2/29/2024   | AM          | Tuesday            | 5/7/2024    | New         |
| <b><u>March</u></b>    |             |             | Wednesday          | 5/8/2024    | PM          |
| Wednesday              | 3/6/2024    | New         | Thursday           | 5/9/2024    | New         |
| Wednesday              | 3/13/2024   | New         | Wednesday          | 5/22/2024   | AM          |
| Thursday               | 3/14/2024   | AM          | Thursday           | 5/23/2024   | New         |
| Wednesday              | 3/20/2024   | New         | Wednesday          | 5/29/2024   | New         |
| Thursday               | 3/21/2024   | New         | Thursday           | 5/30/2024   | AM          |
| Tuesday                | 3/26/2024   | New         | <b><u>June</u></b> |             |             |
| Wednesday              | 3/27/2024   | PM          | Tuesday            | 6/4/2024    | AM          |
| Thursday               | 3/28/2024   | New         | Wednesday          | 6/5/2024    | New         |
| <b><u>April</u></b>    |             |             | Thursday           | 6/6/2024    | New         |
| Wednesday              | 4/3/2024    | New         | Thursday           | 6/13/2024   | AM          |
| Thursday               | 4/4/2024    | New         | Tuesday            | 6/25/2024   | New         |
| Tuesday                | 4/9/2024    | New         | Wednesday          | 6/26/2024   | PM          |
| Wednesday              | 4/10/2024   | PM          | <b><u>July</u></b> |             |             |
| Thursday               | 4/11/2024   | New         | Tuesday            | 7/9/2024    | AM          |
| Tuesday                | 4/23/2024   | AM          | Wednesday          | 7/10/2024   | New         |
| Wednesday              | 4/24/2024   | New         | Thursday           | 7/11/2024   | New         |
| Thursday               | 4/25/2024   | New         | Wednesday          | 7/17/2024   | New         |
| Tuesday                | 4/30/2024   | AM          | Thursday           | 7/18/2024   | PM          |

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.