

Medication Administration Learning Management System (Recording in Progress)

Pennsylvania Office of Developmental Programs



August 10th, 2022 | Via Zoom

Presentation Outline

Overview

- New System
- Naming Conventions
- Courses / Learner Path

Walk Throughs

- Account Creation
- Roles
- Dashboards
- TTT Course

Overview of the New System

Key Points

- The current system is segmented to several sites
- The new system unites the program under one site
- Provides opportunity for changes to each of the courses
- Recertifications are logical and straightforward
- Totara is built on Moodle so the experience should be familiar

Naming Conventions

A Definition of Common Terms

Role: a group of users who are share the same permissions on the system

- **Learner:** a user that is engaged in learning but not an instructor or a helpdesk rep
 - TTT Candidates
 - Students in the Student Course
- **(Provider) Trainer:** A user who has progressed to successfully completing the TTT Course
- **Instructor:** A user who manages student engagement in the TTT course
- **Staff Manager:** Users who are subcategorized by Primary Contact, Agency Admin

Audience: a group of end users that share the same UX

Overview of Courses on the New System

Coursework / Learner Path

- Train the Trainer Course
 - New certification
 - Recertification
- Student Course (live Sept.6) – Synchronous (group led) and Asynchronous (self-paced)
 - Practicum Observer

Account Creation

PENNSYLVANIA'S MEDICATION ADMINISTRATION TRAINING PROGRAM



The purpose of the Pennsylvania Medication Administration (MedAdmin) Training Program is to provide training for unlicensed staff in community settings to properly administer medications to individuals that receive services in these settings. The MedAdmin training program is a Train the Trainer model.

Your path to training registration and more . . .

PLEASE NOTE

If you are looking for the [Modified Medication Administration Training Course \(myodp.org\)](#), [click here](#).

FEATURED COURSES



Homepage



Changing your password

- [At the login page](#)
 - [Forgot username or password?](#)

Let's find your account

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Username

Email address

Account Creation

Create an Account

- User hits “Log in” button on Home Page
- Clicks “Create account” on next page
- Fills out the profile fields and clicks “Request account”
 - Different dashboards based on role
 - User is assigned to appropriate role
- Primary contact notification
- Temple manages payment and enrollment

Account Creation

New Account Page

- All required fields are marked with a red asterisk
- An account cannot be created without these fields completed

medication administration

You are not logged in [Log in](#)

New account

There are required fields in this form marked *.

▶ Expand all

▼ Sign up request form instructions

New User Instructions:

1. If you have registered for the Train-the-Trainer course since **January 1, 2018**, you should have a username in the system.
- If you do not know your username/password, please use [Forgot username or password?](#)

If you are a Primary Contact and you do not know your username, please contact the [medication administration helpdesk portal](#). If you are the Entity/Agency Administrator, please contact the [medication administration helpdesk portal](#) for your login credentials.

For additional assistance please contact the medication administration helpdesk portal at www.mahelpdesk.com.

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password* Unmask

▼ More details

Email address*

First name*

Last name*

Select an Agency*

If you are unable to find your organization, please contact us at sysadmin@ethinkeducation.com

▼ Personal information

Pre

Account Creation

New Account Page

- Note for Helpdesk: The field that could be missed is the final one that everyone must fill out before selecting the “Request account” button

For TTT Only

- This field opens when the arrow on the left is chosen
- When completed, select the “Request Account” button

Are you registering for the Medication Administration Student Course or the Train-the-Trainer course?*

Choose...
Choose...
Student Course
Train-the-Trainer

▼ For Train-the-Trainer Registrants Only

Select your Agency's Primary Contact

What is the primary area of staff that you train?

Request account Cancel

Dashboards

Student Dashboard

- Students will be notified from their certified trainer before they can start the course.
 - Student course will be available in Phase 2.

WELCOME TO YOUR STUDENT DASHBOARD



The medication administration student course is conducted by certified trainers to certify students to administer medication. Students then log in to the student course and complete the online coursework. Certified trainers can view student progress, including quiz and test scores, in the online student course.

Train-the-Trainer Dashboard

- To start course, go to “Train the Trainer” under Course Overview
- TTT Demo

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](#)

 You have SCORM packages that need attention

IMPORTANT TIMEFRAMES

- Once payment is confirmed, the online coursework, multiple choice, and written documentation exams must be completed within 90 days.
- A score of 90 points or higher, across the multiple choice and the 4 parts of the written documentation exam is required to register for and attend the face-to-face classroom session.
- Within six (6) months of passing the multiple choice and written documentation exams, you must complete and pass the Face-to-Face classroom session to receive your Trainer Certification.

If you do not complete the activities within the established timeframes, you will no longer have access to the course.

Primary Contact Dashboard

This is an example of what your dashboard will look like

The screenshot shows a dashboard titled "Dashboard / My Learning" with a "Customize this page" button in the top right. The dashboard is organized into several widgets:

- TEAM** (highlighted with a red box): Includes a link to [View My Team](#) (1 staff).
- MY LEARNING**: Includes links for [Learning Plans](#), [Bookings](#), and [Record of Learning](#).
- CURRENT LEARNING**: States "You do not have any current learning. For previously completed learning see your [Record of Learning](#)."
- COURSE OVERVIEW**: States "No course information to show."
- UPCOMING EVENTS**: States "There are no upcoming events" and includes links for [Go to calendar...](#) and [New event...](#)
- LATEST NEWS**: States "(No announcements have been posted yet.)"

Roles

Primary Contact Role

User Management

- View agency and teams within your agency
- View and run an agency report
- Update their agency's record - Phase 2

View agency and teams

- View user's
 - Profile
 - Bookings
 - Record of Learning

The screenshot shows the 'My Agency' page in a medication administration system. The navigation bar includes 'Home', 'Learn', 'My Agency', 'Reports', 'About Meds Admin', 'Resources', 'Certified Trainers', and 'Help'. The user is logged in as Carol Klose. The main content area displays 'Team Members: 1 record shown' and a table with the following data:

Name	User's Organization Name(s)	Last Login	Courses Started	Courses Completed	Extensions
Nancy Posey Plans Profile Bookings Records Required Evidence	ALBRIGHT CARE SERVICES		0	0	0

At the bottom, there is an 'Export as' section with a dropdown menu set to 'CSV' and an 'Export' button.

View and run an agency report

- Course Completion Status Overview
- My Agency Users
- My Profile Information

medication administration

Home Learn My Agency **Reports** About Meds Admin Resources Certified Trainers Help

Dashboard / Reports

Reports

Learner course completion status overview

My Agency Users

My Profile Information

Scheduled Reports

There are no scheduled reports

Add a new scheduled report to the list: Learner course completion status overview Add scheduled report

Viewing the course

- Prerequisite questionnaire
- Payment confirmation
- Viewing a lesson
- Taking a quiz
- Signing up for Face to Face

Thank You

This concludes our training presentation

Open Discussion