



Medication Administration Training Program Overview



The new Medication Administration Course, like the old one, teaches unlicensed staff in applicable licensed settings to safely administer medication. The new Medication Administration Course retains the train the trainer concept, but has updated the delivery strategy to blend the use of online training and classroom learning. New and existing trainers can register online for the course at the Medication Administration Program website at <http://medsadmin.tiu11.org>.

Online Registration and Payment

The Medication Administration Course has offered online registration since August 2011. Trainers trained after this date have an active username and password. Enhancements to the registration process have been made to include a more efficient registration process, enhanced instructions, and online payment. Payment is completed online through PayPal. Providers can open a PayPal account or use a credit card through PayPal for payment.

Course Outline

The Medication Administration Program uses a train the trainer model to teach medication administration. For trainers, licensed or unlicensed, completion of the whole Program reviews the concepts, familiarizes trainer candidates with the student materials that will not be reviewed in class, and provides them with the information and materials they need to implement, teach, and monitor the Program at their provider. This assures that trainers are familiar with all of the material in the course.

What is new about the course is that the information is delivered using both online and classroom presentations. Trainers and students will work independently on the online lessons, however an option for group presentation of the online material will be available for students in providers without sufficient numbers of computers to support independent learning. All examinations will be done online, independently for both trainers and students. Students for whom the group presentation option is used must still complete the examinations online, independently.

Trainers

All new and existing trainers will be required to take the new course. Existing trainers may continue to teach the old course until their certification expires. No trainer may teach the new course without successfully completing the new course. New trainers trained in the new course may not teach the old

course. Both new and existing trainers may monitor students and Practicum Observers regardless of whether the provider has implemented the new course or has continued to use the old course. All providers are expected to implement the new course by June 30, 2017.

The process for trainers to complete the new course appears below. Trainer candidates continue to need to: have been employed for 6 months by their provider, have successfully completed either the old or new medication administration course at the provider if they are unlicensed, and work in or with staff who work in an eligible licensed setting.

- Step 1: Registration
 - Login to the Medication Administration Program website, <https://medsadmin.tiu11.org>.
 - Complete the registration process.
 - Primary contact verifies employment with the provider for 6 months and completes payment through PayPal.
- Step 2: Completing Online Lessons and Quizzes
 - Trainer candidates complete Lessons 0 – 10.
 - For lessons with quizzes, trainer candidates have two attempts to successfully complete each quiz. Trainers cannot move to the next lesson until the quiz is successfully completed.
 - Trainer candidates must successfully complete online Lessons 0 – 10 and quizzes prior to being able to take the online examinations.
- Step 3: Online Examinations
 - Online examinations consist of a multiple choice exam and the written documentation exam which is in four parts.
 - Trainer candidates have two attempts to successfully complete the examinations.
 - There is an area associated with Lesson 8 – *Documentation* that provides practice activities simulating the written documentation testing process. **It is highly recommended that trainer candidates and students practice using the technology prior to taking the examination.**
 - Once the trainer candidate has successfully completed the online examination, he/she can register for the face to face Classroom Presentation training.
- Step 4: Classroom Presentation
 - Trainer candidate registers for site and date for Classroom Presentation.
 - Trainer candidate attends the Classroom Presentation and successfully presents the assigned activity. Trainers receive their Trainer’s Manual at the face to face Classroom Presentation.
 - Once the trainer candidate has successfully completed the face to face Classroom Presentation, he/she will complete the final online lesson titled *Training, Testing, and Monitoring*.
- Step 5: Online Lesson 12
 - There are five parts to online Lesson 12 – *Training, Testing, and Monitoring*, including: student training, testing and monitoring; Practicum Observer course; and how to complete MAR reviews and medication administration observations.
 - Once trainers successfully complete online Lesson 12, they will have access to their certificates, all of the online lessons, Trainer Manual, and additional trainer resources.
 - Trainers will also have access to the instructions on how to give students access to the online course and examination materials.

Medication Administrators (Students)

Existing medication administrators do not need to take the new Medication Administration Course to maintain their certification. They should continue to administer medication and be monitored by either a trainer or Practicum Observer. The monitoring strategies are the same between the old and new course.

Trainers of the new course will not only teach the face to face Classroom Presentation, but also give students access to the online course and examinations. There is no student manual with the new course. After successfully completing the course, students will continue to have access to the online lessons and quizzes as a resource.

The process for students to be certified to administer medication differs somewhat from the process to become a trainer. Medication administration students at the provider level must successfully complete four components to be certified to administer medication. These include the online lessons and quizzes, the face to face classroom experience, online examinations and skill competency testing including observations of students administering medication. The online lessons are the same as those that trainer candidates complete except students are not required to complete Lesson 0 – *Trainer Introduction* and Lesson 10 – *Self-administration of Medication* is optional. Students complete the Classroom Presentation prior to testing in order to practice the skills of medication administration.

Summary

The table below summarizes the requirements for trainer candidates and medication administration students at the provider level.

Lesson Number	Lesson Name	Trainer Candidate	Student
0	Trainer introduction	x	
1	Introduction	x	x
2	Observation	x	x
3	Report Changes	x	x
4	Communication and Healthcare Practitioner Visit	x	x
5	Recording and Storage of Medication	x	x
6	Handwashing and Gloving	x	x
7	Administration	x	x
8	Documentation	x	x
9	Medication Errors	x	x
10	Self-administration of Medication	x	x*
Test	Multiple choice and written documentation examinations	x	
11	Classroom Presentation	x	x
Test	Online examinations, skill competencies including observations of medication administration		x
12	Training, Testing and Monitoring	x	

*Optional lesson for students

Implementing the New Course

How you implement the course at your provider may vary depending on a variety of factors. Larger providers might approach medication administration training as part of a larger training program. They may have multiple trainers and possibly a lead trainer or training director. In this case, the trainers would need to coordinate the provider approach to the training to assure consistency across the provider. Providers with a single trainer may need to coordinate with other staff at the provider in regard to tracking and maintaining training records.

This course has elements designed to be completed independently online by students and others presented by the trainer to the students. The provider approach to implementation of the course may differ depending on how and when your provider teaches unlicensed staff to administer medication. If you teach medication administration as part of orientation training, then you may have a number of students taking the course at the same time. Depending on resources, your provider may not have enough computers in one place for all students to complete the lessons online at the same time. One approach to this situation would be to have the students sit together in a room to view the online lessons. There are technical instructions for how students access the online lessons and how they move forward to testing that will become available once the trainer is certified. Keep in mind, all students must complete the online testing independently.

Trainers trained only in the old course cannot teach the new course and trainers trained only in the new course cannot teach the old course. Certified trainers may continue to monitor medication administration and Practicum Observers regardless of which course they are trained in. All trainers, new and recertifying, will be taking the same course. New unlicensed trainers may be certified as medication administrators in either the new or old course before they come to be trained as a trainer in the new course. Existing Practicum Observers and medication administrators do not need to take the new course to maintain their certification. They should continue to be monitored as they have been. The monitoring strategies are the same between the old and new course.

Trainer Recertification

All providers are required to transition to the new course by the time the last trainer certificates in the old course expire on June 30, 2017. As of June 30, 2017, the old course and related materials, such as the student manual, will no longer be supported.

There are a number of ways to move to the new course. Providers may choose to do one of the following:

- Transition to the new course after all of the existing trainers have been trained in the new course.
 - The trainers could be trained in the new course together.
 - Trainers could be trained over time as their certification expires.
- Transition to the new course after a few trainers have been trained in the new course allowing the remaining trainers to continue to monitor until they are trained to teach the new course.

Certified Medication Administrators

Once a student has been certified to administer medication, they have an annual requirement for recertification. The requirements for recertification to administer medication remains the same. Recertification activities are done either by a trainer or a Practicum Observer monitored by a trainer. The recertification activities are designed to be done throughout the year rather than just at the end of the year. The forms to document the student's and Practicum Observer's successful completion of the course and monitoring are presented in Lesson 12 and available for trainers online. There are minimal changes between these forms and the forms used in the old course. These completed forms along with the trainer certificate are used by licensing to assure your provider compliance with regulations regarding medication administration.

New Providers

New providers, by definition, will not have staff that have been employed by the provider for 6 months. They may not have unlicensed staff trained in either the old or new Medication Administration Program. To accommodate the use of the course by new providers, there is a webcast to introduce them to medication administration. This webcast reviews policies and practices that need addressed by each provider and will assist the new provider in developing their provider medication administration program. This webcast must be viewed by the provider. It is required that provider administration reviews it in addition to the trainer candidate. Within the webcast there is information about registration procedures for new provider trainer candidates.

For the purposes of registering as a trainer in the new course, the completion of the webcast meets the requirement for 6 months of employment at the provider and previous training in the Medication Administration Program. To view this webcast, go to <https://medsadmin.tiu11.org> and click on *Resources > New Provider* on the black menu bar.

Questions

Please view Frequently Asked Questions (FAQs) on the Medication Administration Program website, https://medsadmin.tiu11.org/cms/?page_id=63, for additional information about the Program. Please contact the Medication Administration Help Desk at medadminhelp@tiu11.org if you have further questions.