

Announcement


PA Department of Public Welfare Medication Administration Program

Student Course is Now Available!

ODP Communication Number: Announcement 022-14

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Agency/Entity Administrators, Medication Administration Primary Contacts, Agency/Entity Training Directors, Existing and Prospective Medication Administration Trainers employed by one of the following applicable DPW or Department of Aging licensed environments:

Department of Public Welfare (DPW)	Department of Aging
<ul style="list-style-type: none"> • Chapter 2380: Adult Training Facilities • Chapter 2390: Vocational Facilities • Chapter 2600: Personal Care Homes 	<ul style="list-style-type: none"> • Title 55 Aging, Chapter 2800: Assisted Living • Title 6 Aging, Chapter 11: Adult Day Services
<ul style="list-style-type: none"> • Chapter 2800: Assisted Living Residences • Chapter 3800: Child Residential and Day Treatment Facilities • Chapter 6400: Community Homes for Individuals with Mental Retardation • Chapter 6600: Intermediate Care Facilities for Other Related Conditions (ICF/ORC) • Chapter 6600: Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF/ID) 	

PURPOSE:

The new Medication Administration **Student Course** is now available! This new Medication Administration Course, like the old one, teaches unlicensed staff in applicable licensed settings to safely administer medication. The new Medication Administration Course has updated the delivery strategy to blend the use of online training and classroom learning for unlicensed provider staff. There is no cost associated with the new student course.

PROGRAM OVERVIEW

If you would like additional information about the new Medication Administration course, a program overview is available on the Medication Administration Program website at: <https://medsadmin.tiu11.org> > About MedAdmin > [Program Overview](#)

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. After successfully completing the course, students will continue to have access to the online lessons and quizzes as a resource. Since materials and resources are online, there is no student manual with the new course.

PLEASE NOTE

Trainers who are certified to train in the old course and also trained in the new course may teach either course until your certificate for the old course expires. Trainers certified in the new course only, must train using the new course. Materials and support for the old course will be available until June 30, 2017, when the last trainer certificates in the old course expire. Trainers can refer to their Trainer Manual for guidance about the implementation of the student course.

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.

Existing medication administrators (i.e. med techs) 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 trained in the old course or the new course. The monitoring strategies are the same between the old and new course.

The method of implementation of the student course at your provider may vary depending on a variety of factors. Trainers of the student course have options in how the course is delivered. The options are: 1.) have the student independently complete the course online or, 2.) have the course presented by the trainer to the students in a group/classroom environment. The method of implementation or delivery may differ depending on how and when your provider teaches unlicensed staff to administer medication. There are technical instructions for how students access the online lessons and how they move forward to testing that are available once the trainer is certified. Keep in mind, all students must complete the testing online and independently.

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	Hand washing 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

Getting started with the new student course!

The Medication Administration Student course is conducted by certified trainers back at their provider in order to certify students to administer medication. The online portion of the student course is managed through the Trainer Dashboard. The Trainer Dashboard is where certified trainers can create courses and enroll students. Students then login to the student course and complete the online coursework. Certified trainers can view student progress in the online course including quiz and test scores.

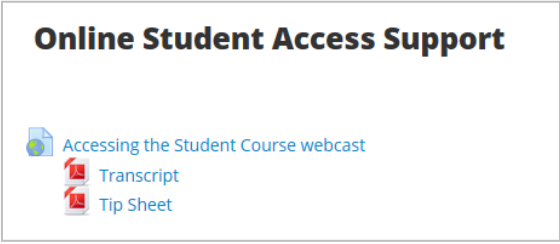
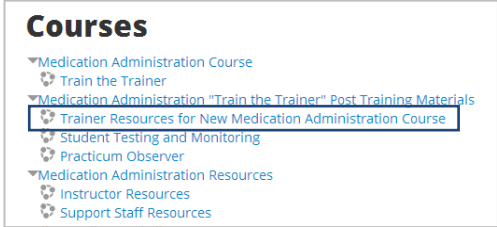
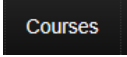
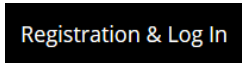
Once a trainer candidate is certified in the new course, he or she will have access to the online student course.

It is highly recommended that certified trainers in the new course view the tutorial and tip sheet available in Trainer Resources in the Medication Administration website prior to accessing the online student course.



The steps for certified trainers to view the tutorial, transcript, and tip sheet are:

- Go to <https://medsadmin.tiu11.org>
- Click *Registration & Log In* in the black menu bar
- Log in with your username and password
- Click *Courses* in the black menu bar
- Click on *Trainer Resources for New Medication Administration Course*
- Scroll down to *Online Student Access Support*



The tutorial provides:

- An overview of the Trainer Dashboard and online student course
- Instructions on how to access the Trainer Dashboard and online student course
- Helpful tips such as student username and password requirements
- Things to consider when creating courses
- Demonstrations on how to create courses, enroll students, view student progress, and view quiz and test scores

If you have any questions email the Medication Administration Help Desk at: medadminhelp@tiu11.org.