

Medication Administration Program Agency/Entity Roles and Responsibilities

Below is a description of the Agency Administrator and Primary Contact roles and the access privileges and responsibilities for each.

ROLES	ACCESS/PRIVILEGES
Agency Administrator	<ul style="list-style-type: none"> ● Manage Agency Profile ● Manage Primary Contacts <ul style="list-style-type: none"> ● Add and update a primary contact (name, email address, address, phone) ● Add a new primary contact ● Deactivate a primary contact
Primary Contact	<ul style="list-style-type: none"> ● Search for trainings and register each user by accessing user profile ● Manage primary contact profile ● Complete Registration for all users <ul style="list-style-type: none"> ● Verification of Employment ● Completion and Verification of Profile Information for each user ● Accept the code of conduct during the registration (There will be Checkbox for users to accept). The primary contact will have the responsibility to review the code of conduct offline with each user registering for training. ● Receives Failure Letters ● Update Profile – De-activate a person’s employment ● Provide payment for individuals registered for training ● Coordinate “Offline Course Work” Process ● Receives User Packets - All the user related packets (if any) will be mailed to primary contacts ● View the number of people from Primary Contact’s Entity who are registered