# Transcript

## Title Slide
(no narration)

## Welcome
Hello. My name is Jill Morrow and I am the Medical Director for the Office of Developmental Programs. I will be your narrator for this webcast.

## Lesson 12
Lesson 12 is comprised of five webcasts. Each webcast has a specific focus. The first one, which is this one, focuses on the training, testing, and monitoring of students. The next two webcasts focus on how trainers and Practicum Observers observe medication administration and review medication administration records or MARs for both the Initial Training and Annual Practicums. The final two webcasts in the lesson focus on Practicum Observers. You, as the trainer, need to view all of these webcasts in order to be certified.

## Lesson Focus
This webcast focuses on the training, testing, and monitoring of students. At the end of this webcast, you will be able to:
- State your responsibilities as a trainer in regard to training and testing,
- Perform handwashing and gloving skill checklists,
- State the testing requirements for students,
- Perform remediation activities as needed with students,
- And, document Initial Training and Annual Practicum requirements for students.

## Student Training
Your job as a trainer is to assure that students master the skills and knowledge required to safely administer medication rather than just “pass” the test. If a student passes the test, but you are concerned that they have not learned the skills, then you may want to put some additional steps in place to assure that they do master them. For example, you may require these students to administer medication only under supervision for a period of time or complete additional supervised medication passes in order to gain more experience before doing it independently. Or, you may require them to review a particular section of the course materials or complete additional practice activities for difficulties in documentation.

Students will complete Lessons 1 through 9 online. Lesson 10, *Self-administration of Medication*, is an optional online lesson for students depending on your provider need. After students successfully complete the online lessons and quizzes, you will teach Lesson 11, the face to face classroom presentation. Online testing for students occurs once the students have mastered the materials as demonstrated in the classroom presentation.

Instructions for how students gain access to the online lessons will become available to you in Trainer Resources after you complete Lesson 12.

You, as the trainer will present Lesson 11 - *Classroom Presentation*, as standardized in the Department of Public Welfare’s Medication Administration Trainer’s Manual. This is a standardized training program and this manual should remain intact and not be altered except where allowed to assure consistency among trainers throughout the state.
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**Student Testing – Requirement Summary**

All unlicensed staff administering medication, including those that only administer occasionally, must both pass the Initial Medication Administration Training and continue to maintain certification by completing the Annual Practicum.

Providers can revoke staff’s medication administration certification at any time and provide re-training and remediation or prohibit staff from administering medication for a period of time. Standardized remediation activities are built into the Medication Administration Course. Providers must use these, but may augment them if desired to assure that staff master the skills.

This table summarizes the Initial and Annual Practicum student testing and monitoring requirements.

There are four requirements for testing for Initial Training. These components are handwashing and gloving skill demonstrations, written documentation and multiple choice exams, and medication administration observation to demonstrate mastery of administration and documentation skills.

Observation of medication administration is part of both the Initial Training and Annual Practicum requirements for unlicensed staff administering medication. In addition to observations, the Annual Practicum requires the completion of MAR reviews by trainers or Practicum Observers. These latter two requirements will be discussed in detail in separate webcasts.

Next, let’s discuss the testing components for Initial Training.

**Student Testing – Handwashing and Gloving**

Handwashing and gloving are each part of the testing requirement to become certified to administer medications. You may observe these skills after the student reviews Lesson 6 about handwashing and gloving or at a separate time such as during the classroom presentation.

This is a skill checklist for handwashing and one for gloving. Click on the picture of the checklist to download both of these. In preparation to observe the skills, you should have one copy of each checklist for each student. You will observe each student demonstrate both handwashing and gloving. Use the checklists to document each student’s performance and determine successful completion of this portion of the testing.

On the skill checklists, indicate the student’s name and the date of the observation. For each step, indicate if the student correctly completed the step. If the student did not correctly complete the step, be sure to indicate in comments what was missed. Be sure to sign the form and indicate if the student passed or failed the skill. In order to pass, the student must correctly complete each step of the skill.

The steps for handwashing and gloving are explained and demonstrated in the online Lesson 6 – *Handwashing and Gloving*. It may be helpful to review Lesson 6 while following along a copy of the skill checklist prior to testing students.

The scores for handwashing and gloving should be documented on the Summary and Certification form for Initial Training which can be downloaded by clicking on the form. When you are ready, click [Continue].

Five points are awarded for successful completion of handwashing and 5 points are awarded for successful completion of gloving for a total of 10 possible points. Students that incorrectly completed a step of the skill and fail it, receive zero points. Document the number of points the student received for each skill demonstration on the Summary and Certification form. The trainer must maintain this documentation as part of the student’s Medication Administration testing documentation.
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Students that have difficulty with handwashing or gloving procedures during the skill observation and fail either or both of these skills should be remediated in the following manner.

- The student must complete online Lesson 6 – *Handwashing and Gloving* in its entirety.
- The trainer must demonstrate each skill that the student failed at least once.
- The student must practice each skill at least three times while being observed by the trainer. The trainer will provide assistance or guidance as needed during the practice. The trainer may demonstrate the skill again during this time if the student needs it. The student should practice the skills as many times as needed to master them.

After the third or more practice session, re-testing occurs by having the student complete the skills independently. The trainer will document the student’s performance on re-testing on the skill sheet.

If the student fails either skill after remediation, then consideration must be given to whether or not this student should be a candidate for giving medication.

### Student Testing – Multiple Choice Exam

After completion of the classroom training, the students complete the online multiple choice exam. The multiple choice exam measures the student’s knowledge and understanding of the content contained in the online lessons and the classroom presentation. Total possible points for this exam is 50 points.

The exam must be completed online, independently without the use of materials or assistance from the trainer. The trainer may not read the test to the students. Trainers are only permitted to clarify the instructions on the exam. Time allowance for the exam is approximately one hour and students should be allowed to work until the exam is timed out.

As a trainer, you will be able to review student multiple choice exam scores online. The specific instructions on how to do this will become available in Trainer Resources once you are certified. The multiple choice exam score should be transferred to the Summary and Certification form for Initial Training under Multiple Choice Exam.

If a student earns less than 40 points on the multiple choice exam, remediation must occur prior to retesting. Those students that missed more than 10 points on the exam will be required to review the material that relates to the missed questions prior to retesting. There is a report that you will be able to view by student that indicates which lessons questions were missed so that you can determine which lessons the student needs to review. The directions for accessing this report will become available in Trainer Resources once you are certified.

Retesting on the multiple choice examination may occur once after remediation. Anyone that fails to earn 40 points or more on this exam after remediation must repeat the entire course including online lessons and the classroom presentation.

### Student Testing – Written Documentation Exam
Upon completion of the multiple choice exam, students take the online Written Documentation Examination. Remember, there are activities associated with Lesson 8 that model the online written documentation exam. Students should complete these activities so that they are familiar with the technology on the exam. The written documentation examination measures the student’s ability to recognize errors between prescriptions and pharmacy labels and demonstrate correct documentation on a Medication Administration Record also referred to as an MAR or Medication Log.

The Written Documentation Examination has a total possible point value of 40 points. The exam must be completed online, independently without the use of materials or assistance from the trainer. The trainer may not read the test to students. Trainers are only permitted to clarify the instructions on the exam.

As a trainer, you will be able to view student Written Documentation exam scores online. Again, the specific instructions on how to do this will become available in Trainer Resources once you are certified. The Written Documentation exam score should be transferred to the Summary and Certification form for Initial Training.

If a student earns less than 30 points on the Written Documentation Exam, remediation must occur prior to retesting. Those students that missed more than 10 points on the exam will be required to review online Lessons 5, 7, and 8 about recording, administering and documenting prior to retesting. The trainer may want to repeat portions of the classroom presentation and/or provide additional practice activities related to documentation for the student. Additional practice activities can be found in the Trainer Manual and the online Trainer Resources.

Retesting may occur once after remediation. Anyone that fails to earn 30 points or more on this exam after remediation must repeat the entire course again including online lessons and the classroom presentation.

**Student Testing – Observations**

During the Initial Training, the assessment of medication administration observations may occur before or after the online testing as determined by the trainer. For Initial Training, unlicensed staff must successfully complete four medication administrations observed by either a trainer or a Practicum Observer to meet the criteria to be certified to administer medication. Two of the four observations must take place in the workplace and the other two may be done either in the workplace or the classroom.

For specific instructions about how trainers and Practicum Observers complete and document medication administration observations, you will view the webcast titled *How to Conduct Medication Administration Observations*.

**Student Training and Testing – Documentation Requirements**
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Following the completion of all of the Initial Training requirements, the trainer should complete the Summary and Certification form for Initial Training for each student. Be sure that all testing and skill scores are entered on the form and then total the scores.

Next, make sure that the medication observation information is completed. Specifics about this is provided in the *How to Conduct Medication Administration Observations* webcast.

In order to become certified to administer medication, the student must earn 90 points or more on the testing components and successfully complete 4 medication observations.

Finish completing the form by indicating whether the student passed or failed the Initial Training, dating the form, signing it, and indicating your provider name. This form documents the certification of the medication administrator. It should be shown to licensing upon request to verify staff certification.

**Annual Practicum - Introduction**

In order to remain certified to administer medication after Initial Training, staff must successfully complete an Annual Practicum. The Annual Practicum consists of medication administration observations and medication administration record reviews.

**Annual Practicum – Medication Administration Observations**

Annually, unlicensed staff must successfully complete two medication administrations observed by either a trainer or a Practicum Observer to meet the criteria to continue to be certified to administer medication. The two observations must take place in the workplace and be spread throughout the year. These observations are identical to those conducted for Initial Training. For the purpose of the Annual Practicum, annual is defined as the year after the date of initial certification or last recertification.

Trainers and Practicum Observers view the *How to Conduct Medication Administration Observations* webcast in order to learn how to observe medication administrations.

**Annual Practicum – MAR Reviews**

For annual recertification, trainers and Practicum Observers must complete four medication administration record reviews for each unlicensed staff in order to meet the criteria to continue to be certified to administer medication. The four MAR reviews should be spread throughout the year, approximately quarterly, and accomplished within the 12 month period from the staff’s Initial Training pass date or most current Annual Practicum pass date.

Trainers and Practicum Observers will learn how to conduct MAR reviews by viewing the webcast *How to Review Medication Administration Records*.

**Annual Practicum – Documentation Requirements**

The Summary and Certification form for Annual Practicum should be completed for each student to document completion of ongoing certification requirements. Be sure that all fields are completed including whether staff recertified, the date and your signature. To download a copy of the Summary and Certification form for Annual Practicum, click on the form. When you are ready, click [Continue].

As a trainer, you need to maintain a copy of each staff’s Summary and Certification form for the Annual Practicum just as you did for the Initial Training. This form documents the continued certification of the medication administrator. It should be shown to licensing upon request to verify staff certification.

**Next Step**

Thank you for viewing this webcast about student training, testing, and monitoring. Now you should view the webcast titled *How to Conduct Medication Administration Observations*. 