

New testing process starts November 1, 2021

For Providers :

1. The dates of the medication Zoom classes will be sent out to the provider network as well as posted on the website.
 - a. **New Staff Medication Training:** There will be 2 dates per month (1st Monday of the month from 9am-11am and 3rd Wednesday of the month from 1pm-3pm) for new staff Zoom classes. Testing will be in-person, see below for more information.
 - b. **Refreshers** will not have Zoom links or material reviews. Providers can send name of staff, email address, and provider name on the 1st and 3rd Tuesdays of the month and testing will be in-person, see below for more information.
2. If providers have staff that are planning to take **new staff medication training** they need to email Brandie Hagaman- hagamanb@washtenaw.org or [Lindsay Gibson at gisbonl@washtenaw.org](mailto:Lindsay.Gibson@washtenaw.org) with the staff name, provider name, and staff email address (work or personal email) at least 2 business days prior to the training. If names are received after this, they will be added to the next available training.
3. Lindsay will then email the provider staff the Zoom link for the next meeting. The materials below are available on the website ([Training Resources | cmhpsm](#)) for staff to review prior to Zoom class.
 - a. WCCMH Medication Administration Manual*
 - b. Day 1 PowerPoint Med Training*
 - c. Day 1 Practice MAR*
4. Following the medication class or the refresher dates staff must take the in-person tests during the next two times offered. A schedule will be provided.

Prior to trainings:

- Staff need to review the Manual, PowerPoint, MAR documents and Controlled Med Count Sheet prior to the Zoom link meeting. Staff need to print the documents and follow along with the instructor as the material is reviewed.

Part 1: Zoom presentation for new staff medication training:

1. Provider staff join the Zoom link for that training and the WCCMH staff monitoring the Zoom waiting room will let the registered staff in the class.
2. When provider staff join Zoom- they need to put their name, email address, and provider name in chat area when they sign on.
3. WCCMH staff needs make sure (if not listed) to get name, provider agency, and email from provider staff and add it to the WCCMH spreadsheet located on the M drive.
4. The participant video will not need to be turned on, if they have a question, use the Q and A function of Zoom.
5. Once class completed the provider staff will get a class code through email.
6. Must take test within 3 days of class and before in-person testing can take place:

- a. ClassMarker.com- enter code
- b. Test can only be taken one time, if taken more than once the 1st attempt will be the score
- c. Test- multiple choice test is done online.

Part 2: New staff medication training in-person testing for both new medication training and refreshers will include the following tests:

- a. MAR transcription exam
- b. WCCMH Comprehension exam

*****Staff must take the online test portion prior to the in-person testing

*****Staff must attend one of the next two testing session after the zoom class date

Testing dates:

- 1st Thursday of the month 9-11am
- 2nd Monday of the month 1-3pm
- 4th Monday of the month 1-3pm
- 4th Thursday of the month 9-11am

Testing Location:

Washtenaw County Learning Resource Center (LRC) : 4135 Washtenaw Ave, Ann Arbor, MI 48108

Testing will be staffed by WCCMH Staff

1. Staff tests will be graded at the in-person testing. Certificates will be generated there and handed out to staff if they pass.
2. If staff fail the provider will be emailed and made aware.
3. If they do not pass staff can take the new staff medication class (Zoom and the multiple tests) and will have 2 more attempts (3 attempts total).
4. Staff names, providers and testing dates will be tracked through WCCMH spreadsheet.

Part 1 for Refresher:

1. On the 1st and 3rd Tuesdays of the month the provider medication coordinator sends staff name, provider agency, staff email address and date of last med class to Brandie Hagaman- hagamanb@washtenaw.org or Lindsay Gibson gibsonl@washtenaw.org at least 2 business days prior to the training dates. If names are received after this, they will be added to the next available date.
2. WCCMH staff will add staff name, date, email, provider to spreadsheet on M-Drive
3. Staff will receive a link/code for them to take the tests at Classmaker.com two days prior to the 1st or 3rd Tuesdays. These refreshers have no actual class time so staff can take the online test when they receive the testing link
4. Go to ClassMarker.com and enter code
5. Test- multiple choice test is done online and must be done prior to the in-person testing.

Part 2: In-person Testing for Refresher will include the following tests:

- a. MAR transcription exam

b. WCCMH Comprehension exam

*****Staff must take the online test portion prior to the in-person testing

*****Staff must attend one of the next two testing session after the refresher date

Testing Dates:

1st Thursday of the month 9-11am

2nd Monday of the month 1-3pm

4th Monday of the month 1-3pm

4th Thursday of the month 9-11am

Testing Location:

Washtenaw County Learning Resource Center (LRC) : 4135 Washtenaw Ave, Ann Arbor, MI 48108

Testing will be staffed by WCCMH Staff

1. Staff tests will be graded at the in-person testing. Certificates will be generated there and handed out to staff if they pass.
2. If staff fail the provider will be emailed and made aware.
3. Staff will then be required to take the new staff medication class (zoom and multiple tests) and will have 2 more attempts (3 attempts total).
4. Staff names, providers and testing dates will be tracked through WCCMH spreadsheet.

Internal Process:

1. Lindsay will set up the Zoom links and designate WCCMH Staff to host, the other WCCMH Staff will monitor the waiting room, chat box and Q and A.
2. WCCMH staff will add to the M-Drive excel sheet for each class that lists participant names, provider, participant email and class date plus the header for the columns. This is already set up and can be cut and pasted. Once the excel sheet is updated, they will email Brandie.
3. Brandie adds test scores from Class maker to the spreadsheet
4. Nursing staff will add the MAR transcribing and comprehension score to the spreadsheet
5. Nursing staff will indicate if staff passed or failed on the excel sheet
6. Certificates will be handed out at the in-person testing if they passed
7. Lindsay/Brandie will check the spreadsheet after testing to see who did not pass and will reach out to provider staff.