

**New testing process starts January 1, 2022**

**For Providers :**

- a. **New Staff Medication Training:** A new self-guided power point presentation pre-recording for the new staff for medication training will be located on the CMHPSM website for staff to view at their convenience. Staff must register at least 3 days prior to the testing dates to receive the link for the online portion of the testing. Testing will also be in-person, see below for more information.
  - b. **Refreshers:** Providers can send name of staff, email address (work or personal), and provider name at least 3 days prior to the in-person testing dates to receive the testing link.
  - c. **Part 1 testing is online and Part 2 testing is in-person testing.**
2. If providers have staff that are planning to test for the new staff medication training OR the refresher training they need to email Brandie Hagaman- [hagamanb@washtenaw.org](mailto:hagamanb@washtenaw.org) or Lindsay Gibson at [gisbonl@washtenaw.org](mailto:gisbonl@washtenaw.org) with the staff name, staff email address (work or personal), provider name at least 3 business days prior to the in person testing. If names are received after this, they will be added to the next available training.
  3. Lindsay will then email the provider staff the link for the Part 1 online testing. The materials below are available on the website ([Training Resources | cmhpsm](#)) for staff to review prior to their testing.
    - a. WCCMH Medication Administration Manual
    - b. Med training independent power point
    - c. Day 1 Practice MAR (Blank 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.

**Part 1: Self-guided power point slide show presentation for new staff medication training:**

1. In preparation for the self-guided power point presentation, staff will need the medication management manual, MAR documents and Controlled Med Count Sheet.
2. Is located on the CMHPSM, website and staff can view this at their convenience.
3. Once staff are registered, they will receive the Part 1 online link.
4. Staff must take Part 1 online testing before in-person testing can take place:
  - a. ClassMarker.com- enter code
  - b. Online Multiple-choice test can only be taken one time, if taken more than once the 1<sup>st</sup> attempt will be the score

**Part 2: New staff medication training in-person testing** for both new medication training 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, scores will be confirmed at the in-person testing site with CMH staff

\*\*\*\*\*Staff must attend one of the next two testing session after viewing the slideshow

**Testing dates:**

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

**Testing Location and Information:**

- **Washtenaw County Learning Resource Center (LRC) : 4135 Washtenaw Ave, Ann Arbor, MI 48108.** If location changes an email will be sent to participants and medication coordinator of that in-person testing session.
- Testing will be staffed by WCCMH Staff
- WCCMH staff will be at the testing times 30 minutes PRIOR to the testing start time to answer any questions staff might have from the self-guided power point presentation.
- Staff tests will be graded at the in-person testing. Certificates will be generated there and handed out to staff if they pass.
- If staff do not pass, staff will have 2 more attempts (3 attempts total).
- Staff names, providers and testing dates will be tracked through WCCMH spreadsheet.

**Part 1 for Refresher:**

1. At least 3 days prior to the in-person testing dates, provider medication coordinator sends staff name, provider agency, staff's email address (work or personal) and date of last med class to Brandie Hagaman- [hagamanb@washtenaw.org](mailto:hagamanb@washtenaw.org) or [Lindsay.Gibson@washtenaw.org](mailto:Lindsay.Gibson@washtenaw.org). 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.
  - a. ClassMarker.com- enter code
  - b. Test can only be taken one time, if taken more than once the 1<sup>st</sup> attempt will be the score
  - c. Test- multiple choice test is done online.

**Part 2: In-person testing for refresher course** 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 course date

### **Testing Dates:**

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

### **Testing Location and Information:**

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- Testing will be staffed by WCCMH Staff
- WCCMH staff will be at the testing times 30 minutes PRIOR to the testing start time to answer any questions staff might have from the self-guided power point presentation.
- Staff tests will be graded at the in-person testing. Certificates will be generated there and handed out to staff if they pass.
- If staff do not pass the refresher, staff will have 2 more attempts and must take the new staff medication training (3 attempts total).
- Staff names, providers and testing dates will be tracked through WCCMH spreadsheet.

### **Internal Process:**

1. WCCMH staff will make sure the self-guided power point presentation remains current on the CMHPSM website.
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/Lindsay 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 would 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.