

WCCMH Provider Medication training process- Updated April 14, 2023

New training and testing process starts April 18, 2023

- **Online Staff Medication training:** A self-guided power point presentation pre-recording for the staff for medication training will be located on the CMHPSM website for staff to view at their convenience. In preparation for the self-guided power point presentation, staff will need the medication management manual, MAR documents and Controlled Med Count Sheet.
- **In-person Staff Medication training:** There will be offerings of in person training that will review the PowerPoint and teach the materials. There is no testing at this training. Needed materials will be provided.
- **All testing will be in person** in a class format.
- The materials below are available on the website ([Training Resources | cmhpsm](#)) for staff to review prior to testing.
 - WCCMH Medication Administration Manual
 - Med training independent power point
 - Day 1 Practice MAR (Blank MAR)

In-person training

Registration for in-person training:

- If providers have staff that are planning to attend the training email: send name of staff, provider name and date of training to Brandie Hagaman- hagamanb@washtenaw.org or Lindsay Gibson- gibsonl@washtenaw.org.

Training dates April 2023- August 2023

Date	Time	Location
5/19/2023	9:00 AM	LRC
6/7/2023	1:00 PM	LRC
6/23/2023	1:00 PM	LRC
7/5/2023	1:00 PM	LRC
7/21/2023	9:00 AM	LRC
8/2/2023	1:00 PM	LRC

Training 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.
- Training will be staffed by WCCMH Staff and/or WCCMH contractual staff

Testing

- After staff either review the Self-guided power point slide show presentation or attend the in-person training, make sure they get registered for in-person testing.

Registration for testing:

- To sign staff up for testing Providers can send the name of staff, and provider name, testing date at least 3 days prior to the dates to register staff. Send this to Brandie Hagaman- hagamanb@washtenaw.org or Lindsay Gibson- gibsonl@washtenaw.org.

Testing dates from April 2023-August 2023:

Test Date	Test Time	Location
5/3/2023	5:00 PM	Towner
5/9/2023	1:00 PM	LRC
5/17/2023	9:00 AM	Towner
5/25/2023	5:00 PM	LRC
6/7/2023	5:00 PM	LRC
6/13/2023	1:00 PM	LRC
6/21/2023	9:00 AM	Towner
6/29/2023	5:00 PM	LRC
7/5/2023	5:00 PM	LRC
7/11/2023	1:00 PM	LRC
7/19/2023	9:00 AM	LRC
7/27/2023	5:00 PM	LRC
8/2/2023	5:00 PM	LRC
8/8/2023	1:00 PM	LRC
8/16/2023	9:00 AM	LRC
8/24/2023	5:00 PM	LRC

Testing Location and Information:

- Washtenaw County Learning Resource Center (LRC): 4135 Washtenaw Ave, Ann Arbor, MI 48108 or WCCMH: 555 Towner Street, Ypsilanti, MI 48198. The location is listed on the schedule. 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 and/or WCCMH contractual 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).

- If staff do not pass, it is encouraged for them to attend the in-person class date to get an overview of the material. Providers must re-register staff for the in-person class and/or testing dates by emailing Brandie or Lindsay.
- Staff names, providers and testing dates will be tracked through WCCMH spreadsheet.
- Staff are required to pass medication training every two years. The 2-year certification is retro back to January 2023 and going forward.

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 training and testing that lists participant names, provider, and class date plus the header for the columns.
3. For testing sessions: Nursing staff would indicate if staff passed or failed on the excel sheet.
4. Certificates will be handed out at the in-person testing if they passed.