

Medication Administration Training Process

Effective April 1, 2025 the medication administration training will be completed online. Medication administration training is required for contracted provider employees that administer medication. Contract providers may choose to use Learnworlds platform through the LCMHA training process or another vetted provider, if approved by LCMHA.

The training must be proctored by the contracted provider or through LCMHA. The provider must follow the below requirements:

- The provider proctor should be at a management level.
- They must complete the training proctored by LCMHA, if not a registered nurse.
- The proctors must be approved through LCMHA.

Training access: <https://cmhpsm.learnworlds.com/>

The training consists of medication monitoring and administration training and basic medication test, MAR comprehension and transcription, and skill demonstration. The LCMHA Medical Competency and Protocol Verification form must be completed by the student and signed by the trainer to verify the training was completed and the employee is competent to administer medication.

Step 1: Medications Monitoring & Administration training and Basic Medication Test

- This training is completed through Learnworlds.
- Proceed to step two once Learnworlds states you passed the test.
- Do not proceed to step two if you did not pass the test.

Step 2: MAR Comprehension and Transcription and skill demonstration

- Print transcription practice sheet from Learnworlds or use supplied documents.
- Print blank Medication Administration record form from Learnworlds or use supplied documents.
- Do not print regional skill demonstration forms.
- Complete transcription activity with proctor.
- Proctor will grade transcription activity.
- Passing score is 90%.
- Answer 3 question in learnworlds then click submit.
- When you get you passed screen
- Download certification
- Complete paper skill demonstration form provided by LCMHA.

Step 3 ongoing monitoring

- Provider will ensure that staff is competent in medication set-up, passing medications, medication administration record (MAR) documentation.
 - It is up to the provider's discretion to determine when staff can safely pass medications independently.

Provider must ensure that the following documentation is kept in each staff's employee file:

- LCMHA skill demonstration form. This form must be signed by the student and the trainer. This form is located on LCMHA's website.
- Medication Administration Training Certificate that is provided through Learnworlds.

Required Frequency of Medication Administration Training:

- Required prior to passing medications and every 2 years thereafter.
 - *From the date of the final certificate

March 14, 2025

Other Relevant Information:

If put on a corrective action plan due to medication errors, staff will be asked to retake the full training.