

Medication Training Instructions

Task A: Create an Account (If you already have an account, skip to Task B).

1. Using Internet Explorer 8 or higher, go to <https://ky.train.org> (or click on this link).
2. Click "Create Account."
3. You will be taken to a page that includes 5 TRAIN policies, with a hyperlink to each. Review the policies as you see fit, and then click "I agree to these TRAIN policies" and click "Next."

TRAIN Policies

1. [General Policies and Liability Terms](#)
2. [Confidentiality Statement](#)
3. [Learner Rights and Responsibilities](#)
4. [Course Provider Rights and Responsibilities](#)
5. [Definitions](#)

I agree to these TRAIN policies

Next Cancel

4. You will then be taken to a page that asks for personal information, including your name, email address, etc. All fields marked with a red asterisk must be answered.
 - a. For "Organization name," type the first three letters of your school district or school and select your building from the dropdown list.
 - b. Though "Department/Division" is required, don't stress over it. Put whatever you'd like.
 - c. Just like with 4a, you'll also have to select from a dropdown for "City / Township / Town" and "County" (Select your WORK county if different from your home county).
 - d. Complete the remaining items.
 - e. If you don't want promotional emails from the TRAIN program, be sure to uncheck the box that states "I would like to receive emails from TRAIN."
 - f. When all required fields are filled in, click the "Next" box.
5. You should then be taken to the "Group Selection" page. Click the "Select Groups" button beside the option "State Portal":

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "HRSA Portal".
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal **No Groups Selected**

To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal **No Groups Selected**

To access additional Health Resources and Services Administration (HRSA) content, and to participate in HRSA practice and content groups, you should add to the HRSA Portal. HRSA grantees are especially encouraged to select HRSA groups.

HRSA Portal **No Groups Selected**

6. You will then be asked to select an agency. Scroll down and select "Schools."
7. A new dropdown will appear. Leave the "Select K-12 Public School District" in the dropdown and click "Submit."

The screenshot shows a web form titled "Select Groups". It contains three dropdown menus: the first is set to "Kentucky", the second to "Schools", and the third to "Select K-12 Public School District". At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

8. You will be taken back to the "Group Selection" page, and "National/Kentucky/Schools" should show as your selected group. Click the "Next" button at the bottom of the page.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal

Selected Groups:
National/Kentucky/Schools

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to the State Portal.

MRC Portal **No Groups Selected**

To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and practice, you should also add the CDC Portal.

CDC Portal **No Groups Selected**

To access additional Health Resources and Services Administration (HRSA) content, and to you should add to the HRSA Portal. HRSA grantees are especially encouraged to select HRE.

HRSA Portal **No Groups Selected**

Note: You must select at least one portal.

9. You will then be taken to a page that asks you to select your **Professional Role**. You can select up to 3, but only 1 is required. For most users, that would be the "Teacher/Faculty" choice located near the end of the list. Select it (or another appropriate choice) and then click "Next."

<input type="checkbox"/>	Student
<input checked="" type="checkbox"/>	Teacher / Faculty
<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Other (specify) _____

10. You will then be asked to identify up to 3 **Work Settings** that best describe your job. Again, you only are required to select one, and for most users that would be the "Academic/Educational Institution," for which you will also need to select the drop down of "K-12." After doing so, click "Next."

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value
<input checked="" type="checkbox"/> Academic / Educational Institution	K-12
<input type="checkbox"/> Official Public Health Agencies	Select
<input type="checkbox"/> Military	
<input type="checkbox"/> Other Government Agencies (except Military)	
<input type="checkbox"/> Healthcare Services	Select
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input type="checkbox"/> Other (specify)	

11. You will then be taken to a page where you are asked to complete some optional demographic information. You can complete this information if you wish, but you can also simply click “Next” to move on to the next page.

Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	Select
Sex	Select
Ethnicity	Select
Race	Select
Birth Date	<input type="text"/> (Format: MM/DD/YYYY)
Primary Language	Select
Secondary Language	Select

Back Next

12. You will then be taken to a page called “Kentucky User Attributes.” This page is blank (Don’t ask me—I don’t know). Click “Next” to continue.

Kentucky User Attributes

Back Next

13. You should then receive a message that your new account has been created:

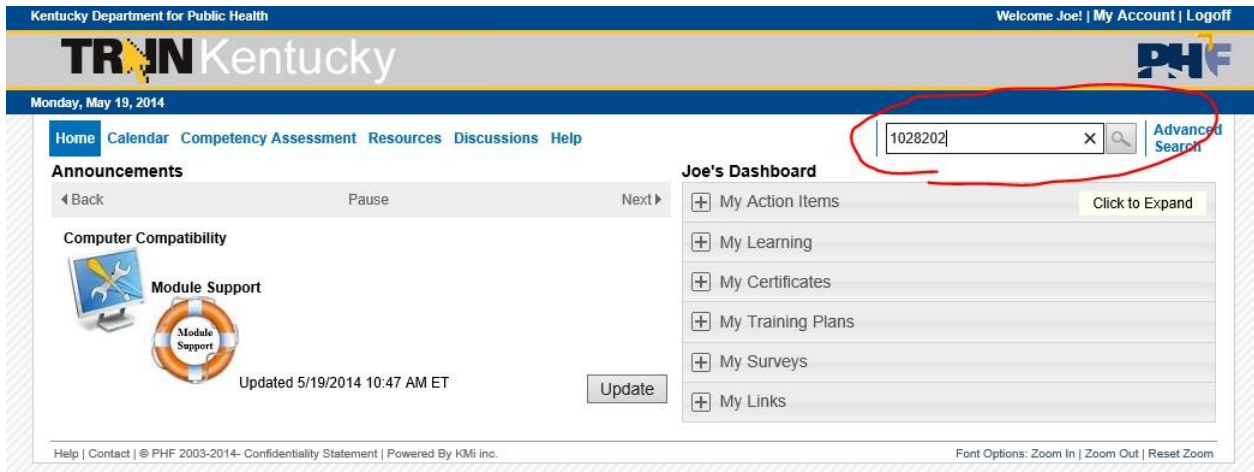
Hello, **Joe**
 Your NEW ACCOUNT has been created.
 Click on **Continue** button to register for your course.

Continue

14. If you are ready to register for a course, you can click the “continue” button above and skip to #16. If you are not ready, you can come back later.

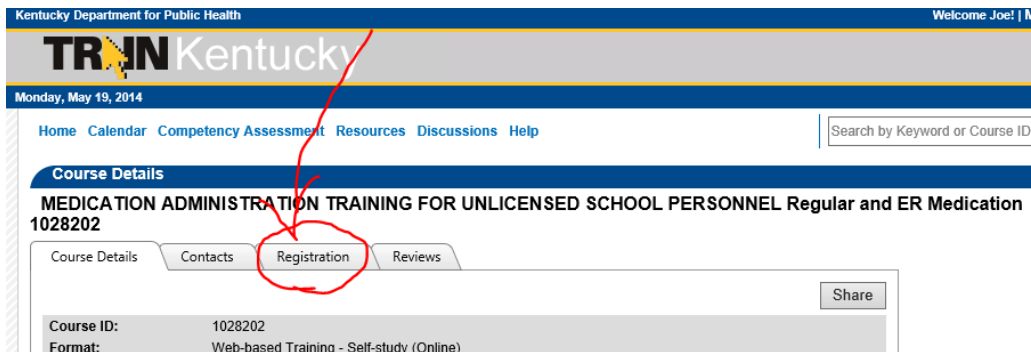
Task B: Register for the medication training course and complete the informational portion

15. Using Internet Explorer 8 or later, go to <http://ky.train.org> and log in with your username and password. You will be taken to your homepage.
16. In the search box in the upper right hand corner, type the course number of the training you wish to complete and click the “Search” box (**The current training for all teachers, principals, assistants, and coaches in the Bardstown City School District is 1028202. Bus Drivers will register for the course number 1028208.**)

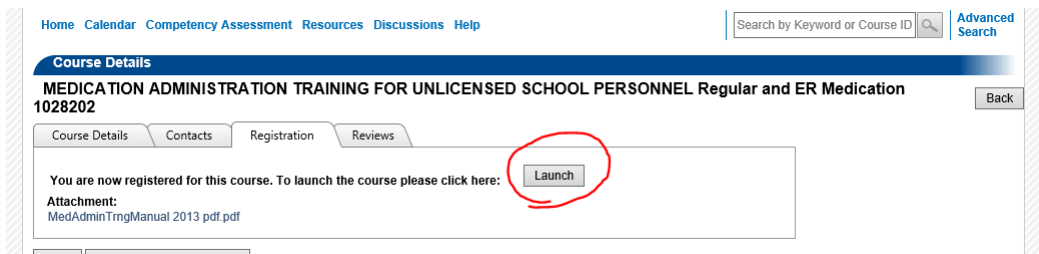


17. **The current training for all teachers, assistants, and coaches in the Bardstown City School District is 1028202 “Medication Administration Training for Unlicensed School Personnel-Regular and ER Medications”. Bus Drivers will register for the course number 1028208 “Medication Administration Training for Unlicensed School Personnel- Emergency Medications Only).**

You should see the “Course Details” for this training (the photo below shows course #1028202. Bus Drivers will see their course when they type in their corresponding number). In order to register, click the “Registration” tab.



18. To begin the course, click the “Launch” button



19. The course should launch. Use the arrows in the upper right hand corner of the pop up window to navigate back and forth through the slides in the course:

MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL SELF-STUDY COURSE

Module I :Legal Issues, Policies and Procedures

Regular and ER Medications

[Click here to get the Medication Administration Manual.](#)

Print this manual

Test your knowledge. Answer the question below. This will help you fill out your study guide.

Understanding state laws and school policies and procedures is necessary to _____ the potential liability issues of medication administration in the school setting.

- reduce
- enhance
- increase
- abolish

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NOTE: There are 126 slides in the course. Please allow yourself time to view them all.

20. On the final slide of the training is a short video describing how to complete the required assessment. You can watch this video or follow the instructions in Task C.

Task C: Completing the Assessment

21. Log onto <https://ky.train.org>, or—if you’re already logged on—click the “Home” button.
22. On your dashboard, click the plus sign beside “My Learning” to expand the list of courses you have begun. You’ll find the medication course listed here.

[Home](#) [Calendar](#) [Competency Assessment](#) [Resources](#) [Discussions](#) [Help](#)

[Advanced Search](#)

Announcements

Computer Compatibility

Module Support

Updated 5/19/2014 10:48 AM ET

Joe's Dashboard

- My Action Items
- My Learning

Course Name	Status	Format
MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL Regular and ER Medication 1028202	In Progress	Web-based Training - Self-study

- My Certificates
- My Training Plans
- My Surveys
- My Links

Help | Contact | © PHF 2003-2014. Confidentiality Statement | Powered By KMi inc. Font Options: Zoom In | Zoom Out | Reset Zoom

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23. Click the course name to be taken to the **Course Registration Management** page. You should see three options. Click the "Completed" button. :

The screenshot shows the 'Course Registration Management' page for the course 'MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL Regular and ER Medication 1028202'. The registration status is 'In Progress'. Under the 'Attachment' section, there is a link to 'MedAdminTrngManual 2013 pdf.pdf'. Below this, there are three buttons: 'Completed', 'Archive', and 'Withdraw'. The 'Completed' button is circled in red. A 'Back' button is also visible at the bottom left.

24. You will be informed that before you mark the course complete you must complete an assessment. Click the "Assessment" button to begin taking the assessment.

The screenshot shows the 'Course Registration Management' page for the same course. The registration status is now 'Post-Assessment Pending'. Under the 'Attachment' section, there is a link to 'MedAdminTrngManual 2013 pdf.pdf'. Below this, there is a red text warning: 'Before completing the course you must complete the assessment.' Below the warning, there is an 'Assessment' button circled in red. A 'Back' button is also visible at the bottom left.

25. Once you have answered all questions, you will receive a message stating your score (92 points in the example below). Your score must be equal to or higher than the minimal passing score in order for you to complete the course. In the example below, the 92 points exceeds the 85 point minimum, so the trainee has passed the course.

You must score an 85% or greater to pass this course

Med Admin for School-Regular and ER

The assessment is finished.

Your course registration status will be changed and you will receive an automated TRAIN email message.

Please note: the number of attempts you have to complete the pre-assessment may be limited. If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re-register.

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Assessment Statistics

Your Score:	92 points
Minimal Passing Score:	85 points
Total Questions:	50
Correct Answers:	46 (92%)

Close

26. Once you have finished reading your score, click the “close” button. You will be prompted to complete an evaluation. This is a required component of the training and is NOT the same thing as the assessment that you just completed. Click the button to take the evaluation.
27. Once the evaluation is finished, you will be taken to a page where you can “rate” the training and provide comments. This is optional.

Task D: Printing your medication certificate

28. Log onto <https://ky.train.org>, or—if you’re already logged on—click the “Home” button.
29. In the dashboard on the right hand side of the page, click the plus sign beside “My Certificates” to bring up the list of certificates you have completed. Your medication training should be listed there.

Joe's Dashboard

+ My Action Items Click to Expand

+ My Learning

+ My Certificates

Course Name	Date Completed
MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL Regular and ER Medication 1028202	05/19/2014

View All Certificates

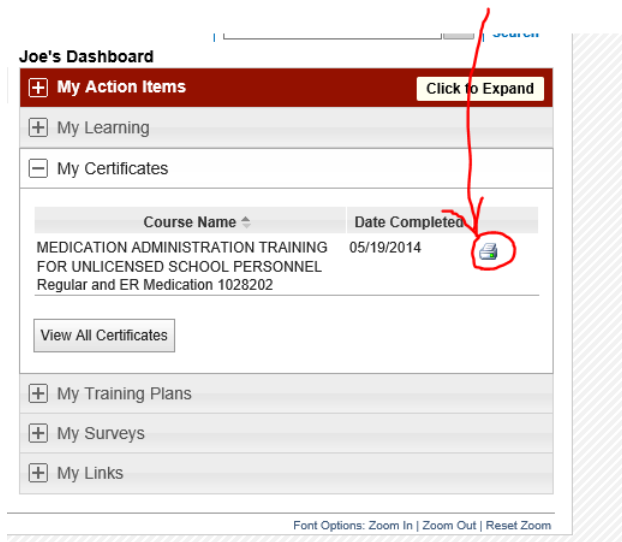
+ My Training Plans

+ My Surveys

+ My Links

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30. In order to print a PDF of the training, you should click the printer icon only.



31. Either print or save the PDF for later printing.

To receive credit for this portion of the Medication Administration Training, you must do one of the following:

- A. Print out your certificate and either place it in the Nurse Box (any school front office) or bring it to your School Nurse office directly.
- B. Save the certificate as a PDF, then email it to your School Nurse:
jennifer.mattingly@bardstown.kyschools.us (BEC, BPS, Bus Drivers)
felicia.flanagan@bardstown.kyschools.us (BES, BMS, BHS, Coaches)

Deadline to complete the online portion of the Medication Training is Friday, August 26, 2016. Upon completion, employees will then complete the demonstration portion (final portion) of the medication training. Employees will do this during the first staff meeting in September, or individually with their School Nurse if needed.

Please contact your School Nurse if questions:

Felicia – 331-8887

Jennifer – 331-8933