

**Medication Administration Curriculum Requirements:**

Prepare the Train-the-Trainer curriculum proposal using the content requirements listed below. There are five topical areas that must be included in your curriculum. Include a copy of the curriculum and an outline of how the training meets the time requirements when applying.

NOTE: The department-approved curriculum is available from the Wisconsin Community-Based Care and Treatment Training Registry upon request.

Although only one instructor is necessary to meet each requirement, additional instructors may be used for larger programs that wish to authorize more than one instructor.

**Acceptable credentials are as follows: choose one option**

- Licensed physician
- Registered pharmacist
- Registered nurse
- Physician's assistant
- Nurse practitioner

**Acceptable instructor experience: all three options must be selected.**

- Knowledge of [DHS 83](https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/83/) and other Wisconsin Administrative Codes for Community-Based Settings
- Completed at least six hours of instruction related to teaching or training and have documentation of this training **or** have experience teaching/training others within the last two years and have a reference who can verify this experience.
- Listed on the Wisconsin Community-Based Care and Treatment Training Registry as a currently approved Medication Administration Instructor.

**Required Components of the Curriculum**

- Facilitator Guide – Directions to trainers on how to teach the train-the-trainer course
- Participant Guide – The handouts and/or booklet that provides the participants with the information the program has added to Medication Administration. This is in addition to the department approved Medication Administration that the Wisconsin Community-Based Care and Treatment Registry provides.
- Enhanced curriculum is defined as curriculum that increases the knowledge of the unlicensed participants of the class and is above and beyond what is taught in the department approved curriculum. The curriculum should apply to knowledge needed to work in Community-Based Settings
- An assessment tool that gives feedback to the participant related to the presentation practice
- An assessment tool that assesses and documents the participant's retention of the regulatory, enhanced, and adult learning principles taught in the class

Content Requirements by Topical Area	Description of Program Requirements
<p><b>1. Regulatory Background – 2 hours</b></p> <p>Curriculum should include information on all Medication Administration regulatory requirements for community-based facilities and an overview of each. Include regulatory and standards of practice website locations and/or other resources, including drug reference tools.</p> <p><b>NOTE:</b> Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> <li>• Ch. DHS 83, WI Administrative Rules for CBRFs (all sections pertaining to Medication Administration) <ul style="list-style-type: none"> <li>83.02 – Definitions (applicable to program content)</li> <li>83.12 – Investigation, notification, and reporting requirements (applicable to program content)</li> <li>83.19 – Orientation</li> <li>83.20 – Department approved training</li> <li>83.23 – Employee supervision</li> <li>83.24 – Exemptions</li> <li>83.26 – Documentation</li> <li>83.32 – Resident rights (applicable to program content)</li> <li>83.35 – Assessment, individual service plan and evaluations (applicable to program content)</li> <li>83.37 – Medications</li> <li>83.38 – Program services (applicable to program content)</li> <li>83.39 – Infection control program</li> <li>83.42 – Resident records</li> </ul> </li> <li>• Ch. 50.035(1), Stats – Personnel training</li> <li>• Ch. 50.035(5), Stats – Reports of death required</li> <li>• Ch. 50.09, Stats – Rights of residents</li> </ul> <p>Instructions on how to teach, to read and understand DHS Administrative Codes.</p> <p>Instructions on how to locate the regulations related to various types of community-based settings</p> <p>Include copies of any handouts you plan to provide to students.</p>
<p><b>2. Medication Administration Principles and Program Training – 19 hours</b></p> <p>The instructor must present the 14-hour department-approved standardized curriculum. Use the <b>additional 5 hours</b> to present curriculum designed to enhance the students’ core competency in the program area.</p> <p><b>NOTE:</b> Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> <li>• Include the 5-hour enhanced curriculum that you will incorporate in order to increase the students’ knowledge and skills of the 19-hour standardized curriculum. Emphasize skill demonstration instruction (e.g., administration techniques, documentation requirements) and skills that those without clinical backgrounds might not have and would need to teach this course in community-based settings.</li> <li>• It is not necessary to include the 19-hour department-approved Medication Administration curriculum in your proposal. You may reference that material by page number or section to clarify how you plan to incorporate enhanced curriculum into this section.</li> <li>• Include copies of all handouts you plan to provide to students.</li> </ul>

<p><b>3. Training Techniques and Principles of Adult Learning – 2 hours</b></p> <p>The purpose of the module is to provide students with the resources to become effective instructors.</p> <p><b>NOTE:</b> Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include the 2-hour curriculum that will provide students with the skills necessary to become effective instructors of the program. When possible, incorporate the Medication Administration curriculum, including activities. Topics may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Adult learning principles</li> <li>• Classroom-style training/physical environment</li> <li>• Identifying and responding to learning style differences</li> <li>• Use of audio-visual aids</li> <li>• Facilitating active participation</li> <li>• Asking and responding to questions</li> <li>• Using the Facilitator and Participant Guides</li> <li>• Class preparation; materials and resources needed</li> <li>• How to use the registry, apply as an instructor, and upload rosters</li> </ul> <p>Include copies of all handouts you plan to provide to students.</p>
<p><b>4. Presentation Practice – Minimum of 15 minutes per student</b></p> <p>Each student must have an opportunity to practice presenting a portion of the 14-hour Medication Administration curriculum to the rest of the class.</p> <p><b>NOTE:</b> Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include a description of how you will facilitate the practice component and provide effective feedback to students.</p>
<p><b>5. Performance and Retention Assessment</b></p> <p>Time allocated for skills assessment is in addition to Parts 1 – 4.</p>	<p>Include a description of how the program will accurately assess and document in writing that each student acquired the skill and knowledge necessary to become a proficient instructor of the Medication Administration curriculum. Assessment tools may include, but are not limited to: presentations, practice assessments, written or oral tests, etc.</p>

## Train-the-Trainer Course Requirements

### General Train-the-Trainer Program Requirements

- Applicants for Train-the-Trainer program must complete the approval process within six months. Curriculum that does not meet the standards outlined in this document will be returned for revision. The applicant must complete revisions within six months of application date. Any applicants not approved within six months will be denied. Applicants will have to apply again as a new applicant if not approved within six months. All fees are non-refundable.
- Each participant's identity must be confirmed (e.g., driver's license, employer statement, etc.)
- The curriculum must be presented in person. Exceptions may be made for online teaching of the adult learning component, as long as the program demonstrates how they will maintain the integrity of the learning outcomes.
- The minimum length of the Standard Precautions Train-the-Trainer course is seven hours plus a minimum of 15 minutes practice time per student. This may include one 15-minute break every two hours. Meal breaks are not included.
- The minimum length of the Medication Administration Train-the-Trainer course is 23 hours plus a minimum of 15 minutes practice time per student. This may include one 15-minute break every two hours. Meal breaks are not included.
- The minimum length of the Fire Safety Train-the-Trainer course is nine hours plus a minimum of 15 minutes practice time per student. This may include one 15-minute break every two hours. Meal breaks are not included.
- The minimum length of the First Aid and Choking Train-the-Trainer course is ten hours. This may include one 15 minutes break every two hours. Meal breaks are not included.
- Instructors must assess the proficiency level of students after taking the course using the method outlined in the approved Train-the-Trainer curriculum. If a written test is used, instructors must monitor the students to assure independent responses. Assessments must be documented in writing.
- Students must be strongly encouraged to complete an independent online evaluation after completing the course. The approved program will ensure that each student is provided with the written information necessary to complete the evaluation.
- Programs must submit a completed Train-the-Trainer Class Roster to UWGB within 10 business days of class completion. The roster will list all students who have successfully completed the class, along with a \$20.00 fee for each passing student. UWGB will maintain records of Train-the-Trainer course completion.
- All approved instructors must report to UWGB, within five business days, any suspension, expiration or revocation of any license or credential used to gain approval to teach this training.
- The program is responsible for notifying UWGB of any changes in the contact information or instructor status within five business days of the change.
- New instructors may be added to a Train-the-Trainer program, but must be approved in advance by UWGB. Upon curriculum approval UWGB will send a link for the instructor application.