

The Wisconsin Caregiver Academy

Temporary Distance Learning for Train-the-Trainer

Due to the current state of emergency with COVID-19, the Wisconsin Department of Health Services (DHS) and the Wisconsin Community-Based Care and Treatment Training Registry (the Registry) have agreed to allow distance learning to occur for department approved Train-the-Trainer programs until DHS and the Centers for Disease Control (CDC) determine the current threat of COVID-19 has ended.

The Wisconsin Caregiver Academy has been approved to offer the distance learning option for all four Train-the-Trainer classes. **In order to attend the web-based class, participants must be able to meet the following requirements:**

1. Access to a computer and internet and have the ability to navigate on a computer.
2. Access to a microphone and webcam or other live video tool where the instructor can see and hear participants for the entire class to ensure engagement and participation in the learning activities.

For Medication Administration:

Identify a person who can act as a proctor for the skill test component of the Medication Administration course. The proctor will have to administer the skills test, where they watch the person to make sure all skills have been completed. The proctor must scan or can take a picture of it and send the test immediately for grading. **You will need to provide the name of your proctor and their email address prior to the start of the class.** Proctors must be available on Wednesday morning between 10 am - 12 pm when the testing takes place. Proctors must meet ONE of the following requirements:

1. They must be licensed to administer medication in the state of Wisconsin, a management level person, or a registry approved Medication Administration Instructor.
2. Management level person must be on the registry for Medication Administration.
3. The proctor must be comfortable with preparing and administering the skills demonstration test.

The original skills test and MAR should be mailed within 10 days to the University of Wisconsin-Green Bay.

For the Medication Administration training, the Train-the-Trainer instructor will reach out to all participants as a follow-up to the distance learning to assure compliance and understanding of the medication administration procedures that were taught.

Please note, if a participant is not able to meet the requirements listed above, the distance learning method will not be an option.