



Instructor - Maggie O'Brien, BSN, RN
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740-507-5384

Program Location/Dates:

To be determined. Participants will be notified via email once successfully registered.

Course Goal:

To teach unlicensed DD personnel how to administer oral and topical medications and perform the 13 health-related activities (HRAs) specified by the Ohio Department of Developmental Disabilities.

Learning objectives:

By the end of this course, the participant will be able to:

Demonstrate:

- How to prepare, administer and document the performance of the 13 HRAs and the administration of prescribed oral, topical, and inhaled medications, and application of topical OTC medications for musculoskeletal comfort.
- Having a minimum knowledge base, by scoring 80% or better on a closed book test.

Explain:

- What is required to maintain and renew certification for medication administration and performance of health-related activities.
- How the rules and regulations governing the administration of medications and performance of health-related activities apply to caregiving activities.
- What actions to take when signs and symptoms may indicate a significant health problem or medication side effect.

Certification Requirements:

To be eligible to participate in the course and be eligible for certification, participants must meet the following requirements:

1. Be employed by a certified DD Agency or be a certified DODD Independent Provider.
2. Be at least 18 years old.
3. Have obtained a High School Diploma or GED.
4. Have the ability to read, write and understand English at a level that is sufficient to pass the course.
5. Meets the criteria for background and registry checks in compliance with OAC 5123:2-2-02.
6. [Application](#) submitted by certified DD Agency or certified DODD Independent Provider (IP's will submit application along with High School Diploma/GED documentation), which will be verified by the RN Trainer.



Completion Requirements:

To obtain the Initial Category 1 DODD medication administration certification, unlicensed DD personnel must do **all** of the following:

1. Attend the **ENTIRE** program and participate in discussions and activities.
2. Successfully demonstrate performance of the 13 health-related activities, and the preparation, administration, and documentation for each route of medication [presented in the initial Category 1 certification training](#) course.
3. Pass a closed book written exam with a score of 80% or better. Personnel who do not pass the written exam with 80% or higher are required, by rule, to retake the entire initial certification training course before attempting to take the written exam again.
4. Complete and submit an evaluation of this program to the RN trainer.

Expectations

1. Part of Ohio Network for Innovation's values are being committed to success and working together. If a participant anticipates any barriers to learning, please notify the instructor at the time of registration.
2. Students will attend the ENTIRE program.
3. Please arrive on time. It will be at the instructor's discretion as to whether you will be permitted to attend/complete the class.
4. Participation is required in class activities and discussions. Hands-on learning and physical contact with other participants may be required for instructional activities and/or skills checks.
5. Please be considerate of other participants to promote a successful and respectful learning environment. Unnecessary interruptions, rudeness, disrespect, and non-participation may result in removal from the course and notification to your employer.
6. Please wear comfortable attire.
7. Cell phone use is limited to the allotted break times. If you need to use the phone, please do so outside of the classroom. It is at the instructor's discretion to allow participants to return after missing instruction time.
8. The health of all participants is important. Please contact the instructor if you are showing any signs or symptoms of being ill and need to reschedule. Masks are not required but are welcome. You may be asked to don a mask or reschedule the course if you arrive to class and are showing signs and symptoms of being ill.
9. Visual and/or audio recording of the class is not permitted unless prior approval is given by the instructor.

Methods of Evaluation:

Participants will be evaluated on:

- Participation in discussions, activities and return demonstrations.
- Completion of a written exam, with a passing grade of 80% or higher.



Methods of Instruction/Supplemental Resources Used:

Lecture, visual presentation software (PowerPoint), small group activities, student notes, instructional videos, class discussion, individual activities and return demonstration.

Program Materials:

REQUIRED:

- You must bring the [course curriculum](#) with you to class each day. You may choose to print it out prior to class or download to a laptop or tablet (cell phone not permitted). It cannot be guaranteed that there will be reliable internet access at the class location. Please note: the curriculum is 185 pages. If you have concerns about obtaining the course curriculum, please contact your instructor prior to the class start date.
- Skills checklists will be provided by the instructor.
- Please bring identification with a photo (ie: Driver's license, passport) with you to the first day of class.

Optional:

- Laptop or tablet for note taking.
- Pen/Paper for note taking.

Cancellation Policy:

- If the class needs to be cancelled by the instructor, you will be contacted at the phone number listed on the course application. A notification will be sent via email regarding class make-up dates.
- Please call 740-507-5384 if you need to cancel your registration for any reason or have additional questions.
- It is at the instructor's discretion to allow rescheduling coursework in the event of an emergency.

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