DODD Certified Medication Administration Training Requirements

At Greene County Board of Developmental Disabilities

* Open to provider employees who work with individuals who reside in Greene County.
* At this time, they are in person trainings following office building protocol based on GCPH, ODH, and CDC guidelines and able to accommodate no more than 6 participants per class.
* Med administration trainings are held in the board office conference room at 245 N. Valley Rd. Xenia.
* Training schedule is subject to change based on need and at the discretion of the Certified RN Trainer. Please check GBCDD website prior to requesting an employee to attend training.
* Requests must include a completed, signed and dated application to be scanned and sent to the Certified RN trainer at [medcert@greenedd.org](mailto:medcert@greenedd.org) at least 7 days prior to the scheduled training. Please indicate which training date(s) you are requesting.
* Applications are 2 pages—page 1 to be completed and signed by employer and page 2 must be completed, signed and dated by the employee taking the training. They must be completed as instructed on the application or they cannot be accepted. Please use the most updated ODODD applications (March 2018 is the latest revision date at this time)
* A renewal training will receive the required 2 hour continuing education piece. The step by step instructions for each medication route or health related activity performed routinely by the employee must be completed at the site by a med adm certified employer or nurse. Supporting documentation of the completion must be submitted to the certified RN trainer in order to enter the renewal of the employee into the DODD MAIS application to fulfill the renewal requirements. Any additional training performed by the employer at a later time must be completed and kept on file by the agency in their records.
* Remember, DODD recommends planning and registering an employee for a class at least 8 weeks prior to certificate expiration. Any employee that has an expired med adm certification CANNOT pass medications/perform health related activities until successfully fulfills renewal requirements AND shows active in the DODD MAIS application. DODD certifies the employee, not the employer, and sees maintaining certification as a joint responsibility between the employer and the employee.

Melissa Green, DODD Certified RN Trainer

QA RN

Greene County Board of Developmental Disabilities