

**2025**

## **Lenawee County Medication Class and Test Guidelines**

Before staff working in an agency that contracts with LCMHA can pass medication to clients, they must, initially: attend the Medication Administration Class, pass the Medication Administration Class Test, and complete the providers requirements regarding supervised medication administration.

All staff, whether they are taking the Full Medication Class or the Refresher Test, are required to read and practice all the information found in the Medication Administration Booklet and the Transcribing Rules and Tips. The Power Point booklet will be reviewed during the Full Medication Class. Staff should practice transcribing and review medication administration material before and after the Full Medication Class. All information can be downloaded at LCMHA.org.

Who **must** attend the Full Medication Administration Class and pass the Medication Administration Class Test.

- any staff who does not have a current Medication Administration Certificate indicating they passed either the Medication Administration Class Test or the Refresher Test. Certificates expire two years after the date on the certificate.
- if any staff fails either Medication Administration test they may not pass medications to consumers until they have successfully completed the Medication Administration Class and Medication Administration Class test.
- any staff as a corrective action.
- any staff, as an alternative to taking the Medication Administration Refresher Test.

Who **MAY** take the Medication Administration Refresher Test (without attending the Full Class):

- any staff who has a current Medication Administration Certificate on the date they are taking the test. Certificates expire two years after the date on the certificate.

**MEDICATION ADMINISTRATION CLASS:** Staff must attend the entire class to be eligible to receive the certificate that states they attended the class. Staff must present the certificate, which expires one year after the date on the certificate, to be eligible to take the Medication Administration Class test.

Staff must be registered, online, for the Medication Administration Class and the Refresher Test at least one week before the date of the class. Registration procedure:

- Email Blair Briggs at [bbriggs@lcmha.org](mailto:bbriggs@lcmha.org) with the name of the staff attending the class or taking the test. If they are only taking the test, state which test they will take - Medication Administration Class Test or Refresher Test.

If no staff are registered for the Medication Class or the Refresher Test they will be canceled for that month.

The Medication Administration Class will be offered, in person, once a month, from

9:00am until approximately 1:30pm. Staff will sign in at the class site between 8:45 and 9:00am, the day of the class. Staff must have a state issued ID to sign in. No more than 20 staff will be allowed in the class. No one arriving after 9:00am will be allowed in the class.

**TESTS:** 90% is needed to pass both the Medication Administration Class test and the Refresher test. The Medication Administration Class Test and the Refresher Test will be offered from 2:30pm until 5:00pm on the days of the Medication Administration Class, in the same location where the Medication Administration Class is held.

**LOCATION:**

River Raisin Room and/or Spartan Room Lenawee County Human Services building, 1040 S Winter St, Adrian, MI. Park in front of the building and enter on the second floor, the River Raisin Room is down the first hallway to the left.

**Medication Administration Certificates expire two years from the actual date on the Medication Administration Certificate. Once a Medication Administration Certificate has expired the staff may NOT pass medication until they have attended a FULL Medication Administration Class, passed the Full Medication Administration Class test and have their new certificate.**

When a staff person passes the Full Medication Administration Class Test for the first time, or as the provider deems necessary, the provider will require them to pass medications with another medication trained staff a predetermined number of times before they perform a final check off and inform the staff they are ready to pass medications independently.

**Provider contact person:**

Providers will assign one person to be the contact for the LCMHA RN Medication Administration Class instructor. The contact person will be responsible for all contact between the provider and the LCMHA RN instructor. Please feel free to contact Marsha DiCenzo, RN, at any time, if needed.

**The provider contact person will be responsible for:**

- providing staff who will take the Medication Administration Class or the Refresher Test, with copies of the Medication Administration Booklet, Power Point, practice transcriptions, practice narcotic count sheets, blank medication sheets to review prior to the test and or class.
- ensuring staff are provided instruction regarding medication administration policies and procedures prior to attending the LCMHA Medication Administration Class.
- ensuring no one without a current Medication Administration Certificate passes medication.
- picking up test result summaries and certificates.
- providing an email or text number results can be sent to.

**Staff are responsible for:**

- reading and reviewing information in the Medication Administration Booklet and Power Point before they attend an in-person class or take the Refresher test.
- asking questions during the class to assist with clearly understanding the material.
- practicing transcribing and discontinuing transcriptions before and after the Medication Administration Class.

**The LCMHA RN instructor will:**

- provide paper copies of the power point, Medication Administration Booklet, medication sheets, and narcotic count sheets at the class.
- provide the Class Test or Refresher Test to appropriate staff.
- provide certificates indicating a staff attended the Medication Administration Class and certificates indicating the Medication Administration Test was passed (Refresher or Class test).
- provide information about each staff's test problem areas and percentage of correct answers.
- put certificates and test information at the receptionists desk at the main LCMHA office for provider contact person to pick up.

**Remember! If a current medication passer fails either the Class test or the Refresher test they lose their medication passing privileges. They must attend the Medication Administration Class and pass the Class test before they may pass medications again.**

**For More Information and the Class Schedule:**

Go to [lcmha.org](http://lcmha.org)  
Click on "For Providers"  
Click on "Provider Information"  
Scroll down the page to LCMHA Medication Administration Training

To register: - Email Blair Briggs at [bbriggs@lcmha.org](mailto:bbriggs@lcmha.org) with the name of the staff attending the class or taking the test (indicate which test - Med Administration or Refresher) and the name of the provider. Please register at least a week before the class/test

Please contact the LCMHA RN Instructor with any questions or concerns:

Marsha DiCenzo, RN.  
Phone 517-918-5698. Email: [dicenzomarsha@hotmail.com](mailto:dicenzomarsha@hotmail.com)

## **2025 In-person Medication Administration Class and Tests Schedule**

All classes and tests are in the River Raisin and Spartan Rooms at the Lenawee County Human Services building, 1040 S. Winter St, Adrian. Park on the upper level by the front doors. The room is down the first hallway to the left.

The dates listed, all Tuesdays, are for the class from 9:00am until approximately 1:30pm with the test the same day from 2:30 until finished or 5:00pm.

All classes start at 8:45am with registration. Anyone arriving after 9:00am will not be admitted.

All tests start with sign-in at 2:15pm. Anyone arriving after 2:30pm will not be admitted.

**January 21, 2025**

February 18, 2025

March 18, 2025

To register: Email Blair Briggs at [bbriggs@lcmha.org](mailto:bbriggs@lcmha.org) with the name of the staff attending the class and the provider name. Please register at least a week before the class/test.

Questions? Call Marsha DiCenzo at 517-918-5698 or email: [dicenzomarsha@hotmail.com](mailto:dicenzomarsha@hotmail.com)

Marsha DiCenzo, RN