



## How to **Complete Vital Signs and Medication Administration Training** During Public Health Emergency

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### **PROVISIONAL CERTIFICATION COURSE FOR VITAL SIGNS AND MEDICATION ADMINISTRATION TRAINING:**

The Vital Signs and Medication Administration Provisional Certification Training consists of the completion of the online power point and passing the course test with a score of 80% or above.

This training will be accepted for staff requiring initial Vital Signs and Medication Administration Training. A Provisional Certificate will be issued that allows the student 120 days (this may be extended in accordance with executive orders) before taking the Instructor led in person class with return demonstrations required.

### **HOW TO REGISTER:**

Complete the Training Registration form (as you normally do) and **email** it to [providertraining@norcocmh.org](mailto:providertraining@norcocmh.org).

Providers please remember when registering a participant, we will also need an email address for the student for them to receive the training PDF Power Point and Test.

Within 1 to 3 business days the student will receive an email from NCCMH containing the Training Power Point and the Test.

If the student did not receive the Power Point and Test please send an email to [providertraining@norcocmh.org](mailto:providertraining@norcocmh.org) or call Cynthia C. at 231-439-1242.

Once the student has completed the Training and taken the Test they will email the completed Test back to NCCMH at [providertraining@norcocmh.org](mailto:providertraining@norcocmh.org).

The test will be corrected by a NCCMH nurse and a Provisional Certificate will be emailed to the student if the student passes with a score of 80% or above. If the student does not pass the nurse will contact the student.

Staff who are provided a Provisional Certificate must observe med passing with a trained staff 3 times and be observed passing meds 4 times before they are able to pass independently.

NCCMH will contact you with the date of the Instructor led training the student will need to attend. You may not receive that email until the Public Health Emergency has passed.

Once the Public Health Emergency has passed, we will return to face to face training only.