



Prepared. On track. Online.

A Learning Management System for Public Health

Initial Registration Instructions to Become a T.R.A.I.N. Learner

NOTE: Before you begin: TRAIN Works only with Windows PC and Internet Explorer 8

How to Create Your Own Learner Record

1. Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or www)
2. Click on "Create Account" box. (Create an account only one time. **Write your login name and password down and keep it in a safe place just in case you forget.**)
3. Fill out all the necessary information on the next few screens. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the secret question at the bottom of the screen with an easy-to-remember, one-word answer. If you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the next screen you will be asked to provide the name of your location and job role. You may ignore the questions about your professional roles. Click "Next" when finished.
6. MRC Member screen – leave this box unchecked and Click "Next".
7. On the next screen, skip the questions about work environment and Click "Next".
8. On the next screen, skip the questions and click "Continue" to finish registering for **TRAIN**.
9. You are now ready to take the training.

Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. **It is important to keep this information current.**

Member Login

Login Name:

Password:

▶ Forgot Password?

[Create an Account](#)

▶ To take advantage of
TRAN click to "Create Account":

▶

Don't know your login and password?

If your account has been set up but you have misplaced your Login Name and/or Password contact Lori Davis for support at 502-564-5279 ext. 4445, or by email: lori.davis@education.ky.gov

Note: Write your login name and password and keep it in a safe place just in case you forget.

How to Edit Your Learner Record (Optional for KDE Medication Administration Training Course Participants)

1. Log on to the **TRAIN** site.
2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.
3. On the resulting pages, update information as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

My Learning Record

- ▶ My Learning
- ▶ Transcript
- ▶ Certificates
- ▶ Course Archive
- ▶ My Account

How to Register for a Course Using the Course ID Number

1. Logon to: ky.train.org (remove the http:// and/or the www)
2. Enter the Login Name and Password that you established when you registered as a T.R.A.I.N. learner.
3. Click the Login button
4. Select the appropriate course ID number from the course list (see attachment).
5. Enter the Course ID Number in the "Search By Course ID" box (see screen shot below) on the right side of the Homepage, click "Go".

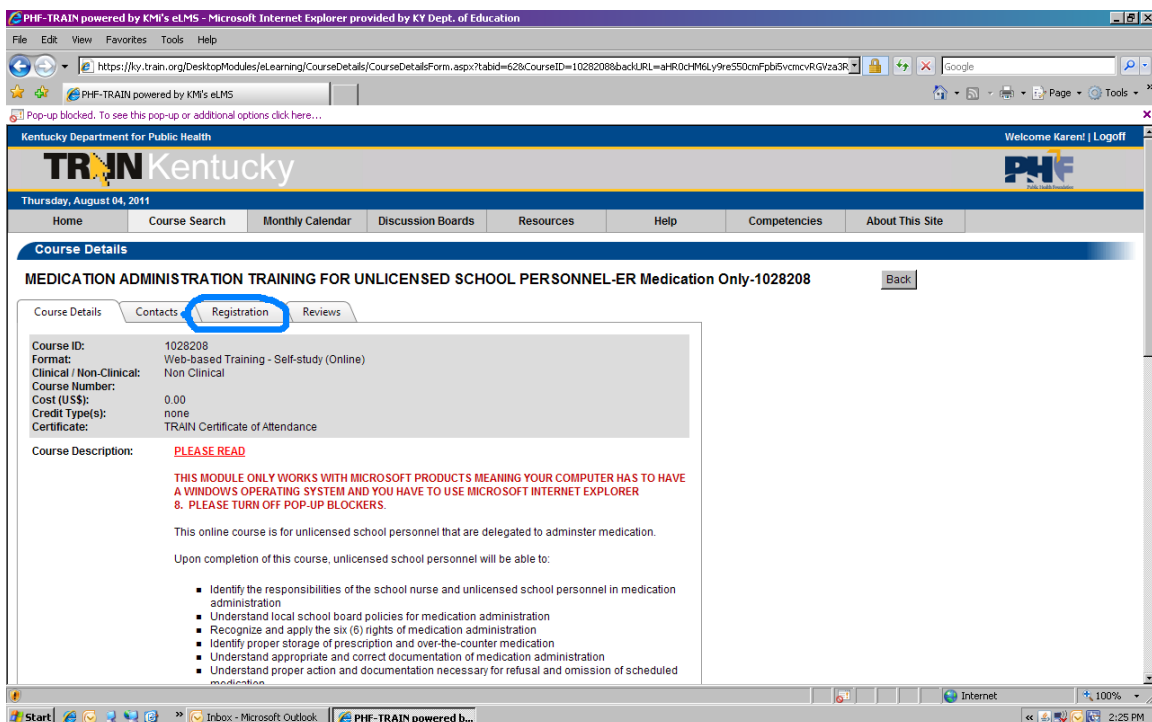


Search By Course ID

Course ID

Select from 1028202, 1028209, 1828208, 1028213, 1028214 or 1028115 for KDE Med Admin Courses.

6. Click on the Registration tab.



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PHF-TRAIN powered by KMI's eLMS

Pop-up blocked. To see this pop-up or additional options click here...

Kentucky Department for Public Health

TRAIN Kentucky

Thursday, August 04, 2011

Home Course Search Monthly Calendar Discussion Boards Resources Help Competencies About This Site

Course Details

MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-ER Medication Only-1028208

Course Details Contacts **Registration** Reviews

Course ID: 1028208
Format: Web-based Training - Self-study (Online)
Clinical / Non-Clinical: Non Clinical
Course Number:
Cost (US\$): 0.00
Credit Type(s): none
Certificate: TRAIN Certificate of Attendance

Course Description: [PLEASE READ](#)

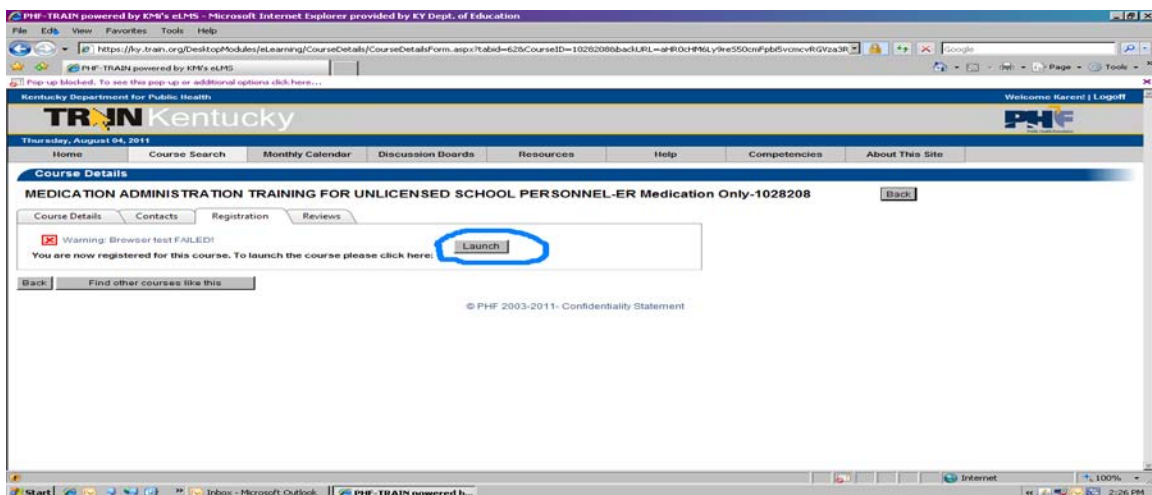
THIS MODULE ONLY WORKS WITH MICROSOFT PRODUCTS MEANING YOUR COMPUTER HAS TO HAVE A WINDOWS OPERATING SYSTEM AND YOU HAVE TO USE MICROSOFT INTERNET EXPLORER 8. PLEASE TURN OFF POP-UP BLOCKERS.

This online course is for unlicensed school personnel that are delegated to administer medication.

Upon completion of this course, unlicensed school personnel will be able to:

- Identify the responsibilities of the school nurse and unlicensed school personnel in medication administration
- Understand local school board policies for medication administration
- Recognize and apply the six (6) rights of medication administration
- Identify proper storage of prescription and over-the-counter medication
- Understand appropriate and correct documentation of medication administration
- Understand proper action and documentation necessary for refusal and omission of scheduled medication

7. Click Launch to enter the course.



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MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-ER Medication Only-1028208

Course Details Contacts Registration Reviews


Warning: Browser test FAILED!
You are now registered for this course. To launch the course please click here:

Back Find other courses like this

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Finishing the Course and completing the Evaluation

After completion of course, return to your TRAIN account.

- Click on “My Learning” under the “My Learning Folder”.
- Click on the  to the right of the course title that you completed.
- Click on “Completed”
- Click “Start Evaluation” and answer the questions.
- Return to the Homepage.
- Click on the “Certificate” folder.
- Click on the title of the course and you may print your Certificate

TROUBLE SHOOTING

If the course is not working, try the following:

!Turn the pop-up blocker off.

When a course is not coming up on the screen, check to be sure that the computer's pop-up blocker is turned off.

!Test the computer’s environment on train.

- Go to your TRAIN account.
- Click “Help “Click “Test Your Environment”.
- Click on the text “Run User Initiated Pop-up Blocker Test”

NOTE: Items listed under “Automated Tests” and “Manual Tests” should show “Passed” at the end of them. If they do not show “Passed”, please do a screen print of that page by holding down the “Ctrl” key and pressing the “PrtScr” key above the “Insert” key on the keyboard, paste it in an email and send to: lori.davis@education.ky.gov

Contact Information: Lori Davis, lori.davis@education.ky.gov or 502-564-5279 ext. 4445



Montgomery County Schools District Health Services

MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL ONLINE MODULES

To access KY TRAIN: <https://ky.train.org>

If you have never taken a course on KY TRAIN, you must first create an account before proceeding.

- See Initial TRAIN KENTUCKY Registration Instructions
1. Before starting the online module, download the Medication Administration Training Manual that also includes the participant's Study Guide. You may use the answers to the Study Guide to complete the online Final Exam. Once you have begun the selected training module, you may click on "quit" at any time and return to the same training later at a time of your choice.
 2. Upon achieving an 85% or more on the open book final exam, download the certificate of completion and take it to the licensed professional trainer (MD, RN or APRN) to complete the skill competency component.

There are six different online training modules available.

Coaches/Sponsors/Health Services back-up/Teachers

Course ID # 1028202: MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-Regular and ER Medications. This training covers all the information on the administration of regularly scheduled medications and all three emergency medications and is the longest of the training modules.

You must print your certificate of completion once you pass the test. The certificate verifies you completed the course and passed the final exam.

Do not these courses unless specifically directed to do so by the District Health Coordinator

1. Course ID # 1028209: MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-Regular Medications only. This training covers all the information on the administration of regularly scheduled medications. There are no emergency medications included in this module
2. Course ID# 1028208: MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-Emergency Medications only. This training only covers the three emergency medications that may be delegated to unlicensed school personnel: Glucagon, Epi Pen and Diastat.
3. Course ID # 1028213: MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-Glucagon only. This training only covers the administration of Glucagon.
4. Course ID# 1028214: MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-EpiPen only. This training only covers the administration of an EpiPen.
5. Course ID# 1028215: MEDICATION ADMINISTRATION TRAINING FOR UNLICENSED SCHOOL PERSONNEL-Diastat (Diazepam) Rectal Gel only. This training only covers the administration of Diastat (Diazepam) Rectal Gel only.

Montgomery County Schools District Health Services

PLEASE NOTE: IF YOU EXPERIENCE **ANY** issues with the online training program, contact KY TRAIN: kytrainsupport@ky.gov or (502) 564-4990