Responsibilities in Action: Massachusetts MAP Certification Training
Student Manual
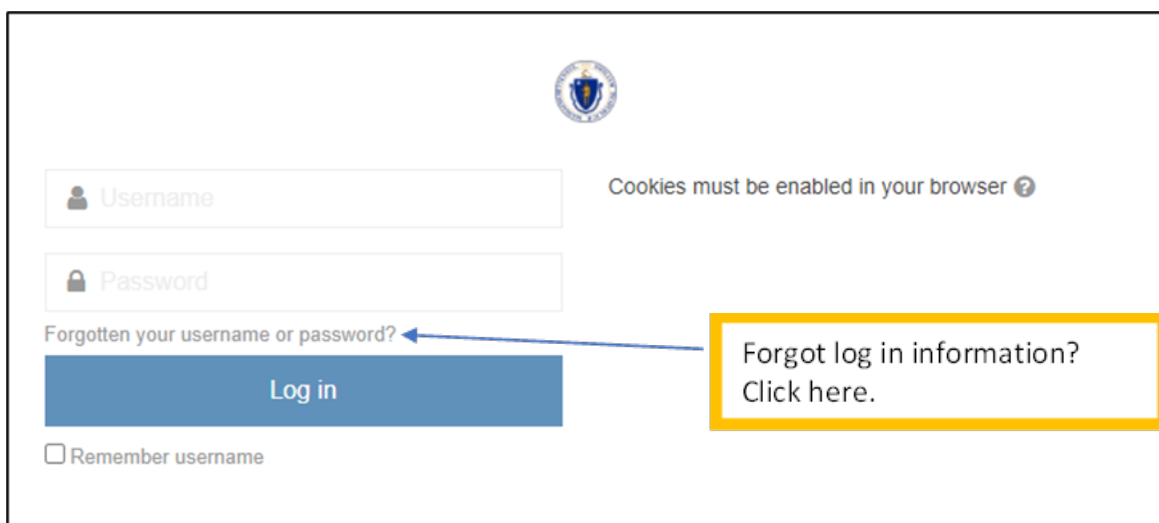
Contents

Getting Started

Students will receive an email by 9am on the first day the course opens. This email contains a unique username and temporary password that is used to log into the course. Sometimes the email will go directly to a spam or junk folder. Please look for an email from **Admin User (via Massachusetts Medication Administration Program Training Resources and Support)** <noreply@neindex.org>. Follow instructions in the email.
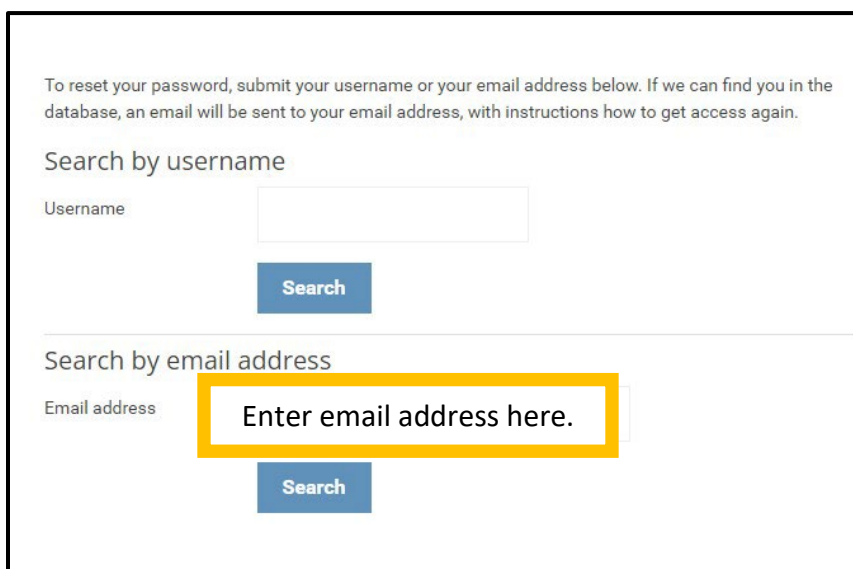
If you cannot find that e-mail, please use the "forgot password" option on this page: https://mapmass.com/login/forgot_password.php. Enter your e-mail address and click Search (see image below). An email will immediately be sent to you with a link you can use to create a password and log into the course. **You can use the "forgot password" link even if you've never logged in.**

Enter your e-mail address. A link to reset your password will be immediately sent to you.

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Please email CDDER@umassmed.edu if the "forgot password" link does not work.

Resource Packets

Students must have a Resource Packet for this course. Please coordinate with your MAP Trainer or Provider agency to obtain one. Please note: Students must have blister packs for the activities; images of blister packs may not be used.

Course Technology

This course is built in a Learning Management System (LMS) called Moodle.

Browser support:

Moodle is compatible with any standard web browser. Moodle works best with the following browsers:

Desktop: Chrome, Firefox and Safari. This course has not been fully tested in Edge.

Mobile (smart phones or tablets) Internet Browsers: Mobile Safari, Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up to date.

To get started, go to:

1. Site Name: (https://mapmass.com/): [MAP Mass](https://mapmass.com/)
2. Log into MAP Mass Online by clicking the "Log in" button which is located in the upper right corner of the homepage (see screen shot below).

3. Enter the Username and Password that was in the email you received. Click the blue "Log in" button:

The password you are given to log in for the first time is a temporary password. Once you are logged in successfully, the system will prompt you to change it to something different for all future logins.

- The username you use to log in is created by CDDER and will be in the email you receive on the day the course opens.

How do I Reset My Password?

- If you forget your password, click on the "Forgotten your username or password?" link (shown in the image on p. 2).
  - o The system will send you a link with instructions on how to reset it.
  - o Please contact CDDER@umassmed.edu if you're having issues.

Name or Email Corrections

- If your name is misspelled or you need to change your name or email address, please contact your MAP Trainer. Your MAP Trainer will forward the information to CDDER so that the change can be made in Moodle.
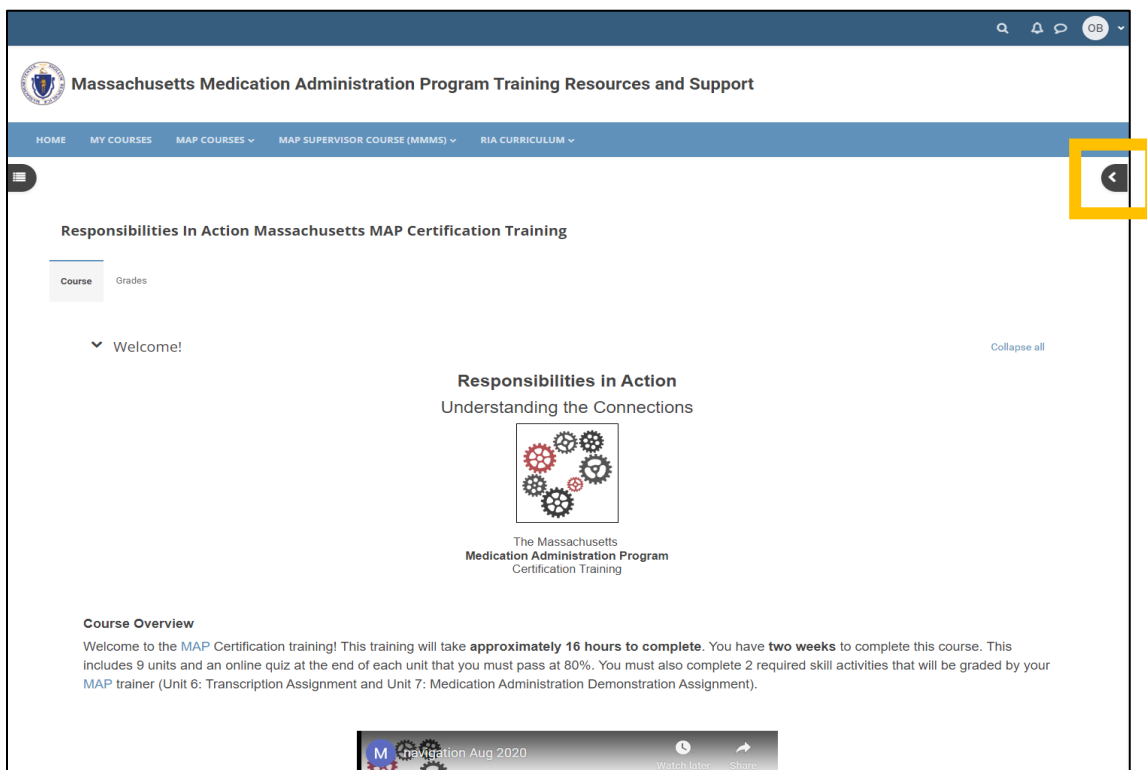
The MAP RIA Course

Once logged in, go to 'My Courses'. You will see the 2024 RIA MAP Certification Course listed there. Click on that course.

Home Page

When you click on the course, the MAP RIA home page (also called a dashboard) will open. Immediately clicking on the arrow in the upper right-hand corner (see image) will expand the viewing area for the course.
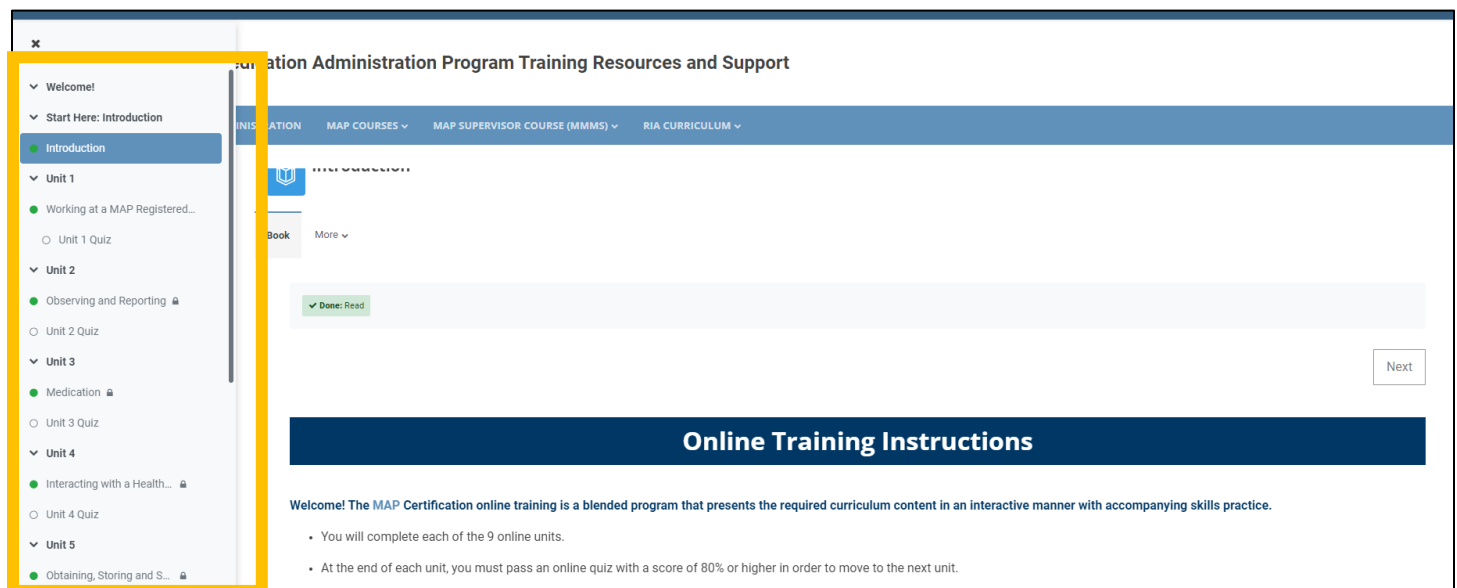
Course Index

This is a new addition to Moodle 4.1 and can be accessed by clicking on the icon in the upper left-hand corner of the page when you are going through the units.

If you open it, you will see all of the course units and quizzes listed out in order.

- Clicking on a Unit Title or Quiz will bring you automatically to that page.
- The lock symbols indicate units and quizzes that have not yet been completed. Clicking on a "locked" unit or quiz will not allow you to go to that page.

Accessibility Tools

Moodle has several tools to help you navigate the course. Accessibility tools can be found at the top of the Block Drawer.

ReadSpeaker

ReadSpeaker is a tool that reads text aloud, gives you access to a dictionary, and will translate the text. The icons appear on each page. Click the speaker button on any page to hear that read out loud. Note that this won't work on Knowledge Checks.

You can also hear the page read by highlighting a section first and then clicking the Listen button.
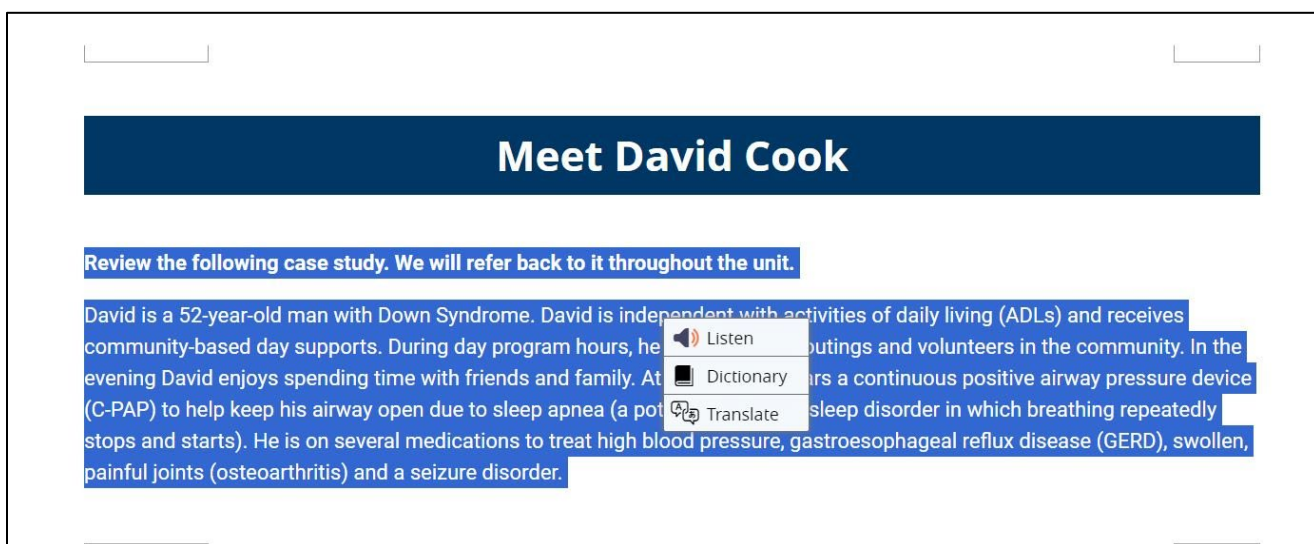
If you don't know what a word means, highlight the word and choose the dictionary option to see a definition. If the word is already highlighted in blue, you can click it to see the glossary term instead.

This tool also links to Google Translate, which is a program that gives you an approximate translation in other languages. You can highlight a section of text and choose "translate" to read the text in different languages or click the play button to hear it in that language.
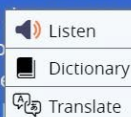
Please note: The text has been translated for your convenience using translation software powered by Google Translate. Reasonable efforts have been made to provide an accurate translation; however, no automated translation is perfect nor is it intended to replace human translators. Translations are provided as a service to users of this website and are provided "as is." No warranty of any kind, either expressed or implied, is made as to the accuracy, reliability, or correctness. Neither ReadSpeaker nor the website owner is in any way responsible for the translation.

Accessibility Toolbar

This toolbar will increase or decrease the size of text on your screen. It does not affect the size of images. To enlarge images, use keyboard controls on your computer. Holding down the Ctrl key plus + or – will increase or decrease screen resolution on many machines.

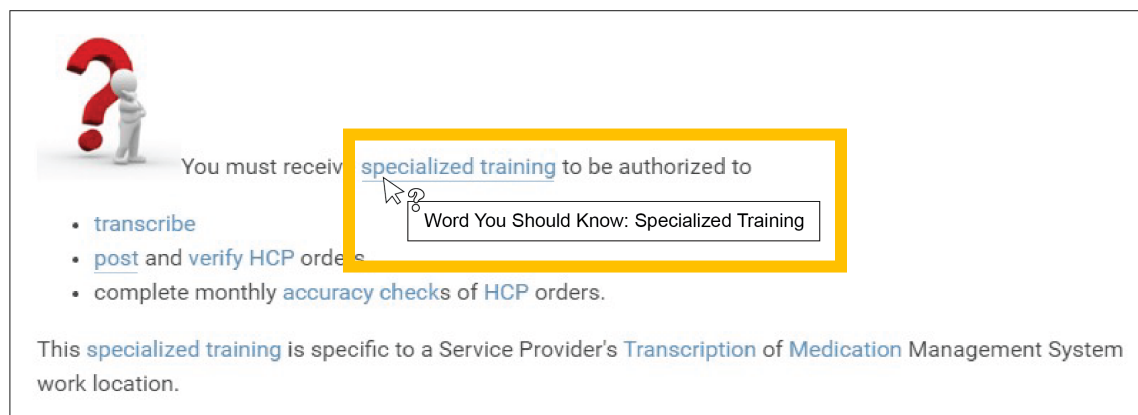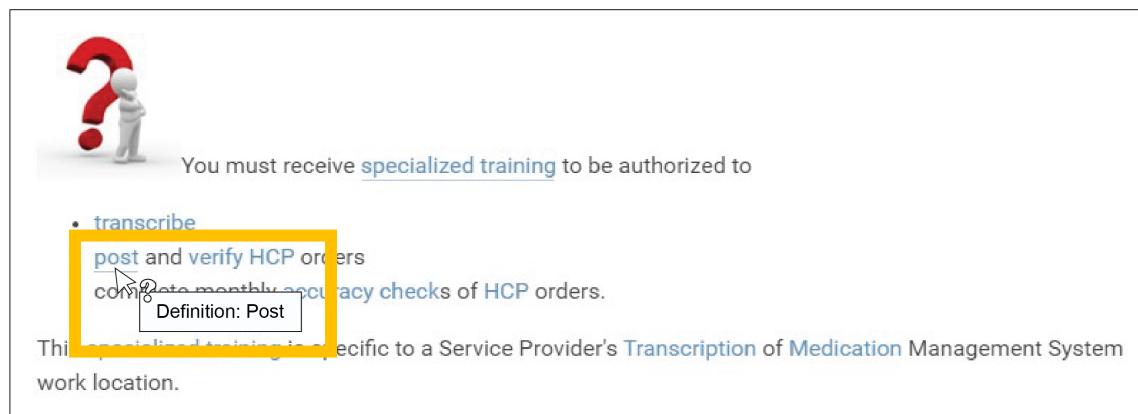The Accessibility Toolbar can also be used to add background color to text thereby making it easier to read.

Glossaries

There are two glossaries built into the online course to help explain important words. One glossary is the Words You Should Know. These are important vocabulary words you should know for the knowledge certification test. The other glossary is definitions of challenging words used in the course.

Glossary words are highlighted in blue. Hover your mouse over the blue word. You'll either see Word You Should Know or Definition.
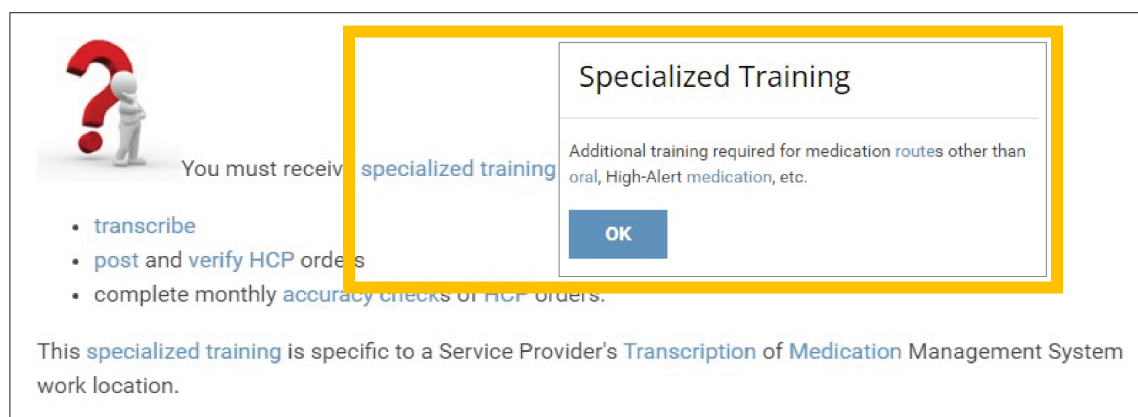

To see what the word means, click on it.

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A full list of words in either glossary is in the Student Resources box.

You can print this list by clicking here and opening the downloaded pdf.

Your Courses

How much has been completed in your courses?

Students need to complete each unit and pass the unit quiz at the end of the unit in order to continue with the course. The activity (unit or unit quiz) will automatically be registered as complete once the student has finished it. Students will see a green checkmark on the dashboard once the activity is complete.
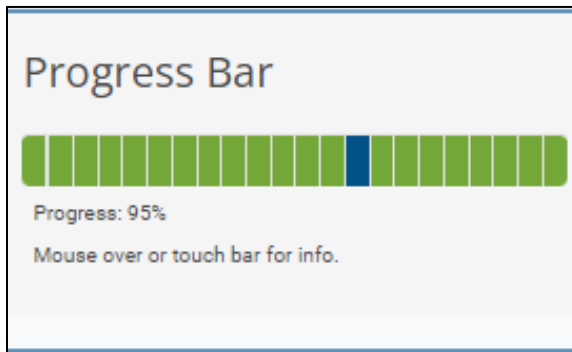
The Progress Bar

The Progress Bar is a time-management tool for the student. It visually shows which Units and Quizzes a student needs to complete in the course. It is color coded so a student and the MAP Trainer can quickly see what they have and have not completed/viewed.
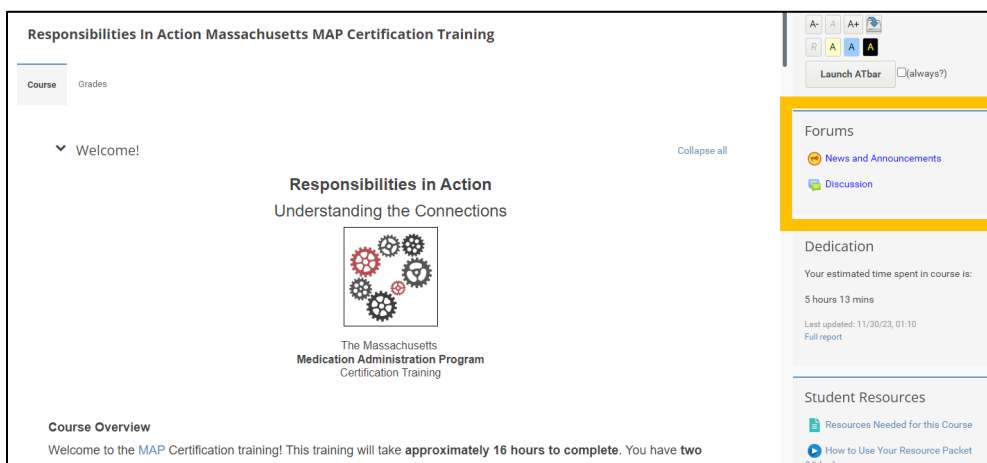
Announcement and Discussion Forums

Moodle has two primary communication tools: Announcements and Discussion.
  o **Announcements** are a one-way communication tool for MAP Trainers to easily send news or updates to the students in their group. Students should periodically check this section for new Announcements. Students are also notified by email when a new Announcement is posted.
  o **Discussion:** This is a two-way communication tool for students and their MAP Trainer, or for other students in the same group. This is a great place for students to ask questions or seek additional clarification! Students are notified by email when a new discussion is posted, or if another student responds to a discussion post.

Both are located in the "Forums" block on the right-hand side of the dashboard.

Or beneath the video on the Course Homepage.

Announcements Screen

Add a New Discussion Topic

Students can add a new discussion topic.
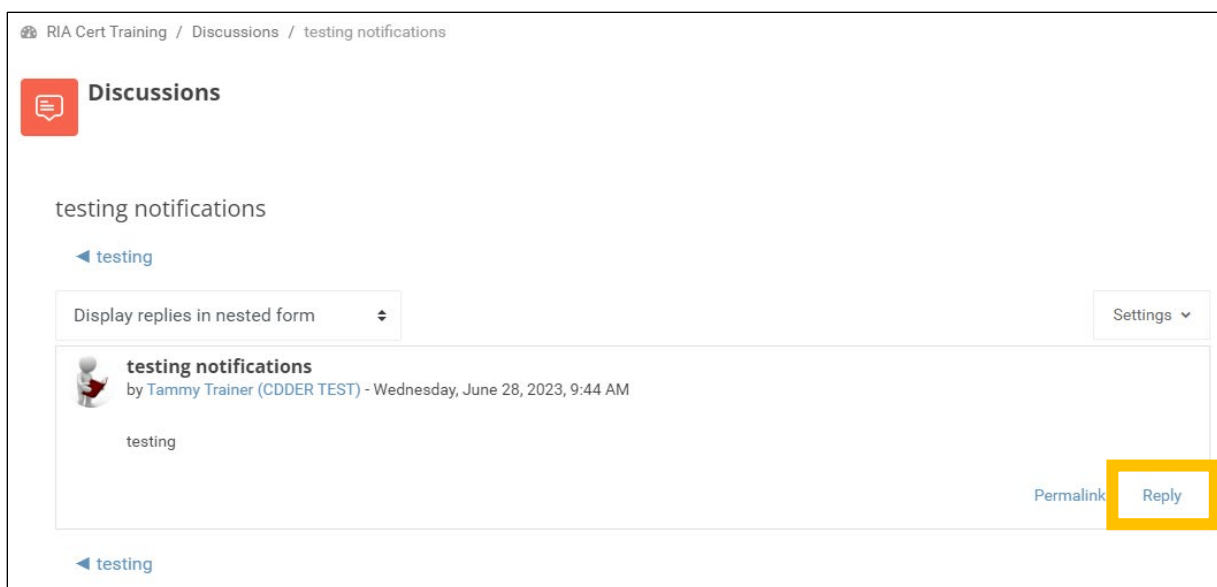
or reply to an existing one.

Messages

Moodle also has a messaging system where you can chat one-to-one with your MAP Trainer or other people in your group. It is located on the upper right-hand side of your screen, next to your profile.
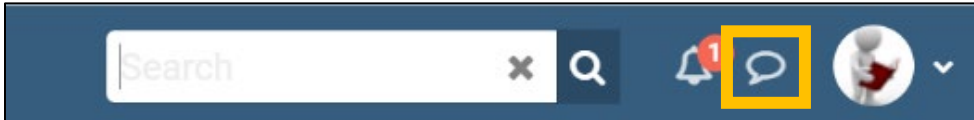
An alert will show when you have a new message.

Students have the option of adding other students or MAP Trainers as contacts. If someone requests to add you as a contact, you will see a notification on the message bubble. After opening messaging, you will see a notification for the new request. You will also receive a notification via email that someone would like to add you as a contact. You don't have to be contacts with someone to message them.
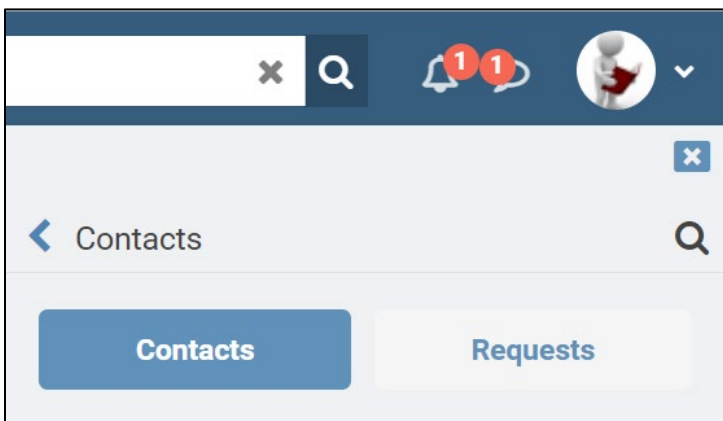
Knowledge Checks

There are several mini-quizzes and activities in the course that are called "Knowledge Checks". You'll see these in the units as you go along. Here are some helpful tips for doing the Knowledge Checks.

- o Expand the viewing area by clicking the diagonal arrow in the bottom right corner. This makes the Knowledge Check exercise much larger!
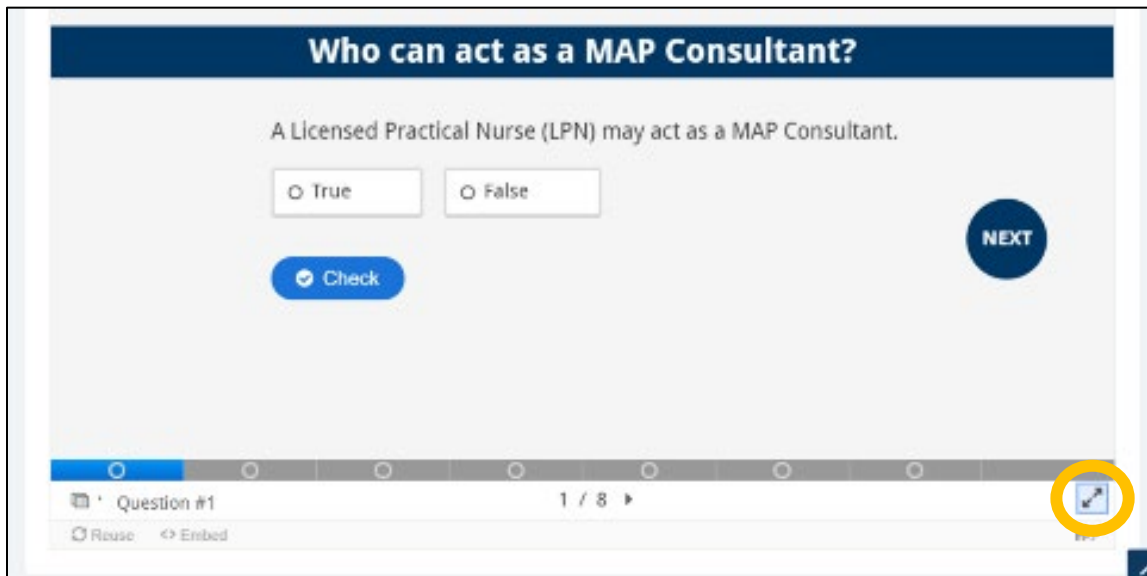
o   You can go to the next slide by using the tool bar at the bottom, or the "Next" or "Back" buttons. Use the "Check" button to quickly see if your answers are correct. If your answers are incorrect, this will show you the correct answer.

Quizzes

This course has nine unit quizzes that the student must pass with a score of 80% or higher. If you do not get 80% or higher, you can try again until you pass. Each quiz is available after completing the corresponding unit.

Begin the quiz by clicking on the "Attempt quiz now" button.

After you submit your answers, you will see a summary screen with your grade and an indication of which questions you missed. Red X's next to an answer choice indicate that it is incorrect. Green checkmarks indicate that the answer choice was correct. If the question was answered incorrectly, text will appear next to the question directing you to the Unit and Section number where you can read information tested in the question.

Assignments

There is one Assignment in the RIA Cert course to complete. This is the Transcription Skill Check completed at the end of Unit 6.

Transcription Skill Check:

The purpose of the transcription component is for you to demonstrate your skill in transcribing a medication order.

During your practice session(s), using an HCP order, you will learn how to:
- Discontinue a medication on the medication sheet.
- Transcribe a new HCP medication order on to the medication sheet.

Your MAP Trainer will let you know:
- The date(s), time(s), and location of the face-to-face (in person or virtual) session(s)
- Whether you will practice by using your
  - Resource Packet or
    - If so, you will use the Transcription Workbook in the packet.
  - Computer
    - If so, you will access the practice at TMU **https://matmutest.com.**
    - This **short video** explains the activity and shows you how to use the editing tools, click between pages, and submit the transcription practice in TMU.
    - Log into TMU with your TMU username and password.

Completed assignment

You must receive a grade for the transcription assignment in the course. Your MAP Trainer will grade your transcription skill attempt. Once they grade it, you will receive an email notifying you that a grade has been received. You can see your grade and comments from the MAP Trainer by going into the course and scrolling under Unit 6. Your 'pass' or 'fail' will appear here.

Pretests

There is one pretest to complete in the online course. This is the Medication Administration Demonstration Pretest.

As a student in this course, you are asked to demonstrate the Medication Administration Process.
A passing score for this pretest is 80% accuracy. A passing score for the Certification Test is 100%.

You must complete this demonstration in 10 minutes or less.

Your MAP Trainer will determine how you will complete your medication administration demonstration pretest. This will be done:

- face-to-face (virtual or in-person) with your MAP Trainer or
- by submitting a video of yourself demonstrating

Your MAP Trainer will let you know:
- The date(s), time(s), and location of the face-to-face (in person or virtual) session(s)
  - o You will need these Resource Packet items:
    - ▪ Medication Book
    - ▪ Count Book
    - ▪ Practice Blister Pack #1 Tanisha Johnson Phenobarbital
    - ▪ Practice Blister Pack #2 Tanisha Johnson Clonazepam
    - ▪ Medication cup
    - ▪ List of practice scenarios

Medication Administration Demonstration Skill Check

Face-to-face (virtual or in-person)
- Schedule time with your MAP Trainer.

Submit a video of yourself
- You will need a smart phone or web camera on your computer.
- You will need a Youtube account for uploading and storing the video. You will post your video as unlisted (not public) and share the viewing link with your MAP Trainer for scoring.
  - o If you do not have a Youtube account, you can upload your video to Vimeo, Google Drive, Google Photos, or ITunes and share the viewing link with your MAP Trainer.
- Here are **Step-by-step instructions** from YouTube for posting videos.
  - o Publish the video as "unlisted" under visibility. This means that only people with the exact link can see the video.
  - o Please delete your video from YouTube after you finish the RIA course. Your Trainer does not need to keep a copy.

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How to complete this pretest

- Open the course and scroll down to the pretest assignment.
- There are two ways to open the assignment.
  - One is under Unit 7.
  - The other is at the end of the course under PreTests.
- Read the scenario and make your video.
- Upload your video to Youtube or another file sharing site.
- Follow the submission instructions on the pretest page.
- Your Trainer will provide feedback on the video submitted. Once graded, the Med Admin Video Pretest will appear checked on your course dashboard with either a 'pass' or 'fail' icon.
- If the demonstration is passing you have satisfied the medication administration demonstration pretest component. Your Trainer will indicate if you must continue practicing and resubmit a new video.

If this activity is done via a video submission, you will need:

- A smart phone or web camera
- To publish your video as an "unlisted video" (not public) on YouTube and share the viewing link with your MAP Trainer.

You can also upload your video to Vimeo, Google Drive, Google Photos, DropBox, iTunes or any other video hosting platform. This is so you can easily share the video link with your MAP Trainer and avoids the need to send the video file through email, which is a very large file and may cause issues.

Your Trainer will provide feedback on the video submitted. You will receive an email notification when the assignment is graded. Once graded, the *Medication Administration Demonstration Pretest Rubric* will appear checked on your course dashboard with either a green checkmark for 'pass' or a red line icon for 'fail, please try again'.
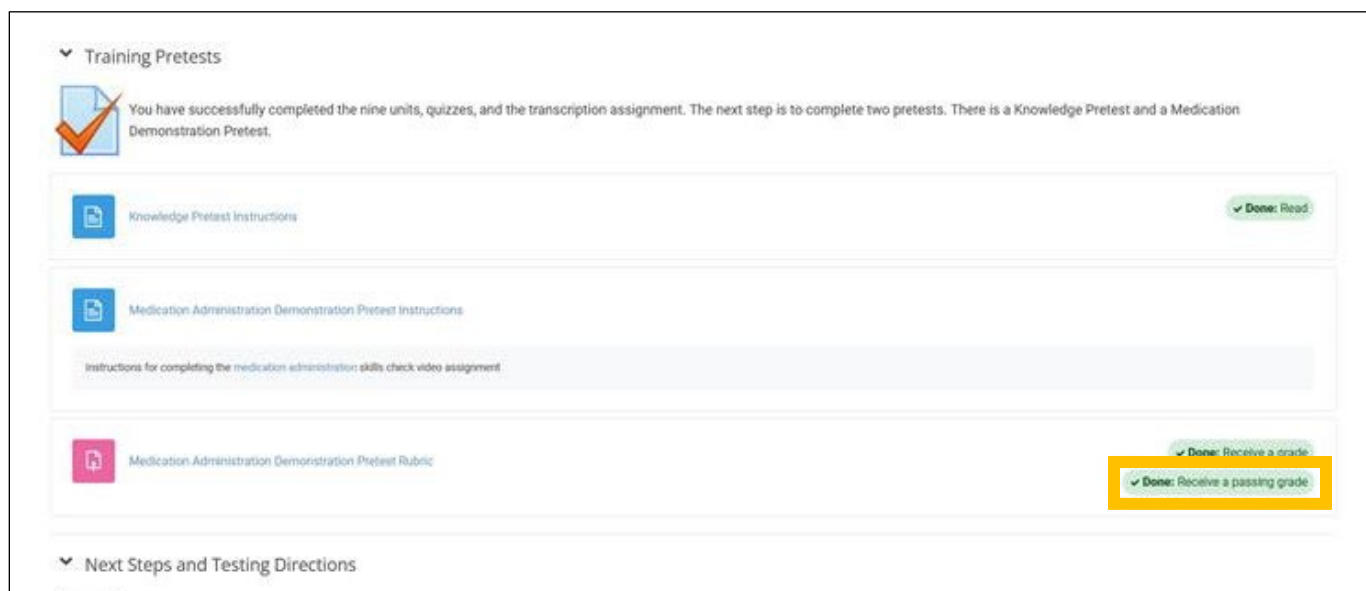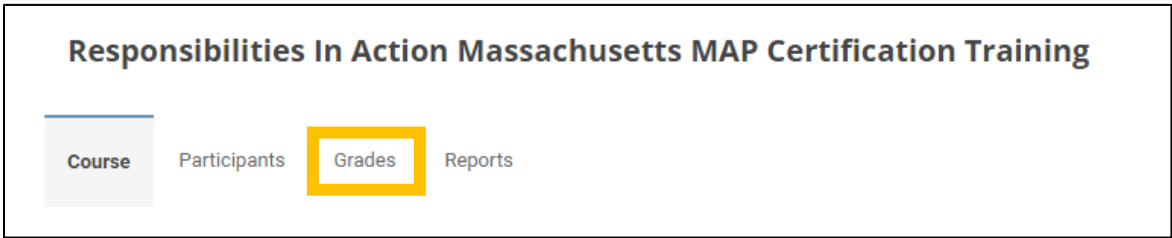
Checking Your Grades

Students can access their gradebook by using the Contextual Menu located at the top of the page and selecting "Grades".

Here you will see grades for all the quizzes and other assignments.

You will also see any feedback from your Trainer on graded assignments.
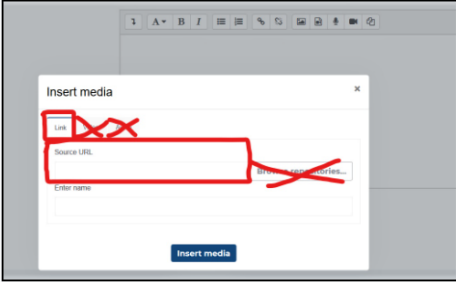
Resubmitting the Video Assignment

If you are asked by your MAP Trainer to try again and resubmit a new video, follow these instructions:

1. Click on the *Medication Administration Demonstration Pretest Rubric* on your course dashboard. This will reopen the assignment.
2. Scroll down and click "Edit submission".
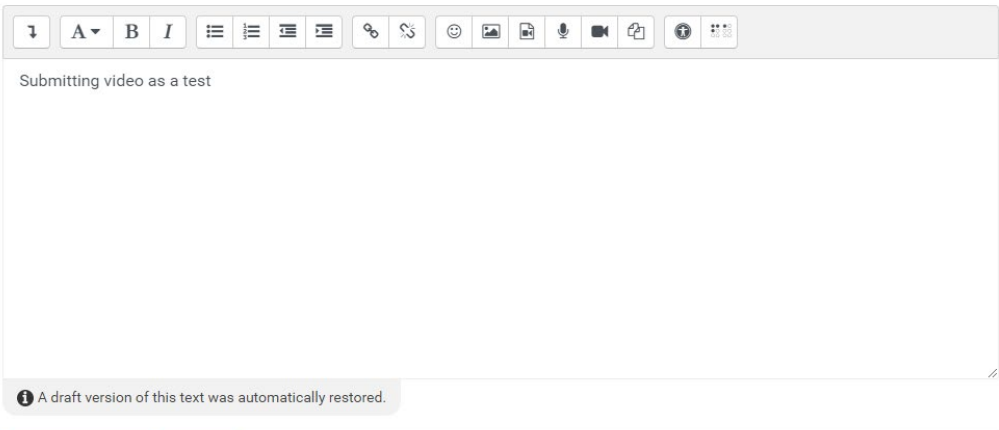
3. Scroll down again to the big text box. Replace the existing link with your new link. Or, you can paste the new link below the existing link. Either way works.

4. Click "Save changes"

Next Steps and Testing Directions

Once you finish Unit 9, you will see a 'Next Steps and Testing Directions' section.

- Read the document "Overview of Testing Accommodations, ID Requirements, Reschedule/Refund Requests/No Show Policies".
- Read the "MAP Certification Test Preparation" slideshow for key resources to prepare for the MAP Certification test.
- The MAP Candidate Handbook is available for you to download as well.

Final Steps and Course Wrap Up

- Your MAP Trainer may ask you to attend a scheduled wrap-up session.
- Please complete the course evaluation by using the link on your course dashboard.

THE END