
Train The Trainer Opportunity for the Medication Administration Program for Jails

Part 1

Get on the list NOW for Train the Trainer being offered by the Colorado Department of Public Health to qualify as a trainer for the Medication Administration Program.

Each instructor admitted to the training must be associated with a vendor. The vendor can be an individual or a company. The vendor is the entity which will receive the reimbursement checks after approval. If you have questions regarding instructor ~vs~ vendor status please feel free to contact Val Peake, QMAP Program Coordinator.

Interested, qualified individuals will file out forms and be subject to a selection process. The application packet is available from Veldine.peake@state.co.us.

- Instructor Application
- Instructor Attestation
- Statement of Work - Proposal and Agreement
- Vendor Disclosure Notice
- Vendor Disclosure Statement
- Independent Contractor Form, if vendor is an individual.
- W-9

Please complete all forms above and submit with the following documents, to Val Peake no later than February 15, 2012.

- Copy of professional nursing license
- Resume
- 3 Professional letters of reference

Please note: Original documents are necessary. Faxes or photocopies will not be accepted (other than copy of professional license).

It is mandatory that you monitor a current instructor. Please visit the website www.healthfacilities.info to find one in your area. You will need to let Val Peake know whom you are monitoring and when.

A limited number of vendors will be selected from the applicant pool. This process may take several weeks. When filling out your Proposal and Agreement, clearly indicate which geographic areas you would like to serve as an instructor. Vendor selection will be based primarily on geographic area(s) served. If your proposal is accepted, you will receive an invitation to the Instructor Training Class. The Instructor Training Class is MANDATORY for all instructors. This is the final step in the approval process.

You will receive the course materials as soon as possible, after the Instructor Training Class. You may not schedule classes until you are officially approved by the Colorado Department of Public Health and Environment.



Technical Update

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Below, are some vital points to consider regarding classes **after** being approved as an instructor. Be sure to contact Val Peake if you have any questions. These items will be strictly enforced.

- Classes must be conducted over at least two days, with at least one overnight period to study between class sessions.
- Only approved curriculum materials and test material may be used, including the medication administration video and the Power Point presentation. Any changes in the curriculum shall be requested in writing and must be approved by the department prior to use in training classes.
- Class size should range between four and fifteen students. Additional students will not be permitted.
- Records of instruction must be maintained for the proposal and agreement period plus one year
- Reimbursement requests and other required class documentation are required to be sent to the department **within 15 days following each class** for processing.
- Students can only be charged the approved fee structure as listed below. **No additional fees or charges may be assessed by the instructor, vendor, or class location.**

| Student type | Approved Fees | Reimbursement amount to Vendors |
|--------------|---------------|---------------------------------|
| Class & Exam | \$55.00 | \$ 40.00 per student |
| Exam only | \$30.00 | \$ 15.00 per student |
| Retest | \$30.00 | \$ 15.00 per student |

If you have any questions, please contact Val Peake at (303) 692-2992 or at veldine.peake@state.co.us.

Val Peak, QMAP Program Coordinator - State Training Coordinator Health Facilities and Emergency Medical Services Division. Colorado Department of Public Health and Environment.

Veldine.peake@state.co.us | 303-692-2992

The statutory authority for the promulgation of these rules is set forth in sections 25-1.5-103 and 25-1.5-301, et seq., C.R.S. 25-1.5-301 through 25-1.5-303 provide the related statutes.

You may visit <http://www.michie.com/colorado>

For further information, call your CTSI Loss Prevention representative at (303) 861-0507.