

Quick-Start Guide for Non-Members

IACP Medication Manager Course

FIRST STEPS



INTENDED USE DOCUMENT

Signed by organization CEO and returned to medmgr@iowaproviders.org



GATHER POLICIES

Your RN and learners will need to know your organization's policies on medication administration



DETERMINE LEAD CONTACT TO HANDLE REGISTRATIONS

This person will register users and be sent invoices and certificates.



RN FOR LAB/CLINICAL

The provider organization uses a hired or contracted RN for the lab/clinical portion. They must have a RN license in good standing in Iowa.

WHAT COMES NEXT

1. After receiving the Notice of intended Use document from the organization, IACP will send instruction on registration of learners, how to access resources, and reminder on timelines.
2. The organization will register the learner for the course via the IACP website. The course curriculum, study guide, and lab/clinical checklists will be available in the learning management system and on the resource webpage.
3. Start dates are secured via invoice payment and are available on a first come, first serve basis.
4. Before the learner's start date, instruction including the web address, user ID and deadlines will be sent to the organizational lead contact. The organization then passes this information to the learner.
5. After the organization's RN completes the lab/clinical, completed packets are scanned and returned to IACP. **Time-Saving Tip:** Before sending, check to be sure all forms are completed in full. Incomplete forms will not be processed.
6. Completion is verified via the returned packet, attestation, and learning management system. A certificate is issued and emailed to the lead contact from medmgr@iowaproviders.org. Organizations should allow two weeks after completed packets are returned for certificates.

