



About Medication Administration Training (MAT) Training of Trainer (TOT)

Qualifications for Becoming a MAT Trainer

According to the Code of Virginia § 54.1-3408, the MAT curriculum must be facilitated by a Virginia registered nurse, licensed practical nurse, nurse practitioner, physician assistant, physician, or pharmacist. In addition, individuals wishing to become a MAT Trainer must have a valid e-mail address and the ability to download and print materials.

Purpose of the MAT Curriculum Courses

The MAT course certifies providers in licensed and regulated child day programs to administer prescription medication to children in a child care setting using seven routes: oral, topical, inhaled, medicated patches, eye, ear and emergency injection of epinephrine using an auto-injector device. Other MAT courses cover different combinations of medications and administration routes, to meet the different specific needs child day programs may have. MAT Curriculum courses can only be facilitated by an *approved* MAT Trainer. For complete information about the MAT Curriculum courses, review the MAT Curriculum Summary that is posted on the MAT Program website (medhomeplus.org/MAT).

MAT TOT Course

The MAT TOT is a 24-hour course designed to prepare trainers to effectively facilitate most of the MAT curriculum courses for child day program providers, including all the high-volume MAT curriculum courses. Please note - The advanced MAT curriculum courses that require MAT Certification as a prerequisite are not covered by the MAT TOT – highly experienced MAT Trainers are specially selected and receive additional training to teach these classes.

The MAT TOT focuses on training participants to objectively observe participant skills and competencies, and covers the entire MAT course in detail. Participants must pass all of the MAT course competencies including a written test and the hands-on skills demonstrations. In addition to passing the MAT course written and skills competencies, trainer candidates must also pass a Training of Trainer written test, an observation of skills demonstration and a teach-back demonstration. **The MAT TOT class is limited to 8 participants.**

Maintaining Approved MAT Trainer Status

To maintain *approved* MAT Trainer status, the MAT Trainer must conduct, at minimum, three MAT courses per 3-year certification period.

In addition, the MAT Trainer must:

- maintain his/her appropriate VA licensure,
- remain in good standing with the MAT Program, which includes:
 - conducting the MAT course per MAT curriculum and guidelines,
 - submitting MAT rosters, competency records and participant evaluations to the MAT Program in a timely manner,
 - receiving a passing score on the MAT Monitoring Evaluation Tool at least once per 3-year certification period,



- upon notification from the MAT Program that he or she is slated for Monitoring, reporting all MAT classes to the MAT Program as soon as they are scheduled so that monitoring can be completed by the target completion date,
- maintaining a working e-mail address, and
- implementing all curriculum updates.

Renewing Your MAT Trainer Certification

Trainer certification is valid for three years from the date it was issued. Trainers must meet all criteria as listed above in Maintaining Approved MAT Trainer Status in order to be eligible for renewal. A request to renew the MAT Trainer Certification should be received in writing at least 6 weeks prior to certification expiration.

Listing of MAT Trainers

The MAT Program, managed by Medical Home Plus (MHP), maintains a listing of trainers who are currently approved to facilitate the MAT curriculum courses. The listing includes the trainer's contact information, a list of localities in which the trainer is willing to provide training and the fee charged per participant the different types of MAT classes.

Establishing a fee for MAT curriculum classes

As a professional, it is your responsibility to determine the price for the classes you offer. When establishing a fee, consider how much other trainers in your area are charging. To determine this, go to the Find a Trainer link on the MAT Web page at: <http://www.medhomeplus.org/MAT/index.php/findMATTrainer>, and scroll through the list to see what other MAT Trainers charge for classes.

Marketing for MAT curriculum classes

In addition to your own marketing efforts, the VDSS Division of Child Care and Development permits individuals/organizations to post scheduled child care provider classes on their online Training Information for Provider Success (TIPS) Calendar. The TIPS Calendar may be viewed at: http://www.dss.virginia.gov/family/cc/professionals_resources.cgi.

What's Next?

1. If interested, apply by going to the **Becoming a MAT Trainer** link at: <http://www.medhomeplus.org/MAT/index.php>. Complete application instructions and all necessary forms are available at that link.
2. If your application is accepted, you will be notified of available MAT TOT courses via your email address. **Note:** MAT TOT courses are offered only a few times a year.
3. Approved MAT Trainers are required to purchase the contents of and assemble a MAT Trainer Kit. A list of required items for the MAT Trainer Kit will be distributed during the MAT TOT course. Kits may cost \$400.00 or more depending on items you may already have on hand. Approved MAT Trainers are required to make copies of all participant paperwork needed to facilitate the MAT curriculum classes and to report training information to the MAT Program. It is expected that the cost of materials and supplies needed to facilitate the classes will be covered by the fees charged to facilitate these classes.