Medical Records Clerk Training:

Day/Date: Tuesday, March 15, 2016
Time: 8:00 AM - 12:00 Noon
Location: SCS Administration Building – 2nd fl.
2800 Grays Creek
Arlington, TN 38002
Contact #: 416-6700

Please sign up on My Learning Plan (MLP)
If you do not have access to MLP please register by contacting Linda Baylark by email or call 416-6700.

Description of Training:
Medication Administration and Documentation procedure for healthcare management in schools is an annual training that must occur prior to staff assisting students with medication self administration. In this training staff review immunization requirements, protocols, policy revisions, documentation practices, quality assurance measures, as well as identification of students that may need referral to Central Office for situations outside of the scope of work whether an administrator, clerical support person, Licensed Practical Nurse (LPN), or Registered Nurse (RN).

A school district staff person may not assist a student with medication until this training has been completed, to do so would be out of compliance with the TN. Guidelines for the Use of Health Care Professionals in the School Setting.

Participants should bring:
• 1 ½ - 2 inch 3-Ring Binder
• 2 sets of dividers (tabs)
• highlighter