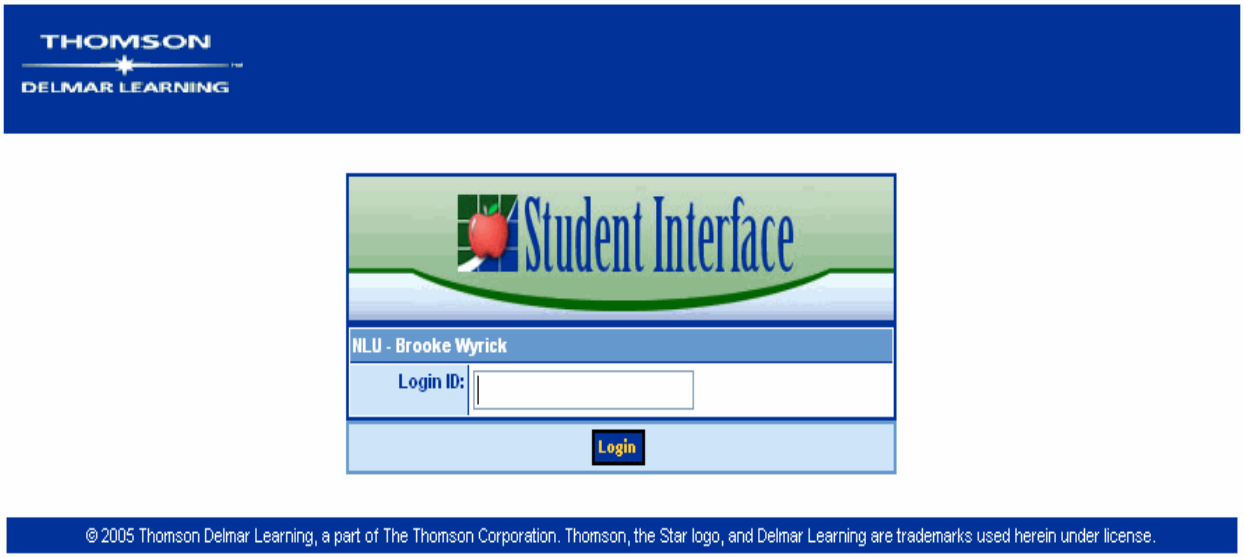
INSTRUCTIONS FOR TAKING MEDICATION ADMINISTRATION IN THE COMMUNTY POST-TEST

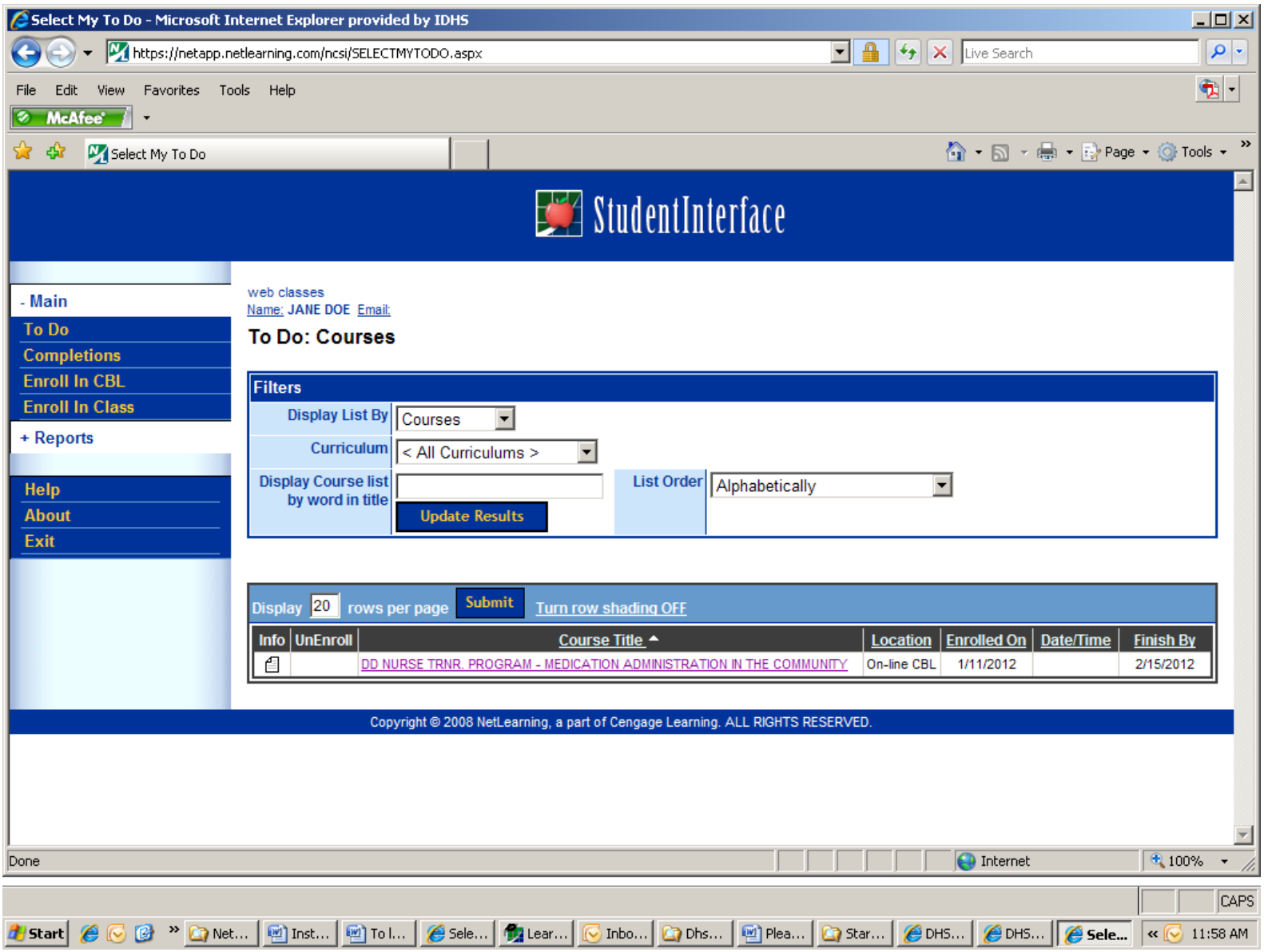
To Prospective Nurse Trainers:

To be designated as a Nurse-Trainer by the Division of Developmental Disabilities, you must complete a 50 question post-test with 90% accuracy within 10 business days following your completion of the Medication Administration in the Community class and assignment of the on-line test by Division staff. The post-test will be assigned to you after your attendance at the class has been verified. The test will be taken using the NetLearning System. Approximately two working days after you complete the instructor-led Medication Administration in the Community class, you can log into the NetLearning Student Interface and complete the Post-Test as instructed below:

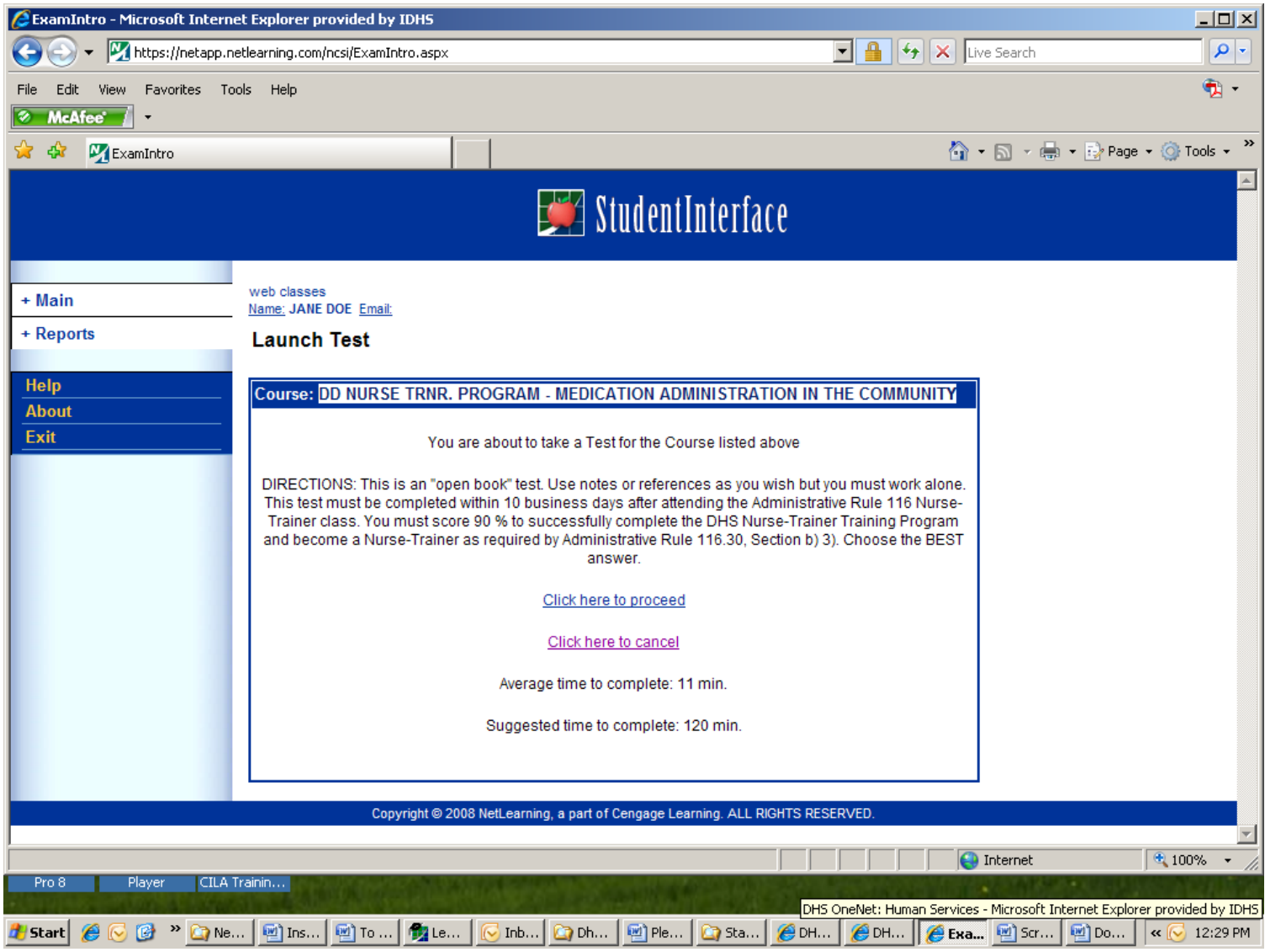
Log into the NetLearning System at http://si.netlearning.us/ildhs and enter your log-in ID number. This is the number you were assigned when you registered for the instructor-led training. It is the first five characters of your last name, or your last name if 5 or fewer characters, the first two characters of your first name and "01" (or "02", "03" for duplicate names). For instance, Jane Doe's password is DOEJA01. The log-in screen is shown below:
(Note: DHS employees will use their employee ID# to log in.)



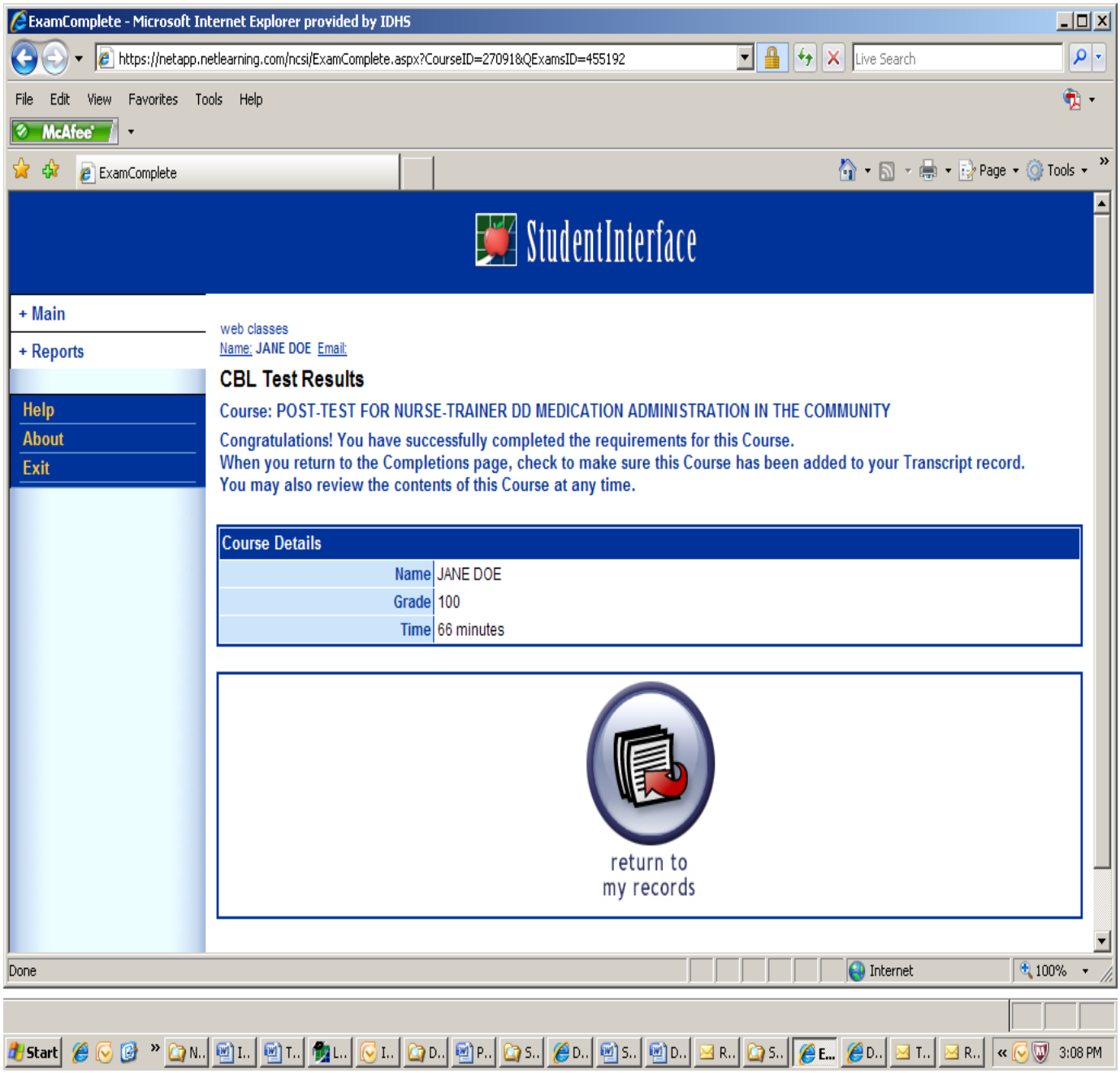
After you log in, you will see a screen like the one below. Select the link to the test, DD NURSE TRNR. PROGRAM - MEDICATION ADMINISTRATION IN THE COMMUNITY listed under "Course Title."

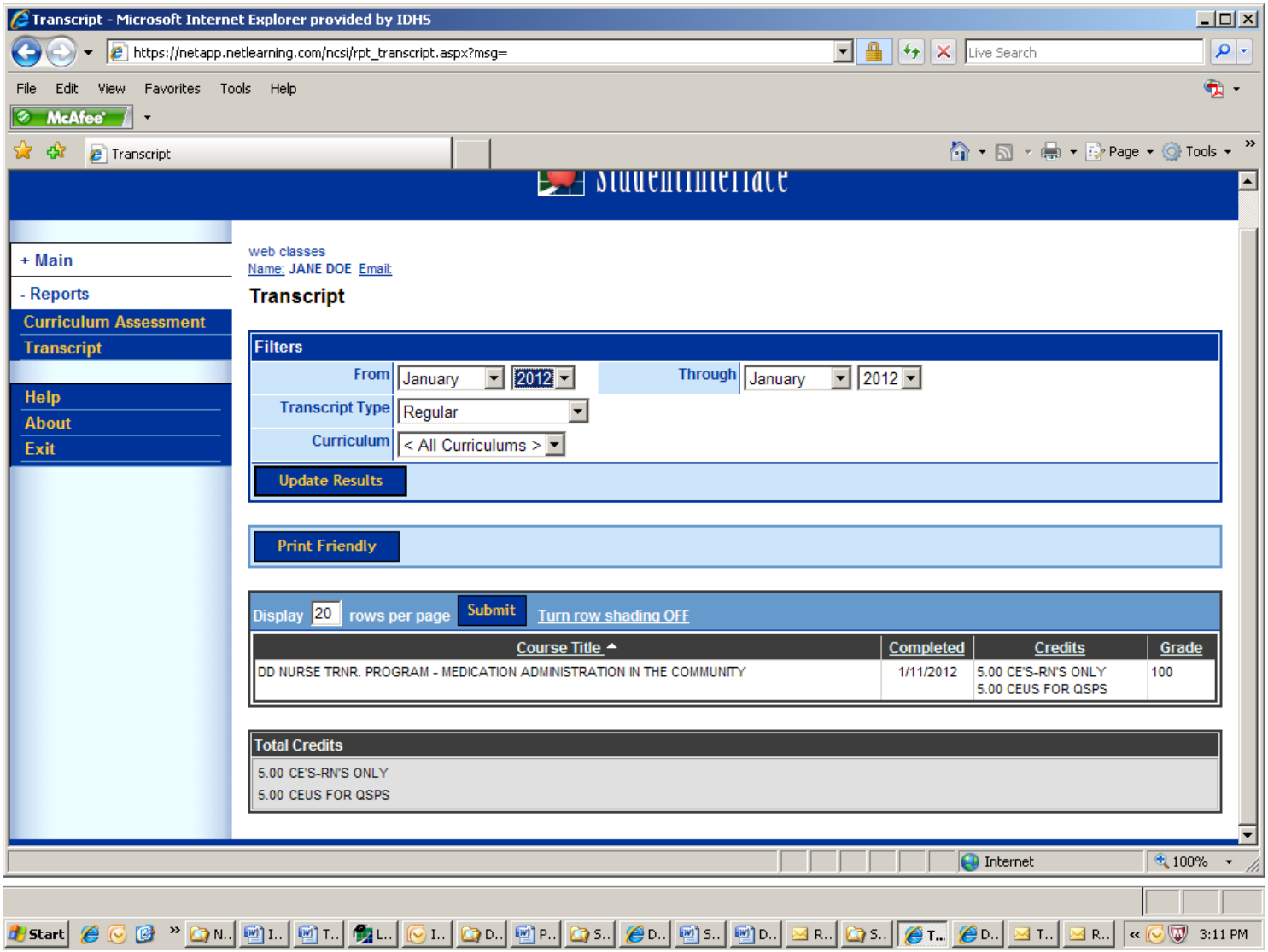


Now you can proceed to "Launch Test." Select the link labeled "Click here to proceed" to launch the test. It is an "open book" test and you are encouraged to refer to Rule 116 for the answers. After you have answered all 50 questions, select the "Finish and Grade Exam" button. If you don't have time to complete all 50 questions you can save the questions you completed and exit the test. You can log in later and resume where you left off.



After completing the exam, you will receive your score. If you missed questions on the exam, they will be listed for further review. If you did not achieve 90% on the exam, you can retake the test. If you successfully complete the exam, you will see a "Congratulations" message like the one shown on the screen below, along with your grade for this course. You should check to make sure the results have been posted to your transcript. An example of the transcript is on the next page.





If you need assistance accessing the test on the NetLearning System, please contact Gloria Heggy at Gloria.Heggy@Illinois.gov or 217-557-7516; or Rhonda Potts-Smith at Rhonda.Potts-Smith@illinois.gov or 217-782-9449.