

Naloxone Skills Training Session ROSTER

Trainer: _____ Date: _____ Location: _____

Course ID: _____ Start Time: _____ End Time: _____ Number Attempted: _____ Number Completed: _____

(ID = SmithJ110617 - 01)

Print Name	DOB	Email	Phone	Department	County	Result	Upload
						P / NR	
						P / NR	
						P / NR	
						P / NR	
						P / NR	
						P / NR	
						P / NR	
						P / NR	

I verify this information is accurate and truthful, and that it may be confirmed. This skills session was taught in accordance with Montana DPHHS guidelines.

Trainer Signature: _____ Date: _____

Master Trainers **must** enter all skill session rosters into the roster database within 48 hours of completion. Naloxone training participants not entered into this system will not be protected under Saving Lives with Naloxone Act when administering Naloxone to suspected opiate overdoses in the course of their official duties. (Instructions on reverse.)

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Instructions to Trainer: Instructor to Student Ratio 1:8

1. Gather participant's online completion certificates at beginning of skills training session.
2. Instruct participants to sign in on this roster and to PLEASE PRINT CLEARLY
3. At the conclusion of the course, circle P or NR (Pass or Needs remediation). NR – must attend another skills session
4. Sign and return participant's course completion certificate after successful completion.
5. Trainer MUST login and enter each roster at <https://bestpracticemedicine.com/naloxone>
6. File and retain roster. This form is subject to audit by DPHHS officials.

ROSTER ENTRY INSTRUCTIONS

- 1) From the naloxone portal (<https://bestpracticemedicine.com/naloxone>), click on "submit training roster".
- 2) Log in using the credentials you were assigned after your master trainer session. (Generally is a configuration of first initial last name.) DO NOT enter emails.
- 3) On left hand column click "Entries"
- 4) From the sub-menu that opens, click "Narcans classes".
- 5) To start a new roster, in the upper righthand corner, click the red "+New Entry" button. Fill in the subsequent blank form using the information from your paper roster as follows:
 - a) Title = Course ID Number (Instructor Last Name+First Initial+Date as mmddyyy+course session for that day.) Example: OlsonA110817-01
 - b) Add Instructor – search and select from list, click red "Select" button
 - c) Enter Date, location, and time of course.
- 6) At the bottom of your entry, click "+Add a row" to equal the number of students that attended the hands-on session (i.e. 5 students, click 5 times).
- 7) Select "+Add roster profile" to start student entry.
- 8) In the new small window, initially search if a student has taken the training previously. If so, select their name from the existing list. Make updates to their profiles as needed. If a student doesn't come up in the search, select the gray "+New NARCAN Roster Profiles entry" in the bottom left.
- 9) If creating a new entry, fill in ALL fields as follows:
 - a) Enter Title: First and Last Name (DO NOT enter job title)
 - b) Enter First Name
 - c) Enter Last Name
 - d) Select Roster Member Type: Master Trainers will select "NAOLOXONE Authorized Users" for their course participants
 - e) Select Responder Type: Choose from LEO, Firefighter, EMS, Detention Office, School Nurse, Other
 - f) Enter Date of Birth
 - g) Enter Phone Number
 - h) Enter valid Email
 - i) Enter Sponsoring Department/Organization
 - j) Select County
 - k) Enter renew by date: 2 years following day for successful skills session completion
 - l) Click red "Save"
- 10) Choose the new entry from the list and click the red "select" button.
- 11) Your new entry to the roster/database, will populate after hitting select and show at the bottom of the page. Repeat steps 7-10 for additional students.
- 12) When all rows have been filled with applicable student information, scroll back to top of main roster entry and click red "save" button.
- 13) After clicking "save", the system will reroute you back to the main entries page. If needing to enter additional rosters, follow steps 3-12 to enter student information. When you are finished entering rosters, remember to log out.

Note: DO NOT use abbreviations in any fields of the forms.