



**STATE OF
OHIO**
BOARD OF PHARMACY



Ohio Medical Marijuana Control Program Dispensary Licensee Training & Continuing Education Submission Guidance Document

UPDATED: 12/17/2019



Ohio Medical Marijuana Control Program
Training & Continuing Education Submission Guidance Document

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I. Document Purpose, Audience and Topics covered

A. Document Purpose

This reference document is designed to provide a step by step guide to end users (Dispensary Licensees) so that they can successfully submit and get approval for their continuing education materials.

B. Intended Audience

The intended audiences for this document are Designated Representatives of dispensaries or individuals representing training providers who are responsible for developing and /or submitting continuing education materials for approval.

C. Topics covered

The topics covered in this guidance document include:

- Submitting training and continuing education materials for approval
- Uploading a remediated version of the training and continuing education materials
- What to do in the event of a rejection of your training and continuing education materials

II. Applicable Rules and Definitions

A. Relevant Legal Authority

Applicants are advised to review and understand [Chapter 3796 of the Ohio Revised Code](#) as well as the following related Ohio Administrative Code Rules that are applicable to the information provided in this guidance document:

- [3796:6-3-19](#) – Employee Training Requirements

III. Submitting Employee Training and Continuing Education Materials

A. Identify Type of Continuing Education Needed

Identify the type of Employee Training or Continuing Education needed such as

- Foundational Training – Mandatory training for all dispensary employees before dispensing medical marijuana
- Continuing Education – Minimum of 16 hours / 2 years
- Healthcare-Related Continuing Education – Content must be provided by licensed healthcare professionals

B. Development of Content

Dispensaries can independently develop content or work with a third party. All training and continuing education materials must be submitted as described in the following sections. Materials need only be approved once each biennial licensing period. A list of approved training and continuing education resources (updated monthly) is available by accessing the [Approved Foundational Training Materials](#) document on the MMCP Licensee Resource page under Dispensary Employee Training & Continuing Education.



C. Emailing to Submit Training and Continuing Education Materials

After the Designated Representative reviews and checks the materials to ensure they meet the applicable rules, the Submission Form, Foundational Training Attachment and / or General Continuing Education Attachment, and materials must be emailed/submitted to MMCPTraining@Pharmacy.Ohio.Gov.

D. Healthcare-Related Training

If training materials are healthcare-related, the DR needs to confirm and attach the Healthcare-Related Training & Continuing Education Content Attestation form showing that the materials have been reviewed by a certified healthcare professional. Refer to rule [3796:6-3-19\(G\)\(1\)](#).

IV. State Board of Pharmacy Review of Materials

A. Approves

If training materials are approved, the Designated Representative will receive an email notifying of approval of the material.

B. Remediation

If training materials require remediation, the Designated Representative will receive email providing an explanation describing the content that did not meet requirements. The Designated Representative can then resubmit training materials based on feedback from the Board.

C. Rejection

If training materials are rejected, the Designated Representative will receive an email notifying them that training material was rejected.



V. Appendix I: Foundational Training and CE Submission Checklist:

A. Basic Submission Requirements:

- Confirm that the submitter of the training materials is a designated representative.
- Confirm all training and continuing education materials submitted for approval have been submitted a minimum of sixty days before to the first training date.
- Confirm all healthcare-related training submissions contain the following items:
 - A signed attestation by the person responsible for training content that the person or persons responsible for the content of the educational materials is a pharmacist licensed under Chapter 4729. of the Revised Code, or any of the following professionals authorized to prescribe under [4729.01\(I\)](#) of the Revised Code (a clinical nurse specialist or certified nurse practitioner, a physician; or a physician assistant);
 - The professional license number of the authorized professional; and
 - Signed approval from the authorized professional.

B. Foundational Training and Continuing Education Submission Details:

- Confirm all submissions contain the following items:
 - Names and qualifications of the persons responsible for training content;
 - The primary objective of the training and how it is intended to improve the participants' competency as dispensary employees;
 - The number of intended trainings for the next twelve-month period and the number of participants for each training;
 - Any brochures describing the activity;
 - The method or manner of presenting materials;
 - The agenda with a detailed time schedule; and
 - A set of training materials, if requested.

C. Foundational Training and CE Submission Content Review:

- Confirm submitted foundational training for dispensary employees includes the following elements:
 - Relevant training on the drug database established pursuant to [section 4729.75 of the Revised Code](#);
 - Relevant training on the inventory tracking system established pursuant to [section 3796.07 of the Revised Code](#);
 - Responsible use training, which shall include specific instruction on:
 - Use of the toll-free telephone line established pursuant to [section 3796.17 of the Revised Code](#); and
 - Learning to recognize signs of medicine abuse or adverse events in the medical use of marijuana by a patient.
 - The proper use of security measures and controls that have been adopted by the dispensary for the prevention of diversion, theft or loss of medical marijuana;
 - Confidentiality requirements of a dispensary;
 - Instruction on the different forms, methods of administration, and strains of medical marijuana;
 - Instruction on qualifying conditions for medical marijuana patients;
 - Authorized uses of medical marijuana in the treatment of qualifying conditions;
 - Instruction regarding regulatory inspection preparedness and law enforcement interaction; and
 - Awareness of the legal requirements for maintaining status as a licensed dispensary employee.



- Confirm which of the following elements are included in the submitted CE materials:
 - Guidelines for providing information to patients and caregivers related to the risks associated with medical marijuana, including possible drug interactions;
 - Guidelines for providing support to patients related to the patients' symptoms;
 - Recognizing signs and symptoms of substance abuse;
 - Guidelines for refusing to provide medical marijuana to an individual who appears to be impaired or abusing medical marijuana;
 - The safe handling of medical marijuana, including an overview of common industry hazards, current health and safety standards, and dispensary best practices;
 - Legal updates training pertaining to the Ohio medical marijuana control program.