



Site: _____

Address: _____

Serial Number: _____

Date: _____

Contact Name: _____

Contact Number: _____

Type of Work Performed:

Objective	Training Descriptions		
1	Identification of Security Levels	12	How to Package Drugs Using the IntelliCount® Automated Feeder
2	Logging on to m:Print® Bar Code Labeling Software for iPack® Rx	13	Edit Drug Data in the Drug Information Database
3	Set Up Administrative Software Options	14	Add New Drugs to the Database
4	Template Operations	15	Associate/Add Drug Images in the Database
5	Bar Code Constructor	16	Create and Print Usage Logs and Reports
6	User Operations	17	Use RPH Review to Approve or Reject Activity
7	Feed Throat Options	18	Drug Database Backup
8	Label Printers	19	Software Update
9	Loading Paper Foil/Amber Film	20	Use of Customer Portal for User Manuals, Guides, and Documents
10	Perform Unit-Dose Packaging Run	21	Maintenance
11	Print Manual Labels	22	Troubleshooting

I hereby acknowledge that Pearson Medical Technologies, LLC provided an overview and training of the above-described components of the iPack® Rx Unit Dose Packager:

Certified iPack® RxTrainer

Director of Pharmacy/Administrator

Super Technician Trained

Objectives Covered

Signature 1

Super Technician Trained

Signature 2

Objectives Covered

Super Technician Trained

Objectives Covered

Objective	Training Descriptions
1	Identification of Security Levels - Users are able to differentiate the levels of security and corresponding functions available to each.
2	Logging on to m:Print® Bar Code Labeling Software for iPack® Rx - Users are able to sign into m:Print® Software and identify the icons in the ribbon.
3	Set Up Administrative Software Options - Overview of the how to configure Administrative Software Options: Add Custom Fields, Add Facility Name(s), tallMAN Configuration, NDC Edit Warning, Expiration Date Configuration, etc.
4	Template Operations - Overview of how to edit/create label templates for the iPack® Rx and other label types such as rolls, sheets, and flags.
5	Bar Code Constructor - Overview of how to add one or more data fields of drug information into a barcode. Note: Barcodes which contain more than information than the NDC number cannot utilize the inline barcode verification features.
6	User Operations - Overview of how to add usernames/passwords for personnel operating the iPack® Rx and/or m:Print®, including assigning security levels, modifying user information, and deleting user information.
7	Feed Throat Options - Overview of Pearson's patented feed throat options, utilization of the feed throat guide located on the packager, and how to interchange feed throats for different size pills.
8	Label Printers - Overview of label printer operation including: loading, changing, and threading labels and print ribbon; cleaning the print head, adjusting printer settings, controls, and printer position; proper connection of printer cables, and general printer maintenance. Review of printer operator's manual.
9	Loading Paper Foil/Amber Film - Overview of how to properly change, load, and align the iPack® Rx material.
10	Perform Unit-Dose Packaging Run - Overview of how to create a drug packaging run on the "1-2-3" screen by selecting a template, entering drug information, verifying correct label information, and using the HMI screen.

Objective	Training Descriptions
11	Print Manual Labels - Overview of how to print external sheet, roll, and flag labels for manual packaging on the "1-2-3" screen, and how to set label properties for accurate printing.
12	How to Package Drugs Using the IntelliCount® Automated Pill/Capsule Feeder - Overview of how to perform unattended, unit-dose packaging using the IntelliCount® feeder, Quick Refill capability, adjusting the IntelliCount® feeder's vacuum level, and identification and understanding the feeder discs' properties.
13	Edit Drug Data in the Drug Information Database - Overview of how to edit drug information using two methods: (1) under Administrator Options; and/or (2) "on-the-fly" during a specific drug packaging run. Note: Edits/Changes made by users assigned the security level of "Administrator" or "Pharmacist" via either method will be permanently saved into the Drug Information Database. Supervisors are allowed to make edits/changes "on-the-fly" only, and these changes are not permanently saved to the database.
14	Add New Drugs to the Database - Overview of how to add a new NDCs that do not already exist in the drug information database.
15	Associate/Add Drug Images to Drugs in the Drug Information Database - Overview of how to associate/add drug images in the Edit Drug Data option under the Administrator icon. Images must be saved on the computer to be uploaded into the drug database.
16	Create and Print Usage Logs and Reports - Overview of how to generate reports for a date range, time, or by specific data field by selecting the appropriate criteria. Reports can be saved as a PDF file or exported into an excel spreadsheet.
17	Use Pharmacist's Verification Function to Approve or Reject Activity - Overview of how to utilize the RPh Approval module, which is designed to be conducted after the packaging or label runs have been completed.
18	Drug Database Backup - Overview of how to conduct a backup of the drug information database. This is advised to be conducted monthly and before performing a database update.
19	Software Update - Overview of how to log into the customer portal on Pearson Medical's website and download m:Print® Software updates or drug database updates as they are available to the customer.

Objective	Training Descriptions
20	Use of Customer Portal for User Manuals, Guides, and Documents - Overview of how to register and log in to the customer portal on Pearson Medical's website to download: product information, manuals, user guides, documents for further training, and updates.
21	Troubleshooting - Overview of some common troubleshooting issues as well as where to find the troubleshooting guide on the customer's pc.
22	Maintenance - Overview of how to perform cleaning and maintenance of the seal head, material spindles, printhead, pinch assembly, and IntelliCount® feeder.

I hereby acknowledge that Pearson Medical Technologies, LLC provided an overview and training of the above-described components of the iPack® Rx Unit Dose Packager:

_____	_____
Facility Name	Director of Pharmacy/Administrator

Certified iPack® RxTrainer	

Super Technician Trained	Objectives Covered

Super Technician Trained	Objectives Covered

Super Technician Trained	Objectives Covered

Date	