Avera Med Aide On-Line Training Solutions©

Syllabus

Avera Education & Staffing Solutions (AESS), Yankton, SD, welcomes you to the Avera Med Aide On-Line Training Solutions© Program. We value your commitment to learning what it takes to become a Medication Aide in the state of South Dakota!

This program is intended to prepare you to effectively and safely administer medications in the state of South Dakota. Per South Dakota regulation, you must provide the facility with a copy of your high school diploma or equivalent. Until the South Dakota State Med Aide Exam is completed, a student is **NOT** approved to administer medications in any care-giving setting. The entire program must be completed within 90 days from the date the password and log-in are provided. If you are testing at the AESS location **YOU MUST BRING A CURRENT PICTURE ID.**

**Program Contents**

1. Course Overview, Syllabus, Frequently Asked Question for Facility RN Instructor or Student, and required printable forms.
3. Course components:
   - Text Readings with corresponding (35) On-Line Chapters with embedded practice questions. (NOTE: SD Legal Requirements and Mandatory Reporting for Abuse and Neglect are included in On-Line Chapter 1 and Chapter 3 of the Text)
   - Study Guides and other On-Line printable training materials (MAR, SD required information, Med Aide Training Documentation forms, 1:1 Clinical Skills Checklist, Abbreviation List), located at www.averasolutions, or within the course at the top of Units 1 and 2.
   - On-Line practice questions
- On-Line Chapter Quizzes
- Proctored On-Line Unit 1 Exam (Text and On-Line Chapters 1- 4, 6, and 8 - 13)
- Proctored On-Line Unit 2 Exam (Text and On-Line Chapters 5, 7, and 14 - 35)
- On-Line Lab and Quiz
- 3 hour 1:1 Skills Performance Evaluation (to be scheduled with an instructor)

NOTE: Unit Exams are time limited, requiring student to complete all questions within the Exam time limitations as follows: Unit 1 Exam = 2.0 hours; Unit 2 Exam = 2.5 hours

4. To be awarded a certificate of completion, students must successfully complete the entire program, including providing the facility with a copy of your high school diploma (or equivalent), complete and accurate Med Aide Training Documentation form, and 1:1 Clinical Skills Checklist.

5. The State of South Dakota Board of Nursing requires an Exam which can be proctored by AESS or any other approved proctor. The exam time limitation is 2 hours.

Program Requirements
1. All students must be registered On-Line at www.averasolutions.org. It may take up to 24-48 hours (M-F 9a – 4p, excluding holidays) to receive confirmation of registration and receive an email, providing the username/ID and Passwords to access the course. Once approved and username/ID and Password is received, you may access the program at: www.averaeduction.org.

Independent students: (The definition of an Independent student: student is not employed at a LTC or Assisted Living facility, or is self-pay for the course, independent from a facility); the student must self-register On-Line for the course, and the 3 hour 1:1 Skills Performance Evaluation. The Independent student must contact AESS to schedule Unit Exams and the 1:1 Skills Performance Evaluation at the AESS location.

Facility students: (Facility must register their student for the On-Line course; the facility typically has their own Facility RN Instructor complete the 1:1 Skills Performance Evaluation, and proctor the Unit Exams or ensure those Exams are
proctored as required). The facility may elect to have AESS proctor Unit Exams, and also have AESS complete the 1:1 Skills Performance Evaluation for an additional fee. If AESS is proctoring Unit Exams, pre-arrangements must be made with AESS to proctor the Exams at the AESS location; if the facility elects to have the AESS Facility RN Instructor complete the 3 hour 1:1 Skills Performance Evaluation at the AESS location, the facility must contact AESS to make arrangements. The Facility RN Instructor will receive the username/ID and password for the student to access the On-Line Chapters. There is a separate security code used only by the Facility RN Instructor or designee to access the Unit Exams. The Unit Exams secure code must not be shared with the student at anytime).

2. After receiving the username and password you may access the On-Line course and Exams at: www.averaeducation.org, AESS Med Aide On-Line Training Solutions© course. The On-Line Chapter presentations may take a few moments to load. Please print, or have available, the On-Line training materials, located at http://www.averasolutions.com/avera-med-aide-On-Line-training-solutions/forms/ or the required forms are also located within the On-Line program. Questions regarding the program content may be forwarded to AESS, M-F 9 a.m. to 4 p.m., excluding holidays, by phone at (605)668-8475, or by email averasolutions@avera.org

3. The course is progressive, following this format:

- **Read Text Chapters 1-4, 6, and 8-13** and complete the accompanying Unit 1 On-Line Chapters.

- **Complete the Quiz at the end of each Unit 1 Chapter.** Chapter Quizzes may be repeated, until receiving a minimum score of 85%. Record each absolute Quiz score/date on the Med Aide On-Line Training Solutions Documentation form.

- **Complete the proctored Unit 1 Exam**, at a time convenient for the Facility RN Instructor/designee. Independent students must contact AESS to schedule a time to take the proctored Unit 1 Exam, which is held at the AESS location.

- A minimum score of 85% must be achieved for the Unit 1 Exam. The proctored Unit 1 Exam may be repeated once, anytime after the first attempt to achieve the
score of at least 85%. The proctored On-Line Unit 1 Exam results must be recorded each time, even if the score of 85% is not achieved the first time. If the retake is unsuccessful, the student must restart the program as a new student (beginning at Text Chapter 1 and On-Line Chapter 1), submitting new program payment to AESS. The student will be provided a new username and password to restart the program.

- After successful completion of the proctored Unit 1 Exam, the student may advance to reading the required Text Chapters and corresponding Unit 2 on-line Chapters (Text Chapters and On-Line Chapters 5, 7 and 14-35).

- Complete the Quiz at the end of each Unit 2 Chapter, and document each absolute Quiz score and date on the Med Aide On-Line Training Solutions Documentation form, as with Unit 1.

- Complete the proctored Unit 2 Exam, at a time convenient for the Facility RN Instructor/designee. Independent students must be in contact with AESS to schedule a time to take the proctored Unit 2 Exam, which is held at the AESS location. A minimum score of 85% must be achieved for the Unit 2 Exam. The proctored Unit 2 Exam may be repeated once, anytime after the first attempt to achieve the score of at least 85%. The proctored On-Line Unit 2 Exam results must be recorded each time, even if the score of 85% is not achieved the first time. If the retake is unsuccessful, the student must restart the program as a new student (beginning at Text Chapter 1 and On-Line Chapter 1), submitting new program payment to AESS. The student will be provided a new username and password to restart the program.

- Upon successful completion of On-Line Units 1 and 2, the student may advance to and complete the On-Line Lab and Quiz (you may repeat the Quiz until score of at least 85% is achieved), and document the absolute Quiz score on the Med Aide On-Line Training Solutions Documentation form. NOTE: The On-Line Lab is within the On-Line program; you do not need to register to complete this component.
After successful completion of proctored Unit Exams 1 & 2, and the On-Line Lab and Quiz, you are eligible to complete the 3 hour 1:1 Skills Performance Evaluation with the Facility RN Instructor or if appropriate, with the AESS RN Instructor. The Facility RN Instructor (or as appropriate the AESS RN Instructor) will complete the required 1:1 Skills Performance Evaluation, and document this skills evaluation on the 1:1 Clinical Skills Checklist. If the student does not show competence (per Facility RN Instructor determination), the 1:1 Skills Performance Evaluation may be repeated once. If the retake is unsuccessful, the student must restart the program as a new student (beginning at Text Chapter 1 and On-Line Chapter 1), submitting new program payment to AESS.

Independent students: Schedule the 3 hour 1:1 Skills Performance Evaluation with the RN Instructor at the AESS location. Use the AESS Procedure Checklists to prepare for this component.

Facility students: Check with your Facility RN Instructor to determine whether the 3 hour 1:1 Skills Performance Evaluation will be completed by your Facility RN Instructor at the facility or by the RN Instructor at the AESS location. The Facility RN Instructor may complete and document the 1:1 Skills Performance Evaluation at the facility, by lab or clinical methodology, using the AESS Procedure Checklists to guide the completion of the 1:1 Clinical Skills Checklist. If AESS is completing the 1:1 Skills Performance Evaluation (to be completed at the AESS location) the student must make arrangements with AESS. Use the AESS Procedure Checklists to prepare for this component.

- Once all components of the On-Line Med Aide program have been completed successfully and documented, the student may then advance to the proctored State of South Dakota Exam. Complete the proctored Exam, at a time convenient for the Facility RN Instructor/designee. Independent students may contact AESS to schedule a time to take the proctored exam.

- After successfully completing all components of the Med Aide On-Line Training Solutions © program, the student must provide the facility or AESS
with HS Diploma or GED/equivalent, Completed (signed and dated) 1:1 Clinical Skills Checklist, Completed (signed/dated) Med Aide On-Line Training Documentation form.

**AESS location:**

Avera Sacred Heart Campus - Benedictine Center
Avera Education & Staffing Solutions
1000 W. 4th St, Suite 9
Yankton, SD 57078  (605) 668-8475
Unit 1: Text Chapter: Corresponding On-Line Chapter; Chapter Quizzes; Proctored Unit 1 Exam
Text Chapter 1 and On-Line Chapter 1: “The Medication Assistant”
Text Chapter 2 and On-Line Chapter 2: “Delegation”
Text Chapter 3 and On-Line Chapter 3: “Ethics and Laws”
Text Chapter 4 and On-Line Chapter 4: “Assisting with the Nursing Process”; NOTE: T, P,R,BP (using manual BP cuff) is a skill on the 1:1 Skills Performance Evaluation. Glucometer training & documentation should be completed by employer, per facility policy.
Text Chapter 6 and On-Line Chapter 6: “Basic Pharmacology”
Text Chapter 8 and On-Line Chapter 8: “Drug Orders and Prescriptions”
Text Chapter 9 and On-Line Chapter 9: “Medication Safety”
Text Chapter 10 and On-Line Chapter 10: “Oral, Sublingual, and Buccal Drugs”
Text Chapter 11 and On-Line Chapter 11: “Topical Drugs”
Text Chapter 12 and On-Line Chapter 12: “Eye, Ear, Nose, and Inhaled Drugs”
Text Chapter 13 and On-Line Chapter 13: “Vaginal and Rectal Drugs”

Unit 2: Text Chapter: Corresponding On-Line Chapter; Chapter Quizzes; Proctored Unit 2 Exam
Text Chapter 5 and On-Line Chapter 5: “Body Structure and Function”
Text Chapter 7 and On-Line Chapter 7: “Life Span Considerations”
Text Chapter 14 and On-Line Chapter 14: “Drugs Affecting the Nervous System”
Text Chapter 15 and On-Line Chapter 15: “Drugs Used for Mental Health Disorders”
Text Chapter 16 and On-Line Chapter 16: “Drugs Used for Seizure Disorders”
Text Chapter 17 and On-Line Chapter 17: “Drugs Used to Manage Pain”
Text Chapter 18 and On-Line Chapter 18: “Drugs Used to Lower Lipids”
Text Chapter 19 and On-Line Chapter 19: “Drugs Used to Treat Hypertension”
Text Chapter 20 and On-Line Chapter 20: “Drugs Used to Treat Dysrhythmias”
Text Chapter 21 and On-Line Chapter 21: “Drugs Used to Treat Angina, PVD and Heart Failure”
Text Chapter 22 and On-Line Chapter 22: “Drugs Used for Diuresis”
Text Chapter 23 and On-Line Chapter 23: “Drugs Used to Treat Thrombo-Embolic Diseases”
Text Chapter 24 and On-Line Chapter 24: “Drugs Used to Treat Respiratory Disease”
Text Chapter 25 and On-Line Chapter 25: “Drugs Used to Treat GERDs and Peptic Ulcer Diseases”
Text Chapter 26 and On-Line Chapter 26: “Drugs Used to Treat Nausea/Vomiting/Constipation/Diarrhea”
Text Chapter 27 and On-Line Chapter 27: “Drugs Used to Treat Diabetes and Thyroid Disease”
Text Chapter 28 and On-Line Chapter 28: “Cortico-Steroids and Gonadal Hormones”
Text Chapter 29 and On-Line Chapter 29: “Drugs Used in Men’s and Women’s Health”
Text Chapter 30 and On-Line Chapter 30: “Drugs Used to Treat Urinary System Disorders”
Text Chapter 31 and On-Line Chapter 31: “Drugs Used to Treat Eye Disorders”
Text Chapter 32 and On-Line Chapter 32: “Drugs Used in the Treatment of Cancer”
Text Chapter 33 and On-Line Chapter 33: “Drugs Affecting Muscles and Joints”
Text Chapter 34 and On-Line Chapter 34: “Drugs Used to Treat Infections”
Text Chapter 35 and On-Line Chapter 35: “Nutrition and Herbal and Dietary Supplemental Therapy”

Unit 3: On-Line Lab and Quiz
1:1 Skills Performance Evaluation
When all course components have been met (including accurate and complete training documentation as approved by AESS or Facility) a certificate of completion will be awarded to the student.

Student will need to submit Initial Registration Application & Request to Take the State Required Exam.