

## STUDENT SYLLABUS

### OVERVIEW

**WELCOME:** Avera Education & Staffing Solutions, Yankton, SD, welcomes you to the Avera Med Aide Online Training Solutions© program. We value your commitment to learning what it takes to become an Unlicensed Medication Aide (UMA) 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.

**INTRODUCTION:** Your 20-hour UMA course mixes a variety of learning activities into one training program. The Avera Med Aide Online Training Solutions course provides 17 hours of your training. You will read the required text and complete all online activities. To complete the minimum of 20 hours needed for UMAs, you will also engage in hands-on learning to include a required skills lab and skills evaluation (minimum of 3 hours.) Consult your training supervisor for details. You will record scores and dates on your Training Documentation Form. Online narrated presentations, quizzes and term interactions compliment material read in the text. The online lab tests your knowledge with questions concerning a sample MAR and other scenarios. The proctored online Unit Exams are closed book and further prepare you for the state UMA exam. Until the South Dakota State Med Aide Exam is successfully completed, a student is **NOT** approved to administer medications in any care-giving setting.

**REQUIRED TEXT:** Mosby's Textbook for Medication Assistants, by Sheila Sorrentino and Leighann Remmert. (Mosby's Inc: 2009) ISBN: 9780323046879. All 35 chapters are required.

**REQUIRED EDUCATION:** Students must have a High School Diploma or equivalent. Documentation must be provided to your facility or to AESS for independent students\* (\*student not employed at a LTC or assisted living facility/other with Medication Aide Training Program, or is self-pay for the course, independent from a facility).

**1.5 PROGRAM CONTENTS:** All Online Activities of Units 1, 2, On-Line Lab and proctored Unit Exams at [www.averaeducation.org](http://www.averaeducation.org) accessible through your unique student account active for 90 days. You will have access to a variety of printable handouts and links including Syllabus, Training Documentation Form, Study Guides, sample MAR, 1:1 Clinical Skills Checklist, Abbreviation List, and SD Legal Requirements.

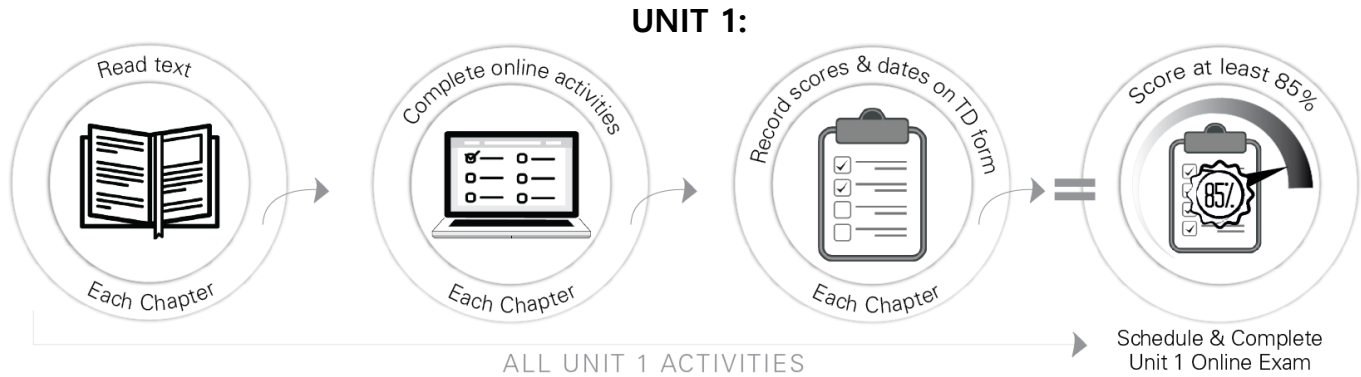
**1.5 PROGRAM REQUIREMENTS:** Read assigned textbook chapter then complete corresponding online module activities. After you complete one online activity the next one becomes available. You may repeat each quiz until you score a minimum of 85% to complete. Unit 1 & 2 Exams, you have two attempts to achieve at least 85%. Record scores & dates on Training Documentation Form. Progress to next chapter and repeat.

**UNIT 1 (ESTIMATED COMPLETION TIME 13 HOURS):** Online activities and textbook reading of Chapters 1-4, 6, & 8-13 (online Modules 1-4.) SD Legal Requirements and Mandatory Reporting for Abuse and Neglect are included online in Chapter 1, 2 and 3. Once you have completed **all** Unit 1 activities, schedule proctored Unit 1 online exam with your instructor.

**UNIT 2 & Online Lab (ESTIMATED COMPLETION TIME 22 HOURS):** Online activities and textbook reading of Chapters 5, 7, and 14-35 (online Modules 5-12). Once you have completed all Unit 2 activities, schedule proctored Unit 2 online exam with your instructor. Then complete online lab & quiz.

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### REQUIRED ASSIGNMENTS OF AVERA UMA



*TIME INCLUDES ALL ONLINE ACTIVITIES AND ESTIMATED TIME TO READ TEXT AND HANDOUTS.*

**MODULE 1 CHAPTER 1** - THE MEDICATION ASSISTANT (37 MIN 42 SEC)

**CHAPTER 2** - DELEGATION (42 MIN 1 SEC)

**CHAPTER 3** - ETHICS AND LAWS (51 MIN 34 SEC)

**MODULE 2 CHAPTER 4** - ASSISTING WITH THE NURSING PROCESS (1 HOUR 29 MIN 42 SEC)

NOTE: T, P, R, BP (USING A MANUAL BP CUFF), GLUCOMETER TRAINING & DOCUMENTATION SHOULD BE COMPLETED BY EMPLOYER, PER FACILITY POLICY.

**CHAPTER 6** - BASIC PHARMACOLOGY (36 MIN 49 SEC)

**MODULE 3 CHAPTER 8** - DRUG ORDERS AND PRESCRIPTIONS (1 HR 22 MIN 1 SEC)

**CHAPTER 9** - MEDICATION SAFETY (3 HOURS 44 MIN 41 SEC)

**MODULE 4 CHAPTER 10** – ORAL, SUBLINGUAL, AND BUCCAL DRUGS (43 MIN 57 SEC)

**CHAPTER 11** – TOPICAL DRUGS (27 MIN 15 SEC)

**CHAPTER 12** – EYE, EAR, NOSE, AND INHALED DRUGS (54 MIN 34 SEC)

**CHAPTER 13** – VAGINAL AND RECTAL DRUGS (27 MIN 16 SEC)

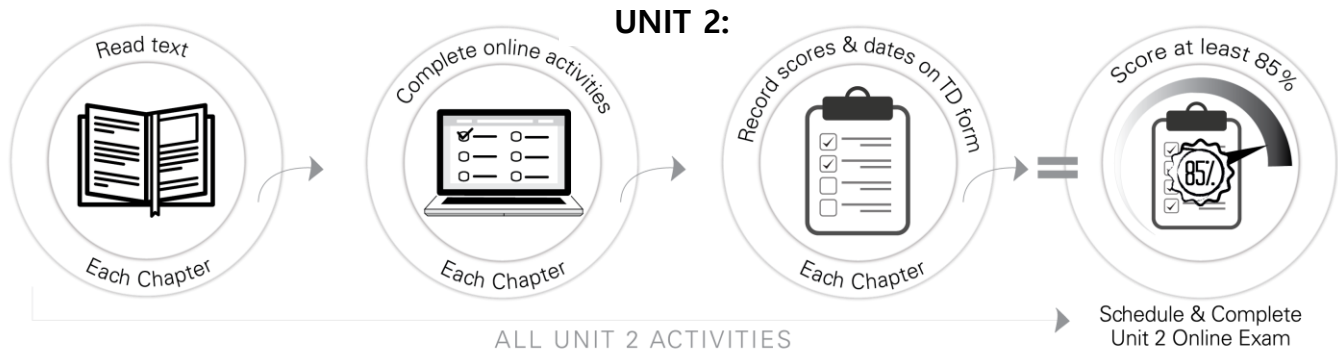
**UNIT 1 PROCTORED EXAM** – 60 QUESTIONS (MAXIMUM TIME AVAILABLE 2 HOURS) MUST ACHIEVE MIN. 85%.

MAXIMUM ATTEMPTS: 2. AFTER SUCCESSFULLY COMPLETING UNIT 1 EXAM, ADVANCE TO UNIT 2.

NOTE: Unit Exams are time limited, requiring student to complete all questions within the exam time. Student receives 2 attempts to achieve passing score of at least 85%. Second attempt can be taken any time after the first attempt. Both scores must be recorded on training documentation form. If the retake is unsuccessful, the student must restart the program as a new student from the beginning along with submitting new payment. Student will be provided a new username and password to restart program.

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REQUIRED ASSIGNMENTS OF AVERA UMA



**MODULE 5 CHAPTER 5 – BODY STRUCTURE AND FUNCTION (1 HOUR 7 MIN 45 SEC)**

**CHAPTER 7 – LIFE SPAN CONSIDERATIONS (27 MIN 40 SEC)**

**MODULE 6 CHAPTER 14 – DRUGS AFFECTING THE NERVOUS SYSTEM (1 HOUR 10 MIN 4 SEC)**

**CHAPTER 15 – DRUGS USED FOR MENTAL HEALTH DISORDERS (1 HOUR 7 MIN 48 SEC)**

**CHAPTER 16 – DRUGS USED FOR SEIZURE DISORDERS (26 MIN 11 SEC)**

**MODULE 7 CHAPTER 17 – DRUGS USED TO MANAGE PAIN (50 MIN 53 SEC)**

**CHAPTER 18 – DRUGS USED TO LOWER LIPIDS (19 MIN 44 SEC)**

**CHAPTER 19 – DRUGS USED TO TREAT HYPERTENSION (50 MIN 15 SEC)**

**MODULE 8 CHAPTER 20 – DRUGS USED TO TREAT DYSRHYTHMIAS (44 MIN 12 SEC)**

**CHAPTER 21 – DRUGS USED TO TREAT ANGINA, PVD AND HEART FAILURE (50 MIN 8 SEC)**

**CHAPTER 22 – DRUGS USED FOR DIURESIS (35 MIN 4 SEC)**

**MODULE 9 CHAPTER 23 – DRUGS USED TO TREAT THROMBO-EMBOLIC DISEASES (25 MIN 14 SEC)**

**CHAPTER 24 – DRUGS USED TO TREAT RESPIRATORY DISEASE (1 HOUR 9 MIN 50 SEC)**

**CHAPTER 25 – DRUGS USED TO TREAT GERDS AND PEPTIC ULCER DISEASES (32 MIN 26 SEC)**

**MODULE 10 CHAPTER 26 – DRUGS USED TO TREAT NAUSEA/VOMITING/CONSTIPTATION/DIARRHEA (37 MIN 50 SEC)**

**CHAPTER 27 – DRUGS USED TO TREAT DIABETES AND THYROID DISEASE (49 MIN 39 SEC)**

**CHAPTER 28 – CORTICO-STEROIDS AND GONADAL HORMONES (32 MIN 32 SEC)**

**CHAPTER 29 – DRUGS USED IN MEN'S AND WOMEN'S HEALTH (32 MIN 30 SEC)**

**MODULE 11 CHAPTER 30 – DRUGS USED TO TREAT URINARY SYSTEM DISORDERS (16 MIN 42 SEC)**

**CHAPTER 31 – DRUGS USED TO TREAT EYE DISORDERS (51 MIN 23 SEC)**

**CHAPTER 32 – DRUGS USED IN THE TREATMENT OF CANCER (33 MIN 52 SEC)**

**MODULE 12 CHAPTER 33 – DRUGS AFFECTING MUSCLES AND JOINTS (21 MIN 42 SEC)**

**CHAPTER 34 – DRUGS USED TO TREAT INFECTIONS (1 HOURS 22 MIN 7 SEC)**

**CHAPTER 35 – NUTRITION AND HERBAL AND DIETARY SUPPLEMENT THERAPY (47 MIN 20 SEC)**

## STUDENT SYLLABUS

### REQUIRED ASSIGNMENTS OF AVERA UMA

#### UNIT 2 ... CONTINUED

**UNIT 2 PROCTORED EXAM** – 100 QUESTIONS (MAX TIME AVAILABLE 2.5 HOURS) MUST ACHIEVE MIN. 85%.

MAXIMUM ATTEMPTS: 2. After successfully completing Unit 2 Exam, advance to Online lab.

NOTE: Unit Exams are time limited, requiring student to complete all questions within the exam time.

Student receives 2 attempts to achieve passing score of at least 85%. Second attempt can be taken any time after the first attempt. Both scores must be recorded on training documentation form. If the retake is unsuccessful, the student must restart the program as a new student from the beginning along with submitting new payment. Student will be provided a new username and password to restart program.

#### **COMPLETE ONLINE LAB/QUIZ THEN SCHEDULE IN PERSON-SKILLS LAB & 1:1 SKILLS EVALUATION**

**ONLINE LAB & QUIZ** – PARTS 1-4 & QUIZ ONLINE (3 HOURS 4 MIN 31 SEC)

NOTE: You may repeat the quiz until achieving at least 85%. Document the highest score on the training documentation form.

**IN PERSON-SKILLS LAB & 1:1 SKILLS PERFORMANCE EVALUATION** – SCHEDULE WITH FACILITY RN INSTRUCTOR OR AESS INSTRUCTOR (MINIMUM OF 3 HOURS)

After successful completion of proctored Unit Exams 1 & 2, ALL online activities, textbook reading, and the online lab & 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 Instructor will complete the required 1:1 Skills Performance Evaluation, and document on the 1:1 Clinical Skills Checklist. The Instructor may complete and document the 1:1 Skills Performance Evaluation, by lab or clinical methodology. If the student does not show competence, the 1:1 Skills Performance Evaluation may be repeated once. If the retake is unsuccessful, student must restart entire program as a new student. The RN instructor completing the 1:1 Skills Evaluation subjectively makes the final determination of whether the student has successfully completed the 1:1 Skills Evaluation of the training program.

**ESTIMATED TOTAL PROGRAM TIME – 35 HOURS**

*Estimated program time includes 18 hours for text reading which will vary by student.*

#### **TRAINING PROGRAM COMPLETE – REQUEST STATE REGISTRY EXAM**

**TRAINING PROGRAM COMPLETION** - 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 IS THEN ELIGIBLE TO REQUEST STATE EXAM.

**STATE REQUIRED EXAM ELIGIBLE** – VIA SD BON WEBSITE, STUDENT WILL NEED TO SUBMIT INITIAL REGISTRATION APPLICATION & REQUEST TO TAKE THE STATE REQUIRED EXAM. ONCE STUDENT PASSES STATE EXAM, STUDENT IS ADDED TO THE BON'S UMA REGISTRY.