

Avera Med Aide On-Line Training Solutions© - Independent Student Checklist

For students not employed at a LTC/assisted living facility/other with Medication Aide Training program or is self-pay for the course, independent from a facility

The Independent Student is responsible to:

- Submit a copy of High School Diploma or equivalent to Avera Education & Staffing Solutions (AESS) by email, fax or mail.
- Submit required course fee, consult AESS for details at 605-668-8475.
 - Access is granted to the online course at www.averaeducation.org for 90 days.
- Purchase required textbook. Reading all textbook chapters is required component of course.
- Consult AESS with questions at any time.
- Complete online activities and text reading as outlined on syllabus for Unit 1. Record quiz scores and dates on the Training Documentation Form.
- Contact AESS to schedule the Unit 1 proctored computer exam once Unit 1 activities are complete or nearly complete.
 - If student does not pass Unit 1 exam by achieving at least 85% after two attempts, student must restart the course and submit new course fee.
- Complete online activities and text reading as outlined on syllabus for Unit 2. Record quiz scores and dates on the Training Documentation Form.
- Contact AESS to schedule the Unit 2 proctored computer exam once Unit 2 activities are complete or nearly complete.
 - If student does not pass Unit 2 exam by achieving at least 85% after two attempts, student must restart the course and submit new course fee.
- Complete the online lab & quiz. Have printed copy of Frank Ford MAR available. Once complete or nearly complete, schedule the in-person 3-hour skills lab/1:1 skills evaluation with the AESS instructor. Review skills packet document.
- Sign and submit completed Training Documentation Form to AESS. You will also sign the 1:1 UMA Skills Performance Evaluation Checklist (clinical skills checklist) and RN attestation form.
 - AESS RN instructor submits RN Attestation Form to SD Board of Nursing (BON). AESS will provide independent student a certificate of completion for the 20-hour training program.
- Submit online UMA initial registration application to the SD BON after successful completion of the full 20-hour approved Med Aide Training Program and receiving certificate from AESS. In the online application, student will indicate name of approved state computer exam proctor.
 - Allow up to 5-7 business days for the SD BON to process application for the State UMA exam. It may take longer if inaccurate/incomplete information is provided, or requirements are not met. Once the UMA application is processed, the proctor will receive email from the Board of Nursing with test access information.
 - After receiving the on-line access information, the proctor may administer the exam to the student according to the proctor agreement guidelines.
 - After the UMA applicant takes and submits the exam, the applicant will receive immediate notification of pass or fail. After successfully passing, the applicant will be listed on the UMA registry. (An applicant who fails may retake the exam one time.)
 - If applicant fails state exam, submit the online UMA Re-Take Exam Application. If applicant fails a second time, the 20-hour course must be repeated.
- Verify registry status at the SD BON's Registration Verification website. Cards can be printed from this site. UMA registration is valid for 2 years after issue. Until the student's name is listed on the UMA registry, the student cannot independently pass medications. There must be an RN who is responsible to delegate the administration of medications to the UMA.