

Avera Med Aide On-Line Training Solutions© - Facility RN Instructor – Program Guide
For facilities with a SD Board of Nursing approved Medication Aide Training Program

The Facility RN Instructor is responsible to:

- Be available for student questions throughout the program. Monitor their progress.
- Collect a copy of the student's High School Diploma or GED or contact the SD Board of Nursing (BON) to discuss option for equivalency. Without a copy of a High School Diploma or GED the facility is not to issue a certificate of completion. The student does not meet requirements of 20:48:16:02 Application for registration.
- Register the student on-line at www.averasolutions.org for access to the On-Line Med Aide Program at www.averaeducation.org. Access is granted for 90 days.
- Ensure program user name and password, program content, and exam security is maintained.
- Proctor or designate another person to proctor the on-line Unit Exams and the State of South Dakota Required Exam (if done at facility). Note: BON's State-approved proctor information.
- Ensure accuracy of transferred chapter quiz scores, on-line Unit Exam scores, on-line Lab quiz score, to the Med Aide Training Documentation form.
 - Re-register the student at averasolutions.org if the student fails Unit 1 or Unit 2 exam after two attempts. Student must score at least 85%. (Registering the student for new on-line access requires repayment of program fee).
- Complete and document the (**3-hour/Avera Education & Staffing Solutions'** curriculum) Lab and 1:1 Skills Performance Evaluation (clinical or lab setting) with BON Clinical Skills Checklist.
- File Training Documentation, Clinical Skills Checklist, and High School Diploma in facility employer/employee record. Certificate is not to be awarded without all documentation.
 - After successful completion of the full 20-hour approved Med Aide Training Program, student submits online UMA initial registration application to the SD BON.
- Submit RN Attestation Form found at SD BON website if student has completed an approved 20-hour training course and is capable of performing all skills listed on BON checklist safely and competently and is eligible to take the exam.
 - 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. After receiving the on-line test access information, the state approved proctor may administer the exam to the student according to the proctor agreement guidelines.
- After the UMA applicant completes 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. Review materials with student. If applicant fails a second time, the 20-hour course must be repeated.
 - Registry status can be verified at the BON's Registration Verification website. Cards can be printed from this site. UMA registration is valid for 2 years after issue. Note: When the student's name appears on the UMA Registry, the RN may now choose to delegate medication administration to the UMA.
- Maintain a copy of all documentation (in the student's personnel file) at the facility along with the completed Med Aide Training Documentation form and the 1:1 Skills Performance Evaluation Clinical Skills Checklist & copy of HS diploma/equivalent.
 - Keep on file Med Aide Training Documentation form if student is unsuccessful in any component and needs to restart the program.
- Maintain an ongoing AESS Enrolled Student Log Form available at SD BON website.