

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 & Final Exam are closed book and further prepare you for the state UMA exam (if required). Until the South Dakota State Med Aide Registry Exam is successfully completed, a student is **NOT** approved to administer medications in skilled nursing facility (nursing home), assisted living center, or hospital settings.

REQUIRED TEXT: Mosby's Textbook for Medication Assistants, by Karen Anderson. (Mosby's Inc: Second Edition/2023) ISBN: 9780323790505. All 36 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).

2.0 PROGRAM CONTENTS: All Online Activities of Units 1, 2, On-Line Lab and proctored Unit/Final Exams at 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, and SD Legal Requirements.

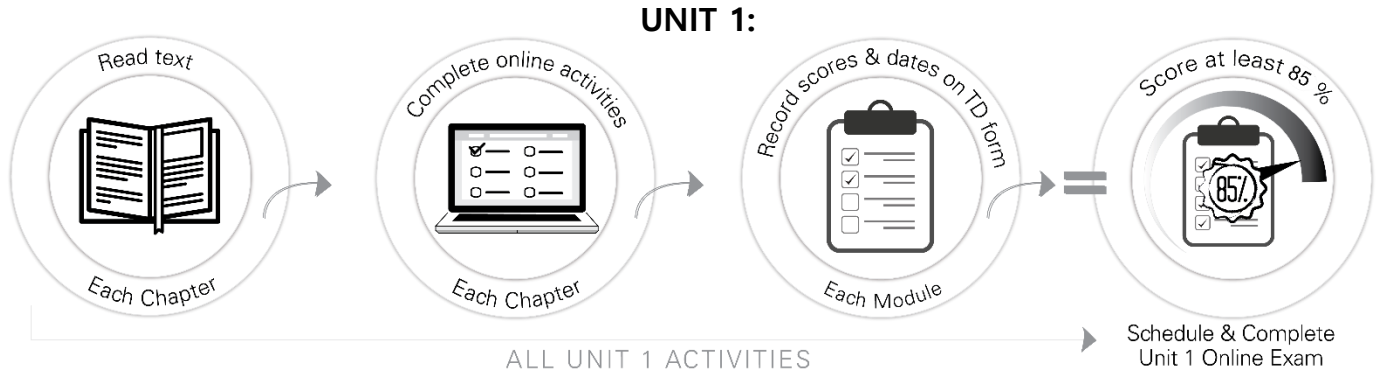
2.0 PROGRAM REQUIREMENTS: Read assigned textbook chapter then complete corresponding online module activities. After you complete one online activity the next one becomes available. You may repeat each quiz until you score a minimum of 85% to complete. Unit 1 & 2/Final Exams, you have two attempts to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

UNIT 1 (ESTIMATED COMPLETION TIME 14 HOURS): Online activities and textbook reading of Chapters 1-4, 6-7, & 9-14 (online Modules 1-3.) SD Legal Requirements and Mandatory Reporting for Abuse and Neglect are included online in Module 1. Once you have completed **all** Unit 1 activities, schedule proctored Unit 1 online exam with your instructor.

UNIT 2 & Online Lab (ESTIMATED COMPLETION TIME 20 HOURS): Online activities and textbook reading of Chapters 5, 8, and 15-36 (online Modules 4-12). Once you have completed all Unit 2/Lab activities, schedule proctored Unit 2 & Final online exams with your instructor.

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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 (34 MIN)

CHAPTER 2 - DELEGATION (1 HOUR 7 MIN)

CHAPTER 3 - ETHICS AND LAWS (1 HOUR)

CHAPTER 4 - ASSISTING WITH THE NURSING PROCESS (1 HOUR 49 MIN)

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

MODULE 2 CHAPTER 6 - INFECTION PREVENTION (1 HOUR 24 MIN)

CHAPTER 7 - BASIC PHARMACOLOGY (41 MIN)

CHAPTER 9 - DRUG ORDERS AND PRESCRIPTIONS (1 HR 24 MIN)

CHAPTER 10 - MEDICATION SAFETY (2 HOURS 15 MIN)

MODULE 3 CHAPTER 11 – ORAL, SUBLINGUAL, AND BUCCAL DRUGS (39 MIN)

CHAPTER 12 – TOPICAL DRUGS (26 MIN)

CHAPTER 13 – EYE, EAR, NOSE, AND INHALED DRUGS (45 MIN)

CHAPTER 14 – VAGINAL AND RECTAL DRUGS (38 MIN)

UNIT 1 REVIEW – (16 MIN)

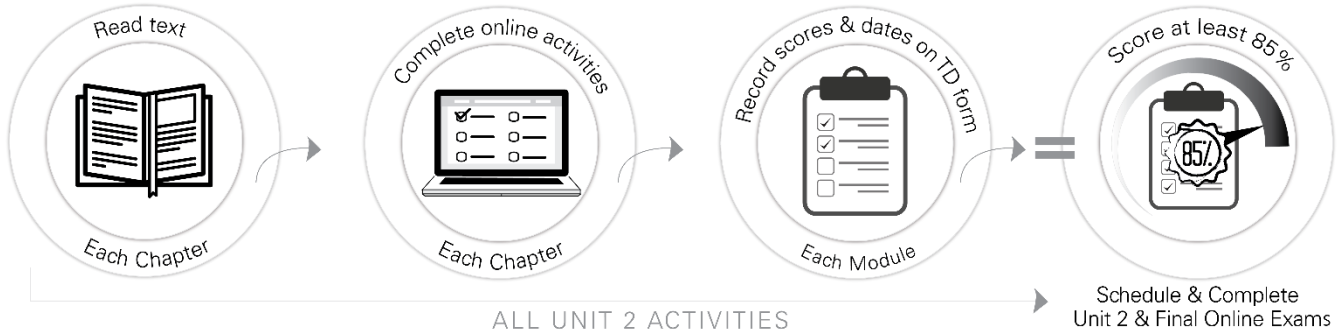
UNIT 1 PROCTORED EXAM – 50 QUESTIONS (MAXIMUM TIME AVAILABLE 1.5 HOURS) MUST ACHIEVE MIN. 85%. MAXIMUM ATTEMPTS: 2. AFTER SUCCESSFULLY COMPLETING UNIT 1 EXAM, ADVANCE TO UNIT 2.

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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UNIT 2:



MODULE 4 CHAPTER 5 – BODY STRUCTURE AND FUNCTION (1 HOUR 4 MIN)

CHAPTER 8 – LIFE SPAN CONSIDERATIONS (35 MIN)

MODULE 5 THE NERVOUS SYSTEM

CHAPTER 15/17 – DRUGS AFFECTING THE NERVOUS SYSTEM/DRUGS SEIZURE DISORDERS (1 HOUR 21 MIN)

CHAPTER 16 – DRUGS USED FOR MENTAL HEALTH DISORDERS (57 MIN)

CHAPTER 32 – DRUGS USED TO TREAT EYE DISORDERS (35 MIN)

MODULE 6 THE CIRCULATORY SYSTEM

CHAPTER 19 – DRUGS USED TO LOWER LIPIDS (19 MIN)

CHAPTER 20 – DRUGS USED TO TREAT HYPERTENSION (42 MIN)

CHAPTER 21 – DRUGS USED TO TREAT DYSRHYTHMIAS (14 MIN)

CHAPTER 22 – DRUGS USED TO TREAT ANGINA, PVD AND HEART FAILURE (38 MIN)

CHAPTER 24 – DRUGS USED TO TREAT THROMBOEMBOLIC DISEASES (38 MIN)

MODULE 7 THE MUSCULOSKELETAL SYSTEM

CHAPTER 18 – DRUGS USED TO MANAGE PAIN (49 MIN)

CHAPTER 34 – DRUGS AFFECTING MUSCLES AND JOINTS (30 MIN)

MODULE 8 THE URINARY SYSTEM

CHAPTER 23 – DRUGS USED FOR DIURESIS (21 MIN)

CHAPTER 31 – DRUGS USED TO URINARY SYSTEM DISORDERS (23 MIN)

MODULE 9 THE RESPIRATORY SYSTEM

CHAPTER 25 – DRUGS USED TO TREAT RESPIRATORY DISEASES (59 MIN)

MODULE 10 THE GASTROINTESTINAL SYSTEM

CHAPTER 26 – DRUGS USED TO TREAT GASTROESOPHAGEAL REFLUX AND PUD (25 MIN)

CHAPTER 27 - DRUGS USED TO TREAT NAUSEA/VOMITING/CONSTIPATION/DIARRHEA (32 MIN)

CHAPTER 36 – NUTRITION AND HERBAL AND DIETARY SUPPLEMENT THERAPY (52 MIN)

MODULE 11 THE ENDOCRINE SYSTEM & THE REPRODUCTIVE SYSTEM

CHAPTER 28 – DRUGS USED TO TREAT DIABETES AND THYROID DISEASES (38 MIN)

CHAPTER 29 – CORTICOSTEROIDS AND GONADAL HORMONES (31 MIN)

CHAPTER 30 – DRUGS USED IN MEN'S AND WOMEN'S HEALTH (44 MIN)

MODULE 12 THE IMMUNE & LYMPHATIC SYSTEM

CHAPTER 33 – DRUGS USED IN THE TREATMENT OF CANCER (21 MIN)

CHAPTER 35 – DRUGS USED TO TREAT INFECTIONS (1 HOUR 13 MIN)

ONLINE LAB EXERCISE/QUIZ/SUMMARY/UNIT 2 REVIEW – (1 HOUR 45 MIN)

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REQUIRED ASSIGNMENTS OF AVERA UMA

UNIT 2 ... CONTINUED

UNIT 2 PROCTORED EXAM – 75 QUESTIONS (MAX TIME AVAILABLE 2 HOURS) MUST ACHIEVE MIN. 85%.

FINAL PROCTORED EXAM – 60 QUESTIONS (MAX TIME AVAILABLE 1.75 HOURS) MUST ACHIEVE MIN. 85%

BOTH EXAMS MAXIMUM ATTEMPTS EACH: 2.

NOTE: Unit/FINAL 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 FINAL EXAM THEN SCHEDULE IN PERSON-SKILLS LAB & 1:1 SKILLS EVALUATION

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, FINAL EXAM, 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 – 34 HOURS

Estimated program time includes 19 hours for text reading which will vary by student.

TRAINING PROGRAM COMPLETE – REQUEST STATE REGISTRY EXAM* (IF REQUIRED)

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 REGISTRY EXAM ELIGIBLE – VIA SD BON WEBSITE, STUDENT WILL NEED TO SUBMIT INITIAL REGISTRATION APPLICATION & REQUEST TO TAKE THE STATE REGISTRY EXAM – ***AS REQUIRED** FOR THOSE WORKING IN SKILLED NURSING FACILITIES (NURSING HOMES), ASSISTED LIVING CENTERS, OR HOSPITALS. ONCE STUDENT PASSES STATE EXAM, STUDENT IS ADDED TO THE BON's UMA REGISTRY.