

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

### 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](http://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 Unit 1 online activities and text reading as outlined on syllabus. See forms link in your online course to access syllabus and other training handouts. 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 course retake fee.
- Complete Unit 2 online activities and text reading as outlined on syllabus. Record quiz scores and dates on the Training Documentation Form.
- Complete online lab and quiz. Have printed copy of Frank Ford MAR available.
- Contact AESS to schedule the proctored Unit 2 & Final Exam once Unit 2 activities are complete or nearly complete.
  - If student does not pass Unit 2 and/or Final exams by achieving at least 85% after two attempts, student must restart the course and submit course retake fee.
- 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).
- Once requirements for the 20-hour training program are met, AESS will provide student a completion certificate. Please note different next steps for registered and not registered med aides. (**REGISTERED:** *unlicensed staff who administer medications in a skilled nursing facility (SNF) (nursing home), assisted living center (ALC), or a hospital.* **NOT REGISTERED:** *Unlicensed staff who administer medication to clients who require nursing care in settings other than SNF, ALC, or hospital.*)
- (**REGISTERED**) AESS and student will provide necessary paperwork and applications to the South Dakota Board of Nursing (SDBON) indicating successful completion of a board-approved 20-hour training program.

- **(NOT REGISTERED)** *If student is not or will not be working in a skilled nursing facility (nursing home), assisted living center, or hospital, the student and AESS will not submit paperwork/applications to the SD BON as those working in other settings are not required to be registered by the SDBON (see last bullet point page 2.)*
  
- **(REGISTERED)** Once student's application is approved, AESS (or approved designee) will proctor student taking SDBON UMA Registry Computer Exam. After taking the exam, the applicant will receive immediate notification of pass/fail. After passing the exam, the applicant will be added to the UMA registry. Registration is valid for 2 years. After failing the exam, an applicant should review learning materials with RN instructor, then submit the re-take exam application. Upon failing a second time the applicant is required to repeat the 20-hour training program.
  
- **(REGISTERED)** If hired at a skilled nursing facility (nursing home), assisted living center, or hospital, student provides employer with 20-hour training program certificate from AESS. The employer's RN instructor should conduct a minimum of a 1:1 skills competency evaluation using the SD BON skills checklist. The RN may determine that additional training is needed.
  
- **(REGISTERED)** Verify registry status at the SDBON's Registration Verification website. Cards can be printed from this site. (<https://www.sduap.org/print/>) UMA registration is valid for 2 years after issue. Note renewal procedure. 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 by the Med Aide.
  
- **(NOT REGISTERED)** *If hired or working at a setting that is not a skilled nursing facility (nursing home), assisted living center or hospital: provide your 20-hour training program certificate to your employer. A nurse is accountable to follow the delegation and supervision requirements of the Administrative Rules of South Dakota. Student will complete at a minimum an annual skills competency evaluation using the SDBON clinical skills checklist or a facility checklist.*