

**Avera Med Aide On-Line Training Solutions© - Facility RN Instructor – Program Guide**  
**SETTING: NOT A SKILLED NURSING FACILITY (NURSING HOME), ASSISTED LIVING CENTER, OR HOSPITAL**  
*For schools/agencies/organizations with a SD Board of Nursing approved Medication Administration 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 20:48:04.01:09 Requirements for delegated medication administration to a nursing assistant.
- Register the student on-line at [www.averasolutions.org](http://www.averasolutions.org) for access to the On-Line Med Aide Curriculum at [www.averaeducation.org](http://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. Primary RN instructor is to administer/proctor Final Exam.
- Ensure accuracy of transferred module quiz scores, on-line Unit/Final Exam scores, on-line Lab quiz score, to the Med Aide Training Documentation form.
  - Re-register the student at [averasolutions.org](http://averasolutions.org) if the student fails Unit 1 or Unit 2 or Final exam after two attempts. Student must score at least 85%. (Registering the student for new on-line access requires payment of retake program fee).
- Complete and document the (minimum **3-hour**/Avera Education & Staffing Solutions' curriculum) Lab and 1:1 Skills Performance Evaluation (clinical or lab setting) with BON UMA Skills Performance Evaluation Checklist. Incorporate organization's policies and procedures into lab/clinical.
- File completed & signed Training Documentation Form, BON Skills Checklist, and High School Diploma in employer/employee record. Certificate is not to be awarded without all documentation. BON provides template certificate when your Training Program was approved.
  - After successful completion of the full 20-hour approved Medication Administration Training Program, nurse may delegate medication administration in the employment setting, which is NOT a skilled nursing facility, assisted living center, or hospital.
- State registry exam is not required. State registry status not required for med aides administering medications in settings which are NOT a skilled nursing facility, assisted living center, or hospital, licensed under SDCL chapter 34 -12.
- At a minimum, an RN must re-validate competency of Med Aide annually.
- Maintain a copy of all documentation (in the student's personnel file) (see #8 above).
  - 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.