

FAQ Medication Aide Training, Testing, & Registration

Training Information:

1. **Can others, such as a pharmacy tech or EMT, also waive the 16-hour MATP requirement?** No. The training would not be considered equivalent and will not be waived because administering drugs, documenting, and being delegated the nursing tasks of medication administration are different than the duties they were educationally prepared to provide. Therefore, these individuals need to complete a 20-hour SDBON approved MATP program, take the SDBON exam, and be registered as a UMA. See website for more information: <http://doh.sd.gov/boards/nursing/MATPApapproval.aspx>
2. **If I hire an individual that is not registered as a UMA but who has completed a SDBON approved MATP at another facility, does that individual need to repeat the course offered at the new employing facility? Or need to re-take the course?** Most often, no, the individual should provide you a copy of their MATP certificate for your employment records. If the individual does not have a copy, s/he should request a copy from the program they attended or if not found request other evidence such as an attendance roster. (All approved programs are required to maintain records of student completion.) Upon receipt of a copy of the certificate, have the individual complete a competency validation at your facility and complete the application to register as a UMA including taking and passing the SDBON exam. <http://doh.sd.gov/boards/nursing/PDF/UMARegistrationApplication12102015.pdf>. For more info on the registration process go to: <http://doh.sd.gov/boards/nursing/MATPApapproval.aspx>
If the individual fails the exam, the individual must then re-take a SDBON approved MATP.

Exam Information:

3. **Is there a fee for the exam?** No.
4. **What is on the exam?** The exam is comprised of 65 multiple choice questions. The test plan provides a description of the content covered on the exam. The SDBON will not provide individuals with a copy of the exam or individual questions.
5. **How much time is allowed to take the exam?** The applicant is allowed 2 hours.
6. **Can an applicant request accommodations?** Requests for testing accommodations will be evaluated on a case-by-case basis; contact the BON office.
7. **How many times can an applicant take the exam?** If an applicant fails the exam on the first attempt they may take it a second time. If the applicant fails on the second attempt, the applicant should repeat the 20-hour training course.
8. **Will nursing students be required to take the test?** Yes. Nursing students may request to waive the 16-hour portion of the required 20-hour medication administration training program; the application is available on the SDBON UMA website.

Proctor Information:

9. **Does the South Dakota Board of Nursing (SDBON) share a list of proctors for the online UMA and UDA exams?** Yes, only the name of the proctor and his/her expiration status is shared.
10. **If a UMA or UDA applicant needs a proctor, will the SDBON provide the applicant or their employer contact information of approved proctors?** No, the applicant, or employer, is accountable to find their own proctor.
11. **What responsibilities does a proctor agree to for administering the online test to each applicant?**
 - a. Verify the identity of the candidate.
 - b. Ensure a secure, quiet testing environment free of interruptions.
 - c. The applicant should NOT use their personal computer, PC, or phone device to take the exam.

- d. Ensure the candidate does not open any browsers or computer files during exam.
- e. Ensure the candidate does not have books, notes, reference aides, or cell phone while taking the exam.
- f. Ensure the candidate does not leave the room, except for emergency.
- g. Allow candidates to access exam in my presence and will remain in the testing area until the exam is completed.
- h. Ensure the online exam is not printed.
- i. Ensure, to my best ability, that cheating does not occur. If the candidate is suspected of cheating, I will contact the BON as soon as possible.
- j. Not allow any unauthorized person to hear, view, videotape, or otherwise gain any knowledge about the exam or the exam processes and procedures before, during, or after the administration of an exam.

12. ***Can a proctor administer the exam to a friend, relative, spouse, colleague (e.g. medication aide, diabetes aide), or a supervisor/manager (e.g. facility administrator or owner of facility)?*** No.

13. ***Can a proctor charge for their time?*** This is not a SDBON decision, if a proctor wishes to charge a fee for their service it is the applicant and/or employer's decision as to whether to pay the person to be a proctor. The BON does not require that fees be paid to a proctor.

14. ***Can a proctor administer the test to more than one UDA and/or UMA applicant at a time?*** Yes, if the proctor is able to do so while meeting all of responsibilities listed on the *Proctor Approval Form*.