



Unlicensed Medication Aides

South Dakota Board of Nursing
4305 S. Louise Ave., Suite 201
Sioux Falls, South Dakota 57106
605-362-2760

Contents:

- [FAQs on Requirements for Medication Aide Training Programs](#)
- [FAQs on Registration Requirements](#)
- [FAQs on Exam Proctors](#)

For additional information or other questions email [Tessa Stob](#), or call 605.362.2770

Requirements for Medication Aide Training Programs

1. What are the requirements to teach in the classroom?

- Instructors in the classroom must be approved by the SDBON and hold active, unencumbered SD RN licenses or multi-state compact RN licenses.
- To add an instructor to an approved MATP, submit completed [application](#) to SDBON.

2. What are the requirements to teach in the clinical/lab?

- Instructors in clinical/lab must be approved by the SDBON and hold active, unencumbered SD RN licenses or multi-state compact RN licenses.
- To add an instructor to an approved MATP, submit completed [application](#) to SDBON.

3. How is a UMA student supervised during the clinical/lab training?

- Students must be supervised by approved RN instructors. The RN must be onsite in the immediate area of the UMA student to directly observe the student's performance.
- The RN instructor may supervise up to 8 students in the clinical/lab area.
- The RN to student ratio for the skills performance evaluation is 1:1. The RN is required during the performance evaluation to validate competency of the UMA student using the SDBON approved competency checklist.

4. Can LPNs or UMAs help teach or supervise UMA students? No, LPNs and UMAs *cannot* teach, supervise, or substitute for approved RN instructors.

5. Can UMA students shadow another UMA or an LPN? No, UMA students may *not* shadow an LPN or registered UMA.

6. Can a *newly registered* UMA shadow a LPN or another UMA? Yes, however *all* UMAs only administer medications under the [delegation](#) and [supervision](#) of a licensed RN or LPN. Therefore, a licensed nurse is accountable to supervise *both* UMAs.

7. How can I start a new MATP in my facility? [Requirements](#) are listed on the Board's website. Submit completed [application](#) to the SDBON.

Registration Requirements

8. What are the requirements to be an unlicensed medication aide (UMA) in South Dakota?

- Individuals must have a minimum of a high school education or equivalency and complete a 20-hour SD Board of Nursing (SDBON) approved Medication Aide Training Program (MATP). Click [here](#) to see the list of approved programs.
- Following completion of a MATP, an individual must [apply](#) to the SDBON and pass the SDBON's UMA [test](#). Once all application requirements are met the individual will be placed on the Board's UMA registry.

9. Can nursing students be waived from registering or the training and test? Nursing students may only [apply](#) to waive the 16-hour portion of the MATP; they must complete the 4-hour clinical/lab training and meet requirements for registering as a UMA. Nursing students may only pass medications under the delegated authority and supervision of a licensed nurse.

10. Can a pharmacy tech, emergency medical technician (EMT), or medical assistant (MA) request to waive the 16-hour training requirement like a nursing student? No, the training they received is not equivalent to that of a nursing student. They did not receive content on the nursing process of administering drugs in a nursing facility setting. Therefore, they need to complete the full 20-hour MATP program.

11. Is there a fee for the exam or to be registered? No.

12. What is on the exam? The exam is comprised of 65 multiple choice questions, the [test](#) plan provides a description of the exam content. Instructors will not be provided the questions on the exam.

13. How many times can an applicant take the exam? If an applicant fails the exam on the first attempt they may apply take it a second time, see [Application](#). If the applicant fails on the second attempt, the applicant should repeat the 20-hour training course.

Exam Proctors

14. If an applicant needs to find a proctor, will the BON provide contact information of approved proctors? No, the applicant, or employer, is accountable to find their own proctor.

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

16. Can a proctor charge for their time? The BON does not require that fees be paid to a proctor. If a proctor charges a fee it is the applicant and/or employer's decision as to whether to pay, contract or employ the person to serve as a proctor.

17. Can a proctor administer the test to more than one UDA and/or UMA applicant at a time? If the proctor can meet all responsibilities listed on the [Proctor Approval Form](#) the proctor may choose to administer the exam to more than one test taker at the same time.