



D&S Diversified Technologies LLP
Headmaster LLP

HEADMASTER, LLP
 P.O. Box 6609, Helena, MT 59604-6609
 800-393-8664 – Fax: 406-442-3357
 www.hdmaster.com

*Innovative, quality technology
 Solutions throughout the
 United States since 1985.*

ARIZONA MEDICATION ASSISTANT CANDIDATE HANDBOOK

UPDATED 6-1-2013

Contact Information

QUESTIONS REGARDING TEST APPLICATIONS-TEST SCHEDULING-ELIGIBILITY TO TEST:

HEADMASTER, LLP8:00 am to 6:00 pm M-F (800) 393-8664
 3310 McHugh Lane (Mountain Time)
 P.O. Box 6609
 Helena, MT 59604-6609 Fax:..... (406) 442-3357

QUESTIONS ABOUT CNA CERTIFICATION:

ARIZONA STATE BOARD OF NURSING...8:00 am to 5:00 pm M-F... (602) 771-7800
 4747 N. 7th St., Suite 200
 Phoenix, AZ 85014

Table of Contents

Introduction..... 1
 Applying to take the Arizona Medication Assistant Test..... 2
 The Written/Oral Test..... 2
 Retaking the Medication Assistant Test..... 2
 Written Test Content Outline 2-3
 The Skill Test 3
 Manual Skills Listing 4-9
 Test Day..... 10
 Test Day/NO SHOWS..... 10
 Testing Policy..... 10
 Reschedules/Security 11
 Test Results 11
 Sample Questions 12
 Vocabulary List 13-15
 Notes 16

Introduction

The purpose of a Medication Assistant competency evaluation program is to ensure that candidates who are seeking to be Medication Assistants understand the State standards and can competently and safely perform the job of an entry-level Medication Assistant.

This handbook describes the process of taking the Medication Assistant competency test and is designed to help prepare candidates for testing. There are two parts to the Medication Assistant competency test—a multiple-choice knowledge test and a skill test. Candidates must pass both parts of the test and meet all requirements of the AZBN to be approved as medication Assistants in Arizona.

Arizona has approved Headmaster-D&S Diversified Technologies to provide tests and scoring services for Medication Assistant Testing. For question not answered in this handbook please contact Headmaster at toll free 800-393-8664 or go to www.hdmaster.com. This handbook should be kept for future reference.

Applying to take the Medication Assistant Test

On-line registration of your Arizona Medication Assistant record is done by your training program. To apply to test, if paying by money order or cashier's check, you need to fill out the Payment and Scheduling Form 1402 available on our website at www.hdmaster.com, remember to sign the bottom of the form and mail it to Headmaster at the address on the top of the form along with your money order or cashier's check. If you wish to pay with a credit card (VISA or MasterCard only), this can be done on-line in your record. You will need your ID and PIN numbers to pay on-line. Your training program can provide you with these numbers or you can obtain them by calling Headmaster at 1-800-393-8664.

A list of regional test events is available at our website www.hdmaster.com, click on Arizona CMA, or call our office to find out available test dates near you. You will be scheduled to take the knowledge and skill test on the same day. Under PAYMENT OPTIONS please mark the appropriate boxes. For applicants who need faster processing of their applications, the following options are available:

- Anyone wishing to fax their application with a credit card payment will be charged the \$5.00 Priority Fax Service fee and will need to write their credit card information on the application form.
- Applicants wishing to test in **less than 8 business** days from the date Headmaster receives their paper application will be charged a **\$15 express service fee per candidate and a \$19.50 for overnight express service shipping fee.**

Please note the following application guidelines:

- Incomplete applications will be returned to the candidate (missing information, payment or signatures)
- Candidates may not send personal checks or cash.
- We accept Money Orders, Cashier Checks, Facility Checks, Master Card or Visa (including pre-paid Master Card or Visa).
- Paper applications must be received in the Montana office 8 business days excluding Saturdays, Sundays, and Holidays prior to the requested test date.

Headmaster will notify the candidate via mail or email of their test date and time. If you do not hear from Headmaster within 5 business days of sending your application, please call our toll free number at 1-800-393-8664.

Retaking the Medication Assistant Test

- Make address corrections to the top portion of your failure results letter (Form 1301).
- Fill out Exam types and Fee payment on a new Scheduling and Payment Form 1402 and choose test dates from the test schedule (Form 1700) and write them on the new application under Option 1 (Regional Test Site Schedule).
- Mail or fax the top portion of your failure letter (Form 1301) along with the new application, and payment to Headmaster. If faxed, please be sure to include credit card information on your new application.
- If you lost your failure letter (Form 1301), you can print a new copy from your on-line test results.
- You can schedule your *retest only* on-line at www.hdmaster.com with a VISA or MASTERCARD (click on Arizona, click on WebETest© Start Page, click on Select Test Event/Reschedule and then log-in with your secure Test ID# and Pin# located on your test results letter, you will need to pay with a VISA or MASTERCARD first and then will be able to schedule. Call Headmaster at 800-393-8664 if assistance is needed or to get your ID# and Pin#.)

The Written/Oral Test

The written test proctor will hand out materials and give instructions for taking the written test. You will have a maximum of sixty (60) minutes to complete the 50 question written test. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the written test (such as "What does this question mean?") Fill in only one (1) oval on the answer sheet for each question. **DO NOT** mark in the testing booklet. Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet. You must have a score of 80% or better to pass the written portion of the test. All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

The Written Test consists of 50 multiple-choice questions. Questions are selected from subject areas based on the Arizona medication Assistant test plan. The subject areas and number of items for each area are as follows:

Role of CMA in Arizona (5 items)	Skin medications (3 items)
Underlying principles/laws/geriatric considerations (5 items)	Controlled substances (3 items)
Medication calculations (4 items)	Cardiovascular medications (2 items)
Eye and ear medications (3 items)	Respiratory medications (2 items)
Vitamins, minerals, herbs (3 items)	GI medications (2 items)
Antimicrobials (3 items)	Urinary system medications (1 item)
Medication administration (6 items)	Endocrine medications (2 items)
Musculoskeletal medications (2 items)	Psychotropic medications (2 items)
Sensory / nervous system medications (2 items)	

The Skill Test

The purpose of the skill test is to evaluate your medication assistant abilities. You will find a complete list of skill tasks in this handbook. Two (2) tasks will be randomly selected from the following list for you to perform as your skill test. The steps that are listed for each task are the steps required for a Medication Assistant to completely demonstrate the skill task. You must have a score of 80% on **each** task *without missing any key steps* (the **bolded** steps) to pass the skill portion of the test. If you fail a single task you will have to take another skill test with two tasks on it.

What To Expect

- Two scenarios associated with four medication administrations will be read to you immediately before you start each scenario.

- ☐ After hearing a scenario you will go to and use the MAR to determine what medications to obtain from the locked medication cart and you will administer the medications obtained to a live resident actor.
- ☐ Listen carefully to all instructions given by the RN test observer.
- ☐ You may request to have either one of the scenarios repeated anytime during your skill test.
- ☐ Be sure you understand all instructions before you begin because you may not ask questions once the skill test begins.
- ☐ You will be given twenty-five (25) minutes to complete the four medication administrations. You must correctly perform all four medication administrations in order to pass the skill test. You will be told when 15 minutes have elapsed.
- ☐ If you believe you made a mistake while performing a medication administration, say so and then repeat the task or the step on the task you believe you performed incorrectly. You may repeat any step or steps you believe you have performed incorrectly any time during your allotted 25 minutes or until you tell the RN test observer you are finished with the skill test. Once the skill test has begun, the RN test observer may not answer questions.

Manual Skill Tasks Listing

SKILL -1 Oral Liquid / Ear Drops Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medications from the medication cart
- 3) **For each medication identifies the correct drug label for correct resident's MAR**
- 4) **Identifies right drugs as the candidate obtains the medications from the cart**
- 5) **For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 6) **Medications selected are for the correct time**
- 7) **Medications selected are for the correct routes**
- 8) Opens container. Does not contaminate lid. (During removal or while off container.)
- 9) Sets medication cup on level surface
- 10) **Pours correct amount of medication**
- 11) Checks for correct amount of medication at eye level
- 12) Locks medication cart
- 13) Closes or covers MAR
- 14) Greets resident
- 15) **Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 16) Introduces self as a medication assistant
- 17) Explains procedure
- 18) Assists resident to take oral medication
- 19) Lowers head of the bed
- 20) Head is turned toward right with left ear upward
- 21) Holds external ear flap (pinna) and pulls up and back
- 22) **Instill the number of prescribed drops of medication into the ear**
- 23) Dropper tip does not touch inside of ear canal
- 24) Tells resident to not move his/her head for a few minutes
- 25) Returns medication bottle to the medication cart
- 26) Locks medication cart
- 27) **Documents administration on the medication administration record on the correct day**
- 28) Closes or covers MAR
- 29) Maintains interpersonal communications during administration
- 30) Places call light within reach
- 31) Candidate uses hand sanitizer to clean hands.

SKILL-2 Topical Medication / Unit Dose Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Greets resident

- 3) **Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 4) Introduces self as a medication assistant
- 5) Explains procedure
- 6) Listen to apical heart rate for 60 seconds with teaching stethoscope
- 7) Record heart rate on the MAR
- 8) **Recorded heart rate is within 5 beats of the observer's**
- 9) **Verbalizes whether or not to proceed with medication administration based upon heart rate obtained**
- 10) Candidate obtains correct medications from the medication cart
- 11) **For each medication identifies the correct drug label for correct resident's MAR**
- 12) **Identifies right drugs as the candidate obtains the medications from the cart**
- 13) **For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 14) **Medications selected are for the correct time**
- 15) **Medications selected are for the correct routes**
- 16) If candidate proceeds with tablet administration, places correct number of tablets into medication cup without touching the medication
- 17) Locks medication cart
- 18) Must close or cover MAR
- 19) If candidate proceeds with tablet administration, gives resident glass of water
- 20) If candidate proceeds with tablet administration, assists resident to take medication
- 21) Inspects right forearm skin area where medication is to be applied
- 22) Instructs resident to turn face away while spraying
- 23) One spray on area on forearm
- 24) Returns spray bottle to the medication cart
- 25) Locks medication cart
- 26) **Documents administration on the medication administration record on the correct day**
- 27) Closes or covers MAR
- 28) Maintains interpersonal communications during administration
- 29) Places call light within reach
- 30) Candidate uses hand sanitizer to clean hands.

SKILL-3 Topical / Oral Capsule Medication Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medications from the medication cart
- 3) **For each medication identifies the correct drug label for correct resident's MAR**
- 4) **Identifies right drugs as the candidate obtains the medications from the cart**
- 5) **For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 6) **Medications selected are for the correct time**
- 7) **Medications selected are for the correct routes**
- 8) Puts capsule in medication cup without touching the medication
- 9) Locks medication cart
- 10) Closes or covers MAR
- 11) Greets resident
- 12) **Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 13) Introduces self as a medication assistant
- 14) Explains procedure
- 15) Gives resident a glass of water
- 16) Assists resident to take medication
- 17) Inspects right forearm skin area where medication is to be applied
- 18) Puts on one glove
- 19) Opens container. Does not contaminate lid. (During removal or while off container.)
- 20) Applies ointment to finger of gloved hand and then uses ointment on finger to apply ointment to forearm
- 21) Spreads ointment to cover entire area that is to be treated
- 22) Remove and discards glove. Uses hand sanitizer to clean hands.

- 23) Returns ointment tube to the medication cart
- 24) Locks medication cart
- 25) Documents administration on the medication administration record on the correct day**
- 26) Closes or covers MAR
- 27) Maintains interpersonal communications during administration
- 28) Places call light within reach
- 29) Candidate uses hand sanitizer to clean hands.

SKILL-4 Oral Tablet / Eye Drop Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Greets resident
- 3) Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 4) Introduces self as a medication assistant
- 5) Explains procedure
- 6) Listen to apical heart rate for 60 seconds with teaching stethoscope
- 7) Record heart rate on the MAR
- 8) Recorded heart rate is within 5 beats of the observer's**
- 9) Decides whether or not to proceed with medication administration based upon heart rate obtained**
- 10) Candidate obtains correct medications from the medication cart
- 11) For each medication identifies the correct drug label for correct resident's MAR**
- 12) Identifies right drugs as the candidate obtains the medications from the cart**
- 13) For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 14) Medications selected are for the correct time**
- 15) Medications selected are for the correct routes**
- 16) If candidate proceeds with tablet administration, opens container. Does not contaminate lid. (During removal or while off container.)
- 17) If candidate proceeds with tablet administration, pours prescribed number of tablets into medication cup without touching the medication
- 18) Locks medication cart
- 19) Closes or covers MAR
- 20) If candidate proceeds with tablet administration, gives resident a glass of water
- 21) If candidate proceeds with tablet administration, assists the resident to take the medication
- 22) Puts on gloves
- 23) Removes lid. Does not contaminate lid. (During removal or while off container.)
- 24) Gently tilts resident's head back with chin up
- 25) Pulls down on lower eye lid of the right eye making a pocket
- 26) Asks resident to look up toward forehead
- 27) Drops prescribed number of drops of medication into the pocket**
- 28) Dropper tip does not touch eye
- 29) Gentle pressure is applied to inner corner of eye for one minute
- 30) Uses tissue to remove any excess fluid from around eye
- 31) Removes and discards gloves. Uses hand sanitizer to clean hands.
- 32) Returns medication bottle to the medication cart
- 33) Locks medication cart
- 34) Documents administration on the medication administration record on the correct day**
- 35) Closes or covers MAR
- 36) Maintains interpersonal communications during administration
- 37) Places call light within reach
- 38) Candidate uses hand sanitizer to clean hands.

SKILL-5 Oral Capsule Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medications from the medication cart
- 3) For each medication identifies the correct drug label for correct resident's MAR**
- 4) Identifies right drugs as the candidate obtains the medications from the cart**
- 5) For each medication identifies right doses as candidate compares the labels to right**

resident's MAR

- 6) **Medications selected are for the correct time**
- 7) **Medications selected are for the correct routes**
- 8) Opens first container. Does not contaminate lid. (During removal or while off first container.)
- 9) Pours prescribed number of capsules in medication cup without touching the medication
- 10) Opens second container. Does not contaminate lid. (During removal or while off second container.)
- 11) Pours prescribed number of capsules into a medication cup without touching the medication
- 12) Returns medications to proper place in medication cart
- 13) Locks medication cart
- 14) Closes or covers MAR
- 15) Greets resident
- 16) **Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 17) Introduces self as a medication assistant
- 18) Explains procedure
- 19) Gives resident a glass of water
- 20) Assists the resident to take the medication one capsule at a time
- 21) Stays with the resident until the medication has been swallowed
- 22) **Documents administration on the medication administration record on the correct day**
- 23) Closes or covers MAR
- 24) Maintains interpersonal communications during administration
- 25) Places call light within reach
- 26) Candidate uses hand sanitizer to clean hands.

SKILL-6 Oral Liquid / Ointment Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medications from the medication cart
- 3) **For each medication identifies the correct drug label for correct resident's MAR**
- 4) **Identifies right drugs as the candidate obtains the medications from the cart**
- 5) **For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 6) **Medications selected are for the correct time**
- 7) **Medications selected are for the correct routes**
- 8) Opens container. Does not contaminate lid. (During removal or while off container.)
- 9) Sets medication cup on level surface
- 10) **Pours correct amount of medication**
- 11) Checks for correct amount of medication at eye level
- 12) Locks medication cart
- 13) Closes or covers MAR
- 14) Greets resident
- 15) **Identifies right resident while using appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 16) Introduces self as a medication assistant
- 17) Explains procedure
- 18) Assists resident to take medication
- 19) Inspects right forearm skin area where medication is to be applied
- 20) Puts on one glove
- 21) Opens container. Does not contaminate lid. (During removal or while off container.)
- 22) Applies ointment to finger of gloved hand and then uses ointment on finger to apply ointment to forearm
- 23) Spreads ointment to cover entire area that is to be treated
- 24) Remove and discards glove. Uses hand sanitizer to clean hands.
- 25) Returns ointment tube to the medication cart
- 26) Locks medication cart
- 27) **Documents administration on the medication administration record on the correct day**
- 28) Closes or covers MAR
- 29) Maintains interpersonal communications during administration
- 30) Places call light within reach
- 31) Candidate uses hand sanitizer to clean hands.

SKILL-7 Ear Drops / Tablet Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medications from the medication cart
- 3) **For each medication identifies the correct drug label for correct resident's MAR**
- 4) **Identifies right drugs as the candidate obtains the medications from the cart**
- 5) **For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 6) **Medications selected are for the correct time**
- 7) **Medications selected are for the correct routes**
- 8) Opens container. Does not contaminate lid. (During removal or while off container.)
- 9) Pours prescribed tablets into medication cup without touching the medication
- 10) Locks medication cart
- 11) Closes or covers MAR
- 12) Greets resident
- 13) **Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 14) Introduces self as a medication assistant
- 15) Explains procedure
- 16) Gives resident a glass of water
- 17) Assists the resident to take the medication
- 18) Lowers head of the bed
- 19) Head is turned toward right with left ear upward
- 20) Holds external ear flap (pinna) and pulls up and back
- 21) **Instills prescribed number of drops of medication into the ear**
- 22) Dropper tip does not touch inside of ear canal
- 23) Tells resident to not move his/her head for a few minutes
- 24) Returns medication bottle to the medication cart
- 25) Locks medication cart
- 26) **Documents administration on the medication administration record on the correct day**
- 27) Closes or covers MAR
- 28) Maintains interpersonal communications during administration
- 29) Places call light within reach
- 30) Candidate uses hand sanitizer to clean hands.

SKILL 8- Nasal Spray / Tablet Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medication bottles from the medication cart
- 3) **For each medication identifies the correct drug label for correct resident's MAR**
- 4) **Identifies right drugs as the candidate obtains the medications from the cart**
- 5) **For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 6) **Medications selected are for the correct time**
- 7) **Medications selected are for the correct routes**
- 8) Opens container. Does not contaminate lid. (During removal or while off container.)
- 9) Pours correct number of tablets into medication cup without touching medication
- 10) Locks medication cart
- 11) Closes or covers MAR
- 12) Greets resident
- 13) **Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 14) Introduces self as a medication assistant
- 15) Explains procedure
- 16) Assist the resident to take the medication
- 17) Gives resident glass of water
- 18) Assists resident to take medication
- 19) Has resident blow nose
- 20) Instructs resident to breath in with mouth closed

- 21) Times administration of spray with resident's inhalation
- 22) Administers prescribed number of sprays in one nostril
- 23) Returns medication bottle to the medication cart
- 24) Locks medication cart
- 25) Documents administration on the medication administration record on the correct day**
- 26) Closes or covers MAR
- 27) Maintains interpersonal communications during administration
- 28) Places call light within reach
- 29) Candidate uses hand sanitizer to clean hands.

SKILL-9 Eye Drops / Tablet Administration

- 1) Candidate uses hand sanitizer to clean hands.
- 2) Candidate obtains correct medications from the medication cart
- 3) For each medication identifies the correct drug label for correct resident's MAR**
- 4) Identifies right drugs as the candidate obtains the medications from the cart**
- 5) For each medication identifies right doses as candidate compares the labels to right resident's MAR**
- 6) Medications selected are for the correct time**
- 7) Medications selected are for the correct routes**
- 8) Opens container. Does not contaminate lid. (During removal or while off container.)
- 9) Pours prescribed number of tablets into medication cup without touching the medication
- 10) Locks medication cart
- 11) Closes or covers MAR
- 12) Greets resident
- 13) Identifies right resident using an appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
- 14) Introduces self as a medication assistant
- 15) Explains procedure
- 16) Gives resident a glass of water
- 17) Assists the resident to take the medication
- 18) Puts on gloves
- 19) Removes lid. Does not contaminate lid. (During removal or while off container.)
- 20) Gently tilts resident's head back with chin up
- 21) Pulls down on lower eye lid of the right eye making a pocket
- 22) Asks resident to look up toward forehead
- 23) Drops prescribed number of drops of medication into the pocket**
- 24) Dropper tip does not touch eye
- 25) Gentle pressure is applied to inner corner of eye for one minute
- 26) Uses tissue to remove any excess fluid from around eye
- 27) Removes and discards gloves. Uses hand sanitizer to clean hands.
- 28) Returns medication bottle to the medication cart
- 29) Locks medication cart
- 30) Documents administration on the medication administration record on the correct day**
- 31) Closes or covers MAR
- 32) Maintains interpersonal communications during administration
- 33) Places call light within reach
- 34) Candidate uses hand sanitizer to clean hands.

Test Day

- You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your test is scheduled to start.
- You must bring a **SIGNED, NON-EXPIRED, GOVERNMENT ISSUED PHOTO ID. *You will not be admitted for testing if you do not bring proper ID.*** Your test notification letter and map should be with you, although they are not required.
- You must bring several sharpened Number 2 pencils with erasers. **DO NOT BRING or USE INK PENS.** The scanner can't read ink marks on your answer sheet.

Testing Policy

The following policies are observed at each test site—

- If you arrive late for your confirmed test, or if you do not bring appropriate ID(government ISSUED), you will not be admitted to the Test and any test fees paid *will NOT be refunded*.
- If you NO SHOW for your testing day you will forfeit all test fees paid and must re-submit forms 1402 and 1101 to schedule another test date.**
- Cellular phones, beepers or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings.
- You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. The only exception is a paperback language translation dictionary that you must show to the written test proctor before you start the written test.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke during the test.
- If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your training program and the Arizona State Board of Nursing (AZBN) and not allowed to retest without clearance from the AZBN.
- No visitors, guests, Instructors, pets or children are allowed or will be provided for during testing.

Reschedule/Cancellation Policies

Reschedules - An individual may reschedule any time up to 3:00pm (Eastern Standard Time) the business day preceding a scheduled test day. (Call 1-877-851-2355) Reschedules are subject to a \$35 reschedule fee for each reschedule request made after seven business days prior to a scheduled test event. Reschedule fees must be paid in full prior to a reschedule taking place.

Cancellations - A request may be made in writing to cancel a test any time up to 3pm the business day preceding a scheduled test day and qualify for a full refund of any testing fees paid minus a \$25 cancellation fee.

No Shows- If you are scheduled for your test and don't show up without notifying D&SDT before 3pm the business day prior to your scheduled testing day you will be considered a **NO SHOW** and must submit a new application (with payment) to be scheduled for a new test date. You will forfeit all test fees paid to cover the costs incurred for services requested and resulting work that was performed because of the work requested. If a reschedule or cancellation request is not received before 3pm on the business day preceding a scheduled test date a NO SHOW status will exist and a new application form (1101 AM and 1402 AM) with payment must be submitted to D&SDT to secure a new test time.

If you No Show for any of the following reasons please provide the following documentation:

Car breakdown: A tow bill faxed within 48 hours of the test date, if we do not receive proof within the 48 hour time frame you will have to pay as though you were a No Show.

Medical emergency: Doctor notes within **5 working days**, if we do not receive proof within the 5 working day time frame you will have to pay as though you were a No Show.

Death in the family: Obituary's for **immediate family only** within **14 business days** from a missed test date.

Security

Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six months and must have clearance to retest from AZBN. Study materials, other than this candidate handbook, may not be brought to the test site. If you give help to or receive help from anyone during testing, the test will be stopped, your test will

not be scored, you will be dismissed from the testing room, you will forfeit any testing fees paid, will have a NO SHOW status in our computer scoring system, and your name will be reported to the appropriate agency.

Test Results

After you have completed both the written test and skill test components your test results will be sent to the AZBN. The Arizona Board of Nursing (AZBN) will officially notify you when you have met all the criteria to be a medication Assistant in Arizona, part of which, includes passing both the written and skill test components. If you fail either test component, you must reapply to retake the component that you failed. Procedures for reapplying and detailed test diagnostics are included in a failure notification letter mailed or emailed to your address of record if you provided your email address on your application. If you lost or didn't receive your failure letter (form 1301), **you may access a copy of your results** from the AZ CMA page of our website at www.hdmaster.com or you must submit a complete new testing application to D&SDT.

Sample Questions

The following questions are samples of the kinds of questions that you will find on the written/oral test. Check your answers to these questions using the answer box below.

1. An order for Colace qd would require that you to administer this medication to a resident
 - a. once a week
 - b. every day
 - c. on an empty stomach
 - d. when the resident complains of constipation

2. If a resident refuses to take the medication you bring to him you should
 - a. make a mental note and plan to come back and try again later
 - b. try to get the resident to take his medication anyway
 - c. leave the medication on the resident's bedside stand and instruct him to take it later
 - d. document the refusal and report it to the nurse

3. The following medication is not allowed to be administered by a medication assistant
 - a. a regularly scheduled oral hypertensive agent
 - b. an antibiotic cream applied to an open wound
 - c. a laxative to be administered by rectal suppository
 - d. a schedule III controlled substance timed for every night

ANS: 1b, 2d, 3b

Vocabulary List:

abbreviation
absorption
ac
acetaminophen (Darvocet)
acetaminophen/hydrocodone
acidifier
action of diuretic
administering medication
administration directions
administration error
adverse effects
adverse reaction
Advil
affects of medication
Albuterol
alendronate sodium (Fosamax)
alkalizer
allergic reactions
alveoli
amber-colored containers
aminoglycoside
aminoglycosides
analgesic
analgesics
anaphylactic reactions
anaphylaxis
anemia
anti-anginals
antiarrhythmic
antiarthritics
antibiotic
antibodies
anticholinergic
anticoagulants
anticonvulsants
antiemetic
antihistamines
antihypertensive
antiinfective
antilipemics
antiparkinson
antipruritic
antipsychotic
antitussive
aspiration
aspirin
astringents
atorvastatin calcium (Lipitor)
bacterial infections
benzodiazepine
bid
bipolar disorder
Board of Nursing
broad spectrum
bulk-forming laxative
Calamine/diphenhydramine (Benadryl)
calcium
carbamazepine (Tegretol)
cardiovascular
carisoprodol
central nervous system
chlordiazepoxide (Librium)
clonidine (Catapres)
codeine
communication
congestive heart failure
considerations for antibiotics
constipation
contraindicated
controlled substance act
controlled substances
coronary artery disease
correct administration
corticosteroid therapy
corticosteroids
cough medications
crushing medications
culture and sensitivity
current information
decongestant
delegation
depression
diabetes
diarrhea
diazepam (Valium)
digitalis
digoxin (Lanoxin)
discoloration
discontinued medication
diuretic
documentation
docusate sodium (Colace)
dosage
drug abuse
drug build-up
drug classification
drug dependence
Drug Enforcement Agency
drug interactions
drug metabolism
drug orders
drug reference
dyspnea
ear drops
edema
emphysema
enalapril maleate (Vasotec)
enteric coatings
epiglottis
estradiol (Estrace)

estrogen
excretion
expected adverse affects
expiration date
extrapyramidal symptoms (EPS)
eye medications
facility policy
fast sugar
fat soluble
fats
FDA requirement
fluoxetine hydrochloride (Prozac)
furosemide (Lasix)
garlic
ginger
gingko biloba
glaucoma
glipizide (Glucotrol XL)
gout
gtt
hallucination
haloperidol (Haldol)
hand washing
held medication
herbal medications
histamine
hormones
hs
hydrocortisone (Synacort)
hypercalcemia
hyperglycemia
hyperkalemia
hypernatremia
hypertension
hypoglycemia
ibuprofen
ibuprofen (Motrin)
infections
inflammation
integumentary system
international time
iodine
iron
iron preparations
iron sulfate
itching
keratolytic agent
kidneys
laryngeal edema
laxatives
legal restriction
lethal dose
levaquin
levothyroxine sodium (Synthroid)
liquid medications
lisinopril (Zestril)

lithium carbonate (Lithane)
loop diuretic
lorazepam (Ativan)
MAR
maximum dose
medication administration
medication administration record
medication affects
medication assistant's role
medication calculation
medication error
medication inventory
medication label
medication order
medication order parts
medications affects
megadose
mesylate (Cogentin)
Milk of Magnesia
mineralocorticoid
missed medication
monamine oxidase inhibitor
muscle relaxants
naproxen (Naprosyn)
narcotics
narrow-spectrum antibiotic
nasal medication
nitrofurantoin (Furadantin)
nitroglycerin
nose drops
NSAIDs
Nursing Drug Reference manual
ophthalmic medications
optic
oral antibiotic
oral hypoglycemics
oral medications
oral preparations
orthopnea
osteoporosis
OTC
otic
otic medications
overdose
over-the-counter
pancrelipase (Pancrease)
Parkinson's disease
paroxetine (Paxil)
paroxetine hydrochloride (Paxil)
pathogens
pc
pediculicide
penicillin
perineal
peripheral vascular disease
pharmacy label

pharynx
phenazopyridine (Pyridium)
phenytoin (Dilantin)
placebo
platelets
pleura
pleurisy
pneumonia
po
potassium
potassium loss
potassium rich foods
potassium sparing diuretic
prednisone (Meticorten)
prescription
prescription label
prescription warnings
priorities
PRN order
protocol
psoriasis
psychotropic medications
Psyllium hydrophilic muciloid (Metamucil)
rebound effect
recommended daily allowances (RDA)
rectal suppository
refusing medication
reporting changes
resident rights
responsibilities
reverse isolation
rheumatoid disorders
rifampin (Rifadin)
role/responsibilities
route of medication
scabies
schedule I
scheduled medication lock box
scheduled narcotic
scope of work
sedatives
seizures
sensitivity to medications
serotonin reuptake inhibitors
sertraline hydrochloride (Zoloft)
side effects

six rights
skin disorder
skin rashes
skin tears
soluble vitamins
St. Johns wort
stimulants
sublingual
sulfonamides
superinfection
suppository
suspension of medications
swallowing medications
synthroid
tablet color
tablet disposal
tachycardia
tetracyclines
theophylline (Theophylline)
therapeutic dose
Thiazide diuretic
thyroid
ticlodipine (Ticlid)
tid
tinnitus
tolbutamide (Orinase)
topical medications
toxic
trachea
transdermal patch
triamcinolone (Aristocort)
types of orders
unit dose packaging
uric acid
uricosuric agents
urinary antibacterial
valid prescriptions
vitamin A
vitamin B12
vitamin B2
vitamin C
vitamin D
vitamin K
vomiting
warfarin (Coumadin)

NOTES