

**D&S Diversified Technologies LLP**  
**dba HEADMASTER LLP**  
**Arkansas Medication Assistant Candidate Handbook**  
**Updated: 5-11-07**

**Contact Information** \_\_\_\_\_

**Questions regarding examination applications-examination scheduling-eligibility to test:**

HEADMASTER..... 9:00 am to 6:00 pm CT time M-F (800) 393-8664  
3310 McHugh Drive ..... Fax..... (406) 442-3357  
Helena, MT 59602

**Questions about medication assistant certification:**

**Arkansas State Board of Nursing (ASBN)** 8:00 am to 4:30 pm M-F.....(501) 686-2700  
**1123 S. University – Suite 800**  
**Little Rock, AR 72204**

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## Introduction

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The purpose of a Medication Assistant certification examination 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 examination and is designed to help prepare candidates for testing. Candidates must attain a score of at least 80% on a fifty question standardized written examination and meet all requirements of the ASBN to be certified as a Medication Assistant – Certified (MAC) in Arkansas.

Arkansas has approved HEADMASTER LLP to provide examinations and scoring services for the Medication Assistant Certification Examination. For questions not answered in this handbook please contact HEADMASTER toll free at 800-393-8664 or go to [www.hdmaster.com](http://www.hdmaster.com). This handbook should be kept for future reference.

## Applying to take the Medication Assistant Examination

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Complete an application known as the 1101 RM and 1402 RM forms or use the on-line application screens (registration) available at [www.hdmaster.com](http://www.hdmaster.com). If applying using the paper application forms 1101 and 1402 please print neatly and remember to double check your address, phone number, and social security number before signing the application. If it is not signed your paper application will be returned.

A listing of Regional (fixed) examination dates is available on our web site at [www.hdmaster.com](http://www.hdmaster.com) or call our office to have a list faxed or mailed to you. If you choose an examination date from our regional testing schedule, write your first choice and second choice. Your regional (fixed) examination date will not be scheduled less than ten (10) days from receipt of application. If your instructor scheduled you into an in-facility (flexible) examination date you will already know where and when your examination will be taken.

You will be scheduled to take the written examination and will receive a confirmation for your testing date, either from HEADMASTER staff or your instructor. Under PAYMENT OPTIONS please mark the appropriate boxes. For applicants who need faster processing of paper applications, the following two options are available:

1. Anyone wishing to fax their application will be charged the \$5.00 priority fax service fee and will need to write their credit card information on the application form.
2. Applicants wishing to test in **less than 10 business** days from the date HEADMASTER receives their paper application shall **pay the \$15 express service fee per candidate and a \$25 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, and **facility** checks, master card or visa.
- Applications must be received in the Helena office 10 business days before the requested examination date.

HEADMASTER staff will notify the candidate via mail or email of their examination date and time. If you do not hear from HEADMASTER within 7 business days of sending in your paper application, please call our toll free number at 1-800-393-8664.

## The Examination

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The test proctor will hand out materials and give instructions to help you log into your examination. You will have a maximum of sixty (60) minutes to complete the 50 question examination. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the examination (such as "What does this question mean?") You must have a score of 80% or better to pass the examination.

All examination 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 Examination consists of 50 multiple-choice questions. Questions are selected from subject areas based on the Arkansas Medication Assistant test plan. The test plan and relative proportion of each subject area will include, but are not limited to, the categories and subcategories as follows:

Medication Administration - 26%	Six Rights of Medication Administration – 16%
Major side effects and adverse reactions	Right individual, Right medication
Significant drug interactions	Right dose, Right time
Procedures for administering medications	Right route, Right documentation
Special considerations	
Role/Responsibilities – 20%	Terminology – 10%
Responsibilities when administering medication	
Reporting	
Affects of Medications on Body Systems – 18%	State Regulations – 10%
How medications act on the body	Scope of work
How the body acts on the medications	Allowable routes
(e.g. absorption, metabolism, excretion)	Controlled substances
Purpose of medications	Renewal of certification

## Examination Day

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- You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your examination is scheduled to start.
- You must bring a **SIGNED, NON-EXPIRED, PHOTO ID**. Examples include an Arkansas driver's license or a state ID card. ***You will not be admitted for testing if you do not bring proper ID.*** Your examination notification letter and map should be with you, although they are not required.

## Testing Policy

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The following policies are observed at each test site—

- If you arrive late for your confirmed examination, or if you do not bring appropriate ID, you will not be admitted to the Examination and any examination fees paid *will NOT be refunded*.
- **If you NO SHOW for your testing day you will forfeit all examination fees paid and must re-submit forms 1101 and 1402 to schedule another examination 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 examination.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke during the examination.
- If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the examination and reported to your training program and the Arkansas State Board of Nursing (ASBN) and not allowed to retest without clearance from the ASBN.

- No visitors, guests, pets or children are allowed or will be provided for during testing.

## **Reschedule/Cancellation Policies**

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**Reschedules** - An individual may reschedule any time up to 3:00pm Central Standard Time (CST) the business day preceding a scheduled examination day. (Call 1-800-393-8664) Reschedules must be requested from HEADMASTER and are subject to a \$35 reschedule fee for each reschedule request made after five business days prior to a scheduled examination event. Reschedule fees must be paid in full prior to a reschedule taking place.

**Cancellations** - A request may be made in writing to cancel an examination any time up to 3pm CST the business day preceding a scheduled 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 examination and don't show up without notifying HEADMASTER before 3pm CST 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 examination date. You will forfeit all examination 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 CST on the business day preceding a scheduled examination date a NO SHOW status will exist and a new application form (1101 RM and 1402 RM) with payment must be submitted to HEADMASTER to secure a new test time.

## **Security**

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Anyone who removes or tries to remove examination material or information from the test site will be prosecuted to the full extent of the law. The exam will be recorded as a examination failure. Study materials, other than this candidate handbook, may not be brought to the test site. If you give help to someone or receive help by any means from anyone during testing, the examination will be stopped, your examination will not be scored, you will be dismissed from the testing room, you will forfeit any testing fees paid, you will have a NO SHOW status in our computer scoring system, and your name will be reported to the appropriate agency.

## **Examination Results**

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After you have completed the examination and met all ASBN requirements your examination results will be reviewed by ASBN staff. The Arkansas Board of Nursing (ASBN) will send you a letter of certification officially notifying you when you have been placed on the ASBN MA-C registry in Arkansas. If you fail the MA-C examination you must reapply to retake the examination if you desire placement on the Arkansas MA-C registry. If you should fail, procedures for reapplying to retake the examination and detailed examination diagnostics are included in a results letter mailed or emailed to your address of record. When you pass the examination and the ASBN has approved release of your testing information you will get a detailed examination results letter mailed or emailed to your address of record and a laminated, wallet sized ID card mailed to your address of record. Your name will be placed on the Arkansas MA-C registry available at [www.arsbn.org](http://www.arsbn.org).

## **Retaking the Medication Assistant Examination**

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1. Make address corrections to the top portion of your failure results letter (form 1301.)
2. Fill out exam types and fee payment (form 1402 RM) on a new application and choose test dates from the test schedule (form 1700) and write them on the new application under Option 1 or 2. (Regional or in facility test schedule.)
3. Mail or fax the top portion of your failure letter (form 1301) along with the new 1402 RM application, and payment to HEADMASTER. If faxed please be sure to include credit card information on your new application.
4. If you lost your failure letter (form 1301), you must submit a complete new application.

5. HEADMASTER is unable to schedule you over the telephone for your retest. You will need to submit your retest application to HEADMASTER either by fax (\$5.00 Fax fee) or by mail. You may also apply for a retest on line at [www.hdmaster.com](http://www.hdmaster.com).

## Practice Test Questions

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

1. An order for Colace QD would require that you 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 a rash
  - c. a laxative to be administered by rectal suppository
  - d. a schedule III controlled substance timed for every night
  
4. The adverse effect of thyroid hormones that must be reported immediately is
  - a. hair loss
  - b. anxiety
  - c. change in appetite
  - d. heat intolerance
  
5. When applying a transdermal patch, the medication assistant should
  - a. place new patch in same spot as former last patch
  - b. test for adhesion by pulling on newly applied patch
  - c. apply the patch with bare hands
  - d. date and initial newly applied patch
  
6. Diuretics are used to decrease fluid volume in the body to prevent edema. Special considerations when administering include
  - a. limit intake of fluids
  - b. remind resident to change positions slowly
  - c. administer diuretics at bedtime
  - d. observe for signs of a sore throat
  
7. When administering a medication the medication assistant should
  - a. give pills in jelly if the person wants it
  - b. offer the person his choice of drink for taking pills
  - c. tell everyone to be quiet so you can think
  - d. use the six rights to ensure accuracy

8. Initial dose is
- the largest amount of medication that can be given
  - a medication that is taken internally
  - the first dose of a medication
  - a portion of the dose administered over time
9. When giving eye medication
- the word "ophthalmic" or "eye" should be on the label
  - share medications between residents if they have the same diagnosis
  - touch the eyeball with the medication when giving it
  - it's OK if the medication runs from one eye into the other eye
10. Bronchodilators are used to
- stop superficial bleeding
  - relieve chest pain
  - improve breathing
  - lower blood sugar
11. Medication assistants in Arkansas are allowed to
- perform treatments
  - administer medications through tubes
  - insert a vaginal suppository
  - evaluate medication errors
12. A certification in Arkansas is
- renewed every two years
  - permanent, nonrenewable
  - optional for giving medications
  - valid in other states

ANS: 1b, 2d, 3d, 4b, 5d, 6 b, 7d, 8c, 9a, 10c, 11c, 12a