



D&S Diversified Technologies LLP

Headmaster LLP

HEADMASTER LLP

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

OKLAHOMA MEDICATION AIDE CANDIDATE HANDBOOK *EFFECTIVE 01-01-2018*

CONTACT INFORMATION

Questions regarding exam applications / exam scheduling / eligibility to test:

Contact your Training Facility

- Applications to take the Medication Aide test
- Exam Dates & Location Options
- Cancellations or Rescheduling
- Pre-exam Name or Address Changes

8:00 am to 6:00 pm M-F (Mountain Time)

Headmaster LLP - D&S Diversified Technologies LLP (800) 393-8664

P.O. Box 6609

Helena, MT 59604

- Questions about your Exam Results
- Cancellations or Rescheduling

Questions about Oklahoma Medication Aide

8:00 am to 5:00 pm M-F (Central Time)

Oklahoma State Department of Health (ODH) (405) 271-4085 or (800) 695-2157

1000 NE 10th Street Room 1111

Oklahoma City, OK 73117-1299

- Medication Aide Registry
- State & Federal Regulations
- Post-exam Name or Address Changes

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INTRODUCTION

A Medication Aide competency evaluation program provides specific standards for Medication Aide related knowledge and skills. The purpose of a Medication Aide competency evaluation program is to ensure that candidates who are seeking to be Medication Aides understand these standards and can competently and safely perform the job of an entry-level Medication Aide. This handbook describes the process of taking the Medication Aide competency exam in Oklahoma and is designed to help prepare candidates for testing. There is a 50 question multiple-choice knowledge test that must be passed with a 70% or better to be eligible for placement on the Medication Aide registry in Oklahoma. Candidates must pass the exam and meet all requirements of the Oklahoma State Department of Health for Medication Aide certification in Oklahoma and to have his/her name placed on the Oklahoma Medication Aide Registry. Oklahoma has approved HEADMASTER, LLP to provide the certification examination and scoring services for Medication Aide examinations. For questions not answered in this handbook, please contact HEADMASTER toll free at 800-393-8664 or go to www.hdmaster.com. This handbook should be kept for future reference.

APPLYING TO TAKE THE MEDICATION AIDE EXAM

To apply to take the Oklahoma Medication Aide Exam, contact your Training Program or please contact Headmaster at 1-800-393-8664.

RETAKE THE MEDICATION AIDE EXAM

To apply to retake the Oklahoma Medication Aide Exam, please contact your Training Program.

THE KNOWLEDGE EXAM

The Knowledge Test Proctor will give instructions for taking the Knowledge Exam using a computer work station. You will have a maximum of sixty (60) minutes to complete the 50 question knowledge exam. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the knowledge exam (such as "What does this question mean?") You must have a score of 70% or better to pass the knowledge portion of the exam. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law.

KNOWLEDGE EXAM CONTENT OUTLINE

The Knowledge Exam consists of 50 multiple-choice questions. You must score at least a 70% in order to pass the Knowledge Exam. Questions are selected from subject areas based on the Oklahoma test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas are as follows:

Six Rights of Medication Administration (4)	Affects of Medication on Body Systems (5)
Allowable Routes (3)	Regulation of Controlled Substances (2)
Medication Administration (12)	Documentation (3)
Error Reporting (2)	Role/Responsibilities (7)
Terminology (10)	State Regulations (2)
Advanced Insulin Administration (0)	

EXAM DAY

☞ You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your exam is scheduled to start.

☞ You must bring a **SIGNED, NON-EXPIRED, PHOTO ID (mandatory)**, a second signature ID and your ***Training Verification Form** that you were given by your Trainer at the completion of the training program. **You will not be admitted for testing if you do not bring proper ID and your Training Verification Form.** Examples of accepted identification include a CURRENT (NOT EXPIRED), SIGNED AND DATE BEARING:

- Driver's license
- State issued identification card
- Passport
- Alien registration card
- Tribal identification card
- Social Security card
- Credit card or Debit card
- 1st Aid or CPR card
- Hunting or fishing license

☞ When you take the exam at a computerized site you will answer your questions using a computer.

TESTING POLICY

The following policies are observed at each test site:

- ☞ If you arrive late for your confirmed exam, do not bring appropriate ID, or do not have your Training Verification Form than you will not be admitted to the exam. You will be considered a NO SHOW and any exam fees paid will NOT be refunded. **If you NO SHOW for your testing day you will have to repay your testing fees before being allowed to test again.**
- ☞ Cellular phones, smart watches, beepers, etc. 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. The only exception is a non-electronic language word-for-word translation dictionary that you must show to the knowledge test proctor before you start the knowledge exam.
- ☞ You may not take any notes or other materials from the testing room.
- ☞ You are not permitted to eat, drink, smoke or take a break during the exam.
- ☞ If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the exam and reported to your training program and the Oklahoma State Department of Health.
- ☞ No visitors, guests, pets or children are allowed or will be provided for during testing.

RESCHEDULE / CANCELLATION / NO SHOW POLICIES

Reschedules – All candidates can reschedule 1 full business day before the test (excluding Saturdays, Sundays and Holidays) before your scheduled exam day. For example, if you are scheduled to take an exam on Saturday and you need to reschedule, you will need to notify Headmaster no later than 6pm Mountain Standard Time on the Thursday preceding your exam. **Reschedules will not be granted if requested outside of that time frame.**

Cancellations – Cancellation requests must be made within six (6) months of payment of testing fees with Headmaster. A request must be made *in writing* to cancel a test any time up until 1 business day preceding a scheduled test day, **excluding** Saturdays, Sundays, and Holidays, to qualify for a full refund of any testing fees paid minus a \$25 cancellation fee. We accept faxed or emailed requests for cancellation.

No Shows- Candidates are considered a No Show for the following reasons:

- *They are late to their exam or do not go at all
- *They do not bring proper ID
- *They do not bring their Training Verification Form

Candidates that NO SHOW for the scheduled exam will forfeit their test fee and MUST apply for a new exam date and pay another test fee.

No Show fees partially offset Headmaster costs incurred for services requested and resulting work that is performed.

If you No Show for any of the following reasons please provide the requested documentation to be considered for a free reschedule:

Car breakdown: A tow bill or other appropriate documentation must be submitted to Headmaster within **2 business days** of the missed exam.

Medical emergency: A doctor's note must be submitted to Headmaster within **5 business days** of the missed exam date.

Death in the family: An obituary for **immediate family only** must be submitted to Headmaster within **14 business days** of the missed exam.

If the required documentation is not received within the specified time frame than the No Show will stand and the candidate will have to repay their testing fees.

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 an exam failure, and will not be allowed to retest for a minimum period of six months. Study materials, other than this candidate handbook, may not be brought to the test site. If you give or receive help from anyone during testing, the exam will be stopped, your exam will be scored as a failed exam, 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.

EXAM RESULTS

After you have completed the knowledge exam your exam results will be sent to the Oklahoma Department of Health. If you fail the exam, you must contact your training program about retaking the Medication Aide exam. If you fail a third attempt of the knowledge exam you must retrain before any additional testing attempts are allowed. Results are available after 6:00 pm mountain time the following business day. We do mail a test results letter via the United States Postal Service the same day exams are scored or you may securely access your results at www.hdmaster.com

You may request an official re-scoring of your exam if you believe there has been a scoring error. Submit a detailed written request along with a \$25 test review fee. We will hand score and double check your exam based on the evidence you submit. If there is an error discovered your \$25 test review fee will be refunded.

KNOWLEDGE PRACTICE EXAM

Available on our web site at www.hdmaster.com, you may also purchase complete practice tests that are randomly generated, based on the Oklahoma Medication Aide test plan, and each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are attempting correct before they may move onto the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or discounted group purchase plans are available. Visit www.hdmaster.com for more details.

OKLAHOMA MA KNOWLEDGE EXAM VOCABULARY WORDS STUDY LIST

absorption	Ativan	current information
abuse	Axid	Darvocet
ac	bacterial infections	decongestant
acetaminophen	benztropine (Cogentin)	delegation
acetaminophen(APAP)/hydrocodone	benztropine mesylate (Cogentin)	dentists
administering medication	bid	Depakote
administration protocols	bipolar disorder	deterioration
adverse effect	bleeding	diabetes
Advil	blood pressure	diabetes mellitus
airborne precautions	bowel movement	digitalis
Albuterol	bradycardia	digoxin
alcohol wipe	broad spectrum	Digoxin administration
allergic reactions	bulk-forming laxative	Dilantin
analgesic	c (with)	discoloration
analgesics	Calamine/diphenhydramine	discontinued medication
anaphylactic	capsule	diuretic
anaphylaxis	cardiac drugs	diuretics
anemia	cardiovascular	diverticulitis
anorexia	carisoprodol	documentation
antacids	catapres (clonidine)	dosage
antianginals	central nervous system	dosage schedules
antiarrhythmics	certificate renewal	drowsiness
antibiotic	certification process	drug abuse
anticoagulants	changing condition	drug dependence
anticonvulsants	cholesterol	drug interactions
antiemetic	circulation	drug metabolism
anti-emetic administration	Clonidine	drug orders
antihistamines	codeine	Duo Derm
antihypertensives	Colace	duragesic
antiparkinsonian agents	confidentiality	dyspnea
antipruritic	congestive heart failure	ear drops
antipsychotic	constipation	edema
antitussives	contraindicated	elixir
apical	controlled substances	emphysema
applying anti-fungal cream	coronary artery disease	empty stomach
aspiration	corticosteroid therapy	enteric coatings
aspirin	corticosteroids	enteric-coated tablets
asthma	coumadin	estrogen
astringents	crushing medications	excretion

exercise	lisinopril	peripheral vascular disease
expectorants	lithium	peristalsis
expiration date	Lomotil	pharmacists
extrapyramidal symptoms (EPS)	lorazepam	pharmacy label
eye medications	Lortab	phenazopyridine (Pyridium)
eyes	macular degeneration	phenytoin sodium (Dilantin)
facility policy	malabsorption	physicians
fast sugar	medication absorption	physiological actions
fever	medication administration record	placebo
fiber	medication aide's role	pneumonia
Flexeril	medication calculation	PO
fluoxetine	medication error	potassium
Fosamax	medication inventory	Potassium sparing diuretics
furosemide	medication names	prednisone
gastric mucosa	medication order	prescription label
gastrointestinal	medication stability	prescription refills
glaucoma	Metamucil	prescription warnings
glipizide (Glucotrol XL)	mg	priority of duties
glucometer	Milk of Magnesia	prn
Glucotrol	muscle relaxants	PRN order
gout	myocardial infarction	Proventil
gtt	naproxen (Naprosyn)	providers
habit forming	narcotics	Prozac
Halcion	nebulizer	psychotropic
hallucinations	needles	pyorrhea
hand washing	neomycin sulfate	q2h
heart rate	nitrates	qam
hemoptysis	nitrofurantoin (Furadantine)	qd
herbal medications	nitroglycerin	QD administration
histamine	nitroglycerine	qid
hives	nonpharmacologic	qod
hs	nose drops	rectal suppositories
hyperglycemia	NSAIDs	rectal suppository
hyperkalemia	nurse practioners	refuse medication
hyperpnea	Nursing Drug Reference manual	refusing medication
hypertension	OD	reporting changes
hypoglycemia	ointment	resident's rights
hypothyroidism	Oklahoma Medication Aide	rifampin
ibuprofen	older adults	right resident
impactions	ophthalmic medications	route of medication
infections	ophthalmic	routine medication
inflammation	optic	scabies
inhalants	oral antibiotic	schedule V drug
injection site	oral hypoglycemics	scheduled medication lock box
insect sting	oral medications	scheduled narcotic
insulin	oral preparations	sedatives
intestinal	Orinase	seizures
iron sulfate	orthopnea	sensory system
itching	osteoarthritis	Seroquel
IV	osteoporosis	sharps container
kidneys	OTC	shock
Lanoxin	otic	side effects
laryngeal	otic medications	six rights of medication
Lasix	OxyContin	administration
laxatives	parenteral	skin disorder
legally permitted to write	Parkinson's disease	skin patches
prescriptions	Paxil	skin rashes
levaquin	pc	skin tears
levothyroxine sodium (Synthroid)	pediculicide	sterility
Librium	penicillin	storing medications
Lipitor	Percocet	subcutaneous

sublingual
sublingually
Sulfonamides
suppository
suspension of medications
swallowing
symptoms
tablet disposal
tachycardia
Tagamet
Tegretol
tetracycline
tetracyclines

theophylline
therapy
Thiazide diuretics
tid
TID medications
tinnitus
topical medications
toxic
transdermal nitroglycerin patch
Transderm-Nitro patches
Tylenol
unit does packaging
unit dose packaging

universal/standard precautions
uric acid
urinary antibacterial
vaginal medication
valid prescriptions
Valium
Vasotec
vitals
vomiting
Xanax
Zantac
zestril
Zolof