

Oregon Medication Aide Candidate Handbook

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Headmaster is approved by the Oregon State Board of Nursing to administer the Oregon Medication Aide Competency Examination

HEADMASTER
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Online information and forms available at: www.hdmaster.com

- Candidate Handbook
- Regional Exam Site Schedules
- Verifying an Exam Date
- Rescheduling a Test Date
- Online Test Results

Call Headmaster at 800-393-8664 for questions about:

- Exam dates and locations
 - Test scheduling, rescheduling and cancellations
 - Accessing test results
-

Oregon State Board of Nursing (OSBN)
17938 SW Upper Boones Ferry Road
Portland, OR 97224-7012

8:00 am to 4:30 pm Pacific Time M-F
Phone: (971) 673-0685
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Online information and services available at www.oregon.gov/OSBN :

- Obtaining a Medication Aide Application Packet
- Obtaining an ADA Accommodation Form for Testing
- Online License and Certificate Verification System
- Online Renewals for Licenses and Certificates
- A List of Currently Approved Educational Programs for Medication Aides

Call OSBN at (971) 673-0685 for information on how to :

- Reactivate Certified Medication Aide (CMA) Certification
 - Update or change your address of record
 - Update or change your legal name
-

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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 Oregon and is designed to help prepare candidates for testing. There is a 75 question multiple-choice knowledge test that must be passed with an 80% or better score to be eligible for placement on the Medication Aide registry in Oregon. Candidates must pass the exam and meet all requirements of the OSBN for medication aide certification in Oregon and to have his/her name placed on the Oregon Medication Aide Registry.

Oregon 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.

Certification Process for Oregon MA

CMA certification may be obtained in one of the following ways:

Medication Aide Training Program Students

Applicant will need to hold a current unencumbered Oregon Certified Nursing Assistant (CNA) 1 certificate. An applicant with an encumbered CNA certificate may be considered on an individual basis. The applicant will need to submit evidence of having

completed an 80-hour Oregon State Board of Nursing (OSBN) approved medication aide training program and document, within the two years preceding application for medication aide examination six months full-time experience as a nursing assistant or the equivalent experience in part-time employment as a nursing assistant. Completion of a Medication Aide training program does not imply state certification. The applicant will need to pass the Board approved medication aide competency certification examination within three attempts and within one year from the date of completion of the medication aide training program.

Students enrolled in an approved nursing program in any U.S. state or jurisdiction

Applicant will need to hold a current unencumbered Oregon Certified Nursing Assistant (CNA) 1 certificate. Applicant will need to show evidence of satisfactory completing three terms of nursing school, each of which must have included a clinical nursing component. The three terms combined must have included basic clinical skills, basic pharmacology, principles of medication administration, and math competency. The applicant will need to pass the Board approved medication aide competency certification examination within three attempts and within one year from the date of application.

Graduates from an approved nursing education program in the U.S.

Applicant will need to hold a current unencumbered Oregon Certified Nursing Assistant (CNA) 1 certificate. The applicant will need to pass the Board approved medication aide competency certification examination within three attempts and within one year from the date of application.

Medication Aides from other states

Applicant will need to hold a current unencumbered Oregon Certified Nursing Assistant (CNA) 1 certificate. The applicant will need to submit evidence of successful completion of a medication aide training program equal in content to the Board- approved medication aide curriculum found at http://www.oregon.gov/OSBN/pdfs/policies/macurr_1.pdf and provide documentation to support having at least six months full-time experience performing CNA 1 authorized duties, or the equivalent in part-time experience, since completion of nursing assistant training and within the last two years preceding application. The applicant will need to pass the Board approved medication aide competency certification examination within three attempts and within one year from the date of application.

Military Corpsman or Medic Training

Applicant will need to hold a current unencumbered Oregon Certified Nursing Assistant (CNA) 1 certificate. The applicant will need to submit evidence of successful completion of training that is equal in content to the Board- approved medication aide curriculum found at http://www.oregon.gov/OSBN/pdfs/policies/macurr_1.pdf and provide documentation to support having at least six months full-time experience performing CNA 1 authorized duties, or the equivalent in part-time experience, within the last two years preceding application. The applicant will need to pass the Board approved medication aide competency certification examination within three attempts and within one year from the date of application.

RNs or LPNs licensed in Oregon

Applicant will need to hold a current unencumbered Oregon Certified Nursing Assistant (CNA) 1 certificate and submit an application and fee for CMA certification. A RN or LPN is exempt from completing a medication aide training program, having six months

experience as a nursing assistant, and passing the Board approved medication aide competency certification examination.

Application to Obtain Oregon CMA Certification

Complete the OSBN Medication Aide application packet available online from the OSBN website, www.oregon.gov/OSBN, or use the one given to you by your Medication Aide training instructor. Send the completed application packet including your training certificate of completion along with the correct fees to the OSBN at the address shown at the top of the application. The name entered on your application must be your current legal name. The two forms of identification you will present at the exam site for admission must match the name entered on your application. Remember to use the same name on the application and all forms, type or print the information clearly, answer all questions, provide written explanations of all YES responses to the background questions, and sign and date the application. Double-check your application for accurate and complete information before submission. If the application is not signed your application will be returned. Incomplete or illegible applications will delay processing.

Mail the following to the OSBN:

- Completed Fingerprinting Identity Verification Form
- Fingerprint card (Federal Form FD 258), if applicable
- Completed CMA Certification by Examination Application
- Training program certificate of completion
- Non-refundable fee for the CMA Certification by Examination application
- Non-refundable fee for the fingerprint-based criminal background check processing fee, if applicable

Exam Fees

Examination (written – knowledge test)..... \$73
All fees paid to the Oregon State Board of Nursing are non-refundable.

Americans with Disabilities Act Compliance

If you have a qualified disability, you may request special arrangements for examination when you apply. Accommodations must be approved in advance of examination by OSBN. The request for ADA Accommodation Form is available on the OSBN website or by calling the OSBN. This form must be submitted with your application packet.

Scheduling an Exam Date

First time exam candidates will be scheduled to take the written test at either an approved Oregon State Board of Nursing (OSBN) regional exam site or at an approved OSBN in-facility exam site.

Upon successful completion of all medication aide training requirements you must choose an exam date. Give your exam date preference to your instructor.

Your exam date preference must be at least 21 days from the date you will mail your examination application packet to the OSBN. Approved exam dates can be obtained:

- from your instructor
- by visiting www.hdmaster.com, to view the available examination dates in real time
- by calling Headmaster toll free at 800-393-8664 to have an exam schedule faxed, emailed, or mailed to you.

Choose your preferred exam date from the current online exam schedule. Please be sure your exam date preference is at least 21 days from the date you will mail your application packet to the OSBN.

In-facility exam dates are normally arranged by training program instructors. Check with your training program instructor to see if your training site has been approved for in-facility testing. If your training site is an approved in-facility examination site, your training program instructor will tell you the exam date that has been scheduled for you when you complete Medication Aide training.

PREFERRED EXAM DATE NOTIFICATION LETTER

Once you have completed all your training program requirements and have requested an exam date that is at least 21 days from the day your application packet will be mailed to the Oregon State Board of Nursing (OSBN), your training program instructor will give you a Medication Aide Training Program Certificate of Completion along with an Exam Date Notification Letter.

Your Preferred Exam Date Notification Letter will include:

- your preferred exam date
- the preferred exam time
- exam check-in requirements
- a personal identification number (a PIN you need to keep secure)
- a map to your examination site (if it is a regional exam site)
- examination expectations and
- instructions how to confirm your exam date is at the site and on the date you requested

In addition, your Preferred Exam Date Notification Letter will have directions for rescheduling your exam date online at www.hdmaster.com or by calling Headmaster at 800-393-8664.

EXAMINATION DATE CONFIRMATION LETTER

You will receive an Examination Date Confirmation Letter from Headmaster by mail or email once you have been approved/released to test by the OSBN.

Your Examination Date Confirmation Letter will include:

- a map to your examination site (if it is a regional exam site)
- your confirmed exam date and time
- examination expectations and
- instructions for verifying your exam date online

If you misplace your Examination Date Confirmation Letter you may verify your exam date at www.hdmaster.com or if you need help with exam scheduling please call Headmaster at 800-393-8664. Your Examination Date Confirmation Letter is not required for exam admission, but it is recommended that you have it with you on your exam day.

A few days prior to the requested exam date, you are welcome to visit the Headmaster website at www.hdmaster.com and log on using the unique personal identification number (PIN) listed on your Preferred Exam Date Notification Letter. Keep your PIN secure and don't share it with anyone. Your PIN will also allow you to reschedule your exam date, online, if necessary.

Rescheduling an Exam Date

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date up until one business day before your scheduled exam date. Business days are Monday through Friday *excluding* official holidays that fall on weekdays. For example, if you want to reschedule an 8:00 am exam on Monday (and Friday isn't a holiday) you must have an official reschedule confirmation before 8:00 am Pacific time on Friday. To reschedule a 1:00 pm Thursday exam you would need an official reschedule confirmation before 1:00 pm on Wednesday. If you attempt to reschedule less than one business day before your requested exam date and time and/or don't show up to take your exam you will be considered a "No Show". You may reschedule an exam date and receive official reschedule confirmation by using any Internet connected computer, browsing to www.hdmaster.com, and using your secure PIN or by calling Headmaster at 800-393-8664 during business hours. You will be allowed to test on your new rescheduled date, but you will be placed on an "exam and hold results" status until your reschedule fee is receipted by OSBN staff.

To reschedule online go to www.hdmaster.com and click on the "Oregon CMA" button under the Medication Aide header below the map of the USA then click on the "Reschedule" button under Candidate Forms in the far left-hand column. Complete the requested login information and click the "Submit" button. A current regional exam site schedule will appear. Click on the exam site location and date from the exam schedule drop down window then click the "Submit" button. A printable Exam Date Notification/Confirmation Letter with your rescheduled exam location and date will display along with a new map if you are testing at a regional exam site.

Verifying an Exam Date

You may view your scheduled exam date online at www.hdmaster.com by clicking on the link below the red "View your scheduled exam" bar at the top of the Headmaster home page. Complete the requested login information and click the "Submit" button. A printable copy of your examination date information will display with your scheduled exam site location, date, time and exam day information. You may also verify your exam date by calling Headmaster at 800-393-8664.

Preparing for the Exam and Test Plan

Perform well during your Medication Aide course work. Use the vocabulary word list at the end of this candidate handbook to verify your knowledge of Medication Aide terminology before taking the exam.

The exam will be 75 multiple choice questions with the number of questions () selected from the following subject areas.

Medication Effects (26)

Medication Administration & Client Rights (20)

Role and Responsibilities (12)

Terminology (4)

Authorized Duties (7)

Documentation (2)

Error Reporting (2)

Regulation (2)

Late Arrivals or Unable to Attend a Scheduled Exam

You should arrive at the exam site at least 20 minutes before your scheduled exam start time as indicated on your Examination Date Confirmation Letter. If you are not ready to test (checked-in) by your scheduled exam start time, you will not be allowed to test and will forfeit all exam fees and will have to submit new exam fees and secure another exam date.

If circumstances beyond your control cause you to be late or prevent you from attending your scheduled exam, you may be allowed to schedule another exam date without having to repay exam fees. You must notify Headmaster no later than the next business day after the missed exam date by calling 800-393-8664 with the reason for your absence. Headmaster will consider rescheduling your exam based on when Headmaster received initial notice (phone call within one business day) and a signed and dated, documented and verified written explanation of why the exam was missed. Copies of supporting documentation, such as doctor's notes, accident reports, funeral notices, military or court orders along with your explanation letter must be received within ten days of the missed exam date. If you do not provide sufficient notice (phone call within one business day from the missed exam date) and the requested written documentation (within ten days of your missed exam date), you will be considered a "No Show" and you will have to apply to OSBN for another exam date. To apply for new exam date, mail the top portion of your exam results letter, Headmaster Form 1301, along with the correct fees to OSBN. Then select an exam date online from the current regional exam schedule or call Headmaster at 800-393-8664 for assistance. You will receive an Examination Date Confirmation Letter by mail or email once you have mailed your application to retest to OSBN and selected and confirmed a new test online or by calling HEADMASTER staff at 800-393-8664.

Exam Check-In (Identification) and Allowed Items

Proper identification is required to test. If you do not bring the required identification with you on the day of your examination, you will not be allowed to test and your examination fees will not be refunded. **Two** forms of original (no photo copies), signature-bearing, current (not expired) proper identification are required to test. At least one of the signature IDs **must** contain your photograph.

The name on your two forms of identification must match the name on your Medication Aide application packet submitted to the OSBN. If you have had a legal name change since submitting your application packet, you must bring an official document proving your legal name has changed such as a marriage certificate or divorce decree.

Examples of accepted identification include a **current (not expired), signature-bearing**

- Driver's license
- State issued identification card
- Passport
- Alien registration card
- Tribal identification card
- Social Security card
- Credit card or debit card
- Library card or clinic card
- Hunting or fishing license
- High School ID for current year with a signature

Note: You must notify the OSBN whenever you have a name or address change.

You may **not test** if you have any type of temporary physical limitation that would prevent you from performing duties as a MA or hinder your test. (Example: sickness, etc.). Contact HEADMASTER at least one (1) business day prior to your scheduled test to reschedule a new test date.

It is strongly recommended that you have your Examination Date Confirmation Letter with you; however, it is **not** required for admission to test. Your Examination Date Confirmation Letter includes the exam site location, exam date and time and other important information regarding the examination process.

Bring at least two sharpened No. 2 pencils with good erasers if you are taking a knowledge test at a paper exam site. Wear comfortable, appropriate, clothing to your examination. You will not be allowed to test if you wear inappropriate or revealing clothing.

No other items may be in your possession during your written test. This restriction includes but is not limited to electronic equipment, cell phones, backpacks, purses, notepaper, books, food or drink. Headmaster and examination sites are not responsible for your personal belongings.

Children, family members, friends and pets are not permitted in examination areas.

Exam Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, you will be dismissed from the exam site, your examination will be documented as a failure, your fees will not be refunded and a report of your behavior will be given to the OSBN. You will not be allowed to retest without OSBN approval.

Anyone who records or tries to remove examination information or material from the exam site will be prosecuted to the full extent of the law. In addition, your exam will be documented as a failure. You will not be allowed to retest without written approval to test from the OSBN. If you give or receive help from anyone during the examination, the

exam will be stopped, your exam will be documented as a failure, you will be dismissed from the exam site, and you will forfeit any examination fees paid. You will have a failure status documented as the outcome of your test attempt and your actions will be reported to the OSBN.

Two-Flight Examination Method

Headmaster uses a two-flight examination method. Candidates are scheduled to begin testing either in a morning or an afternoon examination group. The time you are to report to the test site will be noted on your test confirmation letter. (On occasion there may be an evening examination group or a modified test event.) Call Headmaster at 800-393-8664, if you have any questions.

After check-in and ID verification the written test proctor will tell you where you will sit for your knowledge test.

Paper or Online Written Tests

Headmaster and OSBN approve exam sites for traditional written paper and pencil testing and/or for electronic testing called WebEtest© using Internet connected computers.

Testing online with WebEtest© allows real time scheduling into examination events and same day transmission of tests for official scoring, eliminating examination material shipping time so test results are available days sooner than with traditional paper and pencil testing.

The Knowledge (Written) Test

The written knowledge test is in English. No other language is approved by OSBN for examination. No translation dictionaries or devices are allowed during examination.

Each written test is different. No candidates at a test event will have the same written test.

The Written Test Proctor will hand out exam materials and will read the instructions for taking the written test. You will have a maximum of ninety (90) minutes to complete the 75 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 or word mean?") For traditional paper and pencil tests fill in only one (1) oval on the answer sheet for each question on a paper written test. **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 paper test materials must be left in the examination room. Anyone who takes or tries to take materials or information from the examination room is subject to prosecution and will be reported to the OSBN.

Candidate Feedback – Exit Survey

Candidates are provided an exit survey after they finish testing. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to complete the survey questions regarding the examination process to help improve the process.

Exam Results

After you have completed the written test and your exam has been officially scored and double-checked in Headmaster's Helena, Montana, office by an official scoring team, Headmaster will be allowed to send your test results to you by mail or you may securely access your results at www.hdmaster.com. The OSBN will also receive the results for listing on the Oregon CMA registry; however, due to security reasons Headmaster and the OSBN cannot release test results over the phone. Traditional paper and pencil exam results are normally available online at www.hdmaster.com three business days after your exam date has passed. WebETest© exam results are normally available online one business day after your exam date. If you are placed on a "test and hold results" status, your results will not be accessible until cleared through the OSBN office.

Due to security and confidentiality requirements, test results can not be given out over the telephone. You must wait to receive them in the mail or access them on-line with information known only to you.

When you pass your exam, you may be certified and listed on the Oregon Medication Aide Registry **ONLY AFTER** you meet all Board requirements as noted in the CMA Certification by Examination Information publication available from the OSBN website. Notice **one** of those requirements includes passing the CMA written examination.

If you fail the CMA knowledge exam and wish to retake the test, you must send the top portion of your test results letter marked with the failed test requested and appropriate retake fee(s) to OSBN. Procedures for retaking the test and detailed test diagnostics are included in any "failed" result letter (Headmaster Form 1301) mailed to your address of record or securely accessed and printed from the web. Passed and failed result letters are posted online the day tests are scored by Headmaster and are accessible as when OSBN staff has cleared the release of test results. To check for your test results, visit www.hdmaster.com, click the "Oregon CMA" button and then click the "On-line Test Results" button under the Candidate Forms column.

You have three attempts to pass the written exam within one year from your date of medication aide training program completion. If you fail three times, or do not complete testing within one year from completion of training, you must complete a new OSBN approved medication aide training program in order to become eligible to further attempt the Oregon CMA examination.

Retaking the Oregon Medication Aide Exam

- You will receive a test results letter after your test is officially scored and double-checked by Headmaster. Headmaster sends your notification of test results by mail or you may securely access your results at www.hdmaster.com.
- A copy of your test results letter can be securely accessed and printed from www.hdmaster.com any time after you have received a letter or email message informing you that your test has been officially scored and your results are cleared for release.
- When your test results letter informs you that you failed the written examination then when you want to apply for a retest:
 1. Check the box for written retest.
 2. Select and include the correct non-refundable fee payment
 3. Mail a copy of your test results letter (Headmaster Form 1301) with the correct non-refundable fee to the OSBN. This will be your application to retest.
 4. Request/choose a re-test date that is at least 14 days from the day you mail a copy of your retest application to the OSBN, go to www.hdmaster.com or call 800-393-8664 during business hours and ask HEADMASTER to schedule you into a new exam date and site of your choice. Your instructor may also want to schedule you into an exam slot at the next in-facility exam date associated with the facility where you trained.
- If you lose your failure letter (Headmaster Form 1301), you can go online and print another copy.
- Headmaster staff will be happy to schedule you over the telephone for your retest, or you may schedule online. You must have mailed the top portion of your test results letter (Headmaster Form 1301) to the OSBN prior to calling Headmaster or going online to schedule a new exam date. The exam date you scheduled must be at least 14 days after you will mail your test results letter to the OSBN.
- OSBN staff must receive your retest application and non-refundable retake fee in order to make you eligible to test again. Be sure to visit the Headmaster website at www.hdmaster.com and log on with your PIN a few days before your new exam date arrives (or call or toll free number) to verify that OSBN has authorized (released) you to retest and there are no problems with the date or time of your scheduled retest.

Vocabulary List:

abbreviations
abuse
accountability
acetaminophen
acid
acidify
administration
administration error
adverse effect
agents
agitation
allergic reactions
alveolar
analgesic
anaphylactic
anemia
antacid
antianginal
anti-anxiety
anti-arrhythmia
antibiotic
anti-coagulants
anticonvulsants
antidepressant
antidiabetic
anti-emetic
antiglaucoma
antigout
antihistamines
antihypertensives
anti-infectives
anti-inflammatory
antilipemics
anti-neoplastics
antipruritics
antipsychotic
antitussive
apical
arthritis
aspiration
aspirin
asthma
astringents
authorized duties
bacterial infections
bleeding
blood clotting
blood pressure
blood thinning
bradycardia
broad spectrum
bronchodilator
bruising
calculation
cardiac medications
cardiovascular
causes
CBG
certification
changes in condition
chemicals
chewable tablets
cholesterol
circulation
classification
confidentiality
constipation
contraindicated
controlled substances
COX-2 inhibitors
deficiency
delegation of tasks
dementia medications
dependence
depression
deterioration
diabetes
diarrhea
diet
digestion
digitalis
digoxin
discoloration
discontinue
administration
diuretic
dizziness
documentation
dosage
dosing syringe
drowsiness
drug clearance
drug disposal
Drug Enforcement
Agency
drug interaction
dysrhythmics
ear drops
edema
effects
enteric
error correction
estrogen
excretion
expected results
extended release
eye medication
fever
five rights
gastrointestinal
glaucoma
glucometer
glucose
gout
habit forming
hand washing
heart rate
hemoglobin
herbal medications
hormone imbalance
hs
hyperglycemia
hyperkalemia
hypersensitivity
hypertension
hypoglycemia
hypotension
hypothyroidism
Ibuprofen
impactions
inactive substance
infections
inflammation
inhalant medication
integumentary
interactions
international time
iron
itching
jurisdiction
labeling
lancet
laxative
lethal dose
liquid medications
liver damage
loose stools
macular degeneration

malabsorption
MAOI
maximum dose
medication absorption
medication administration
medication administration record
medication effects
medication error
medication forms
medication occurrence
medication order
medication refusal
medication route
medication sheet
medication stability
metabolism
mg
missed medications
nasal medication
nausea
nebulizer
nonsteroidal anti-inflammatory
nose drops
NSAID
Nurse Practice Act
nurse practitioners
Nursing Drug Reference manual
observation
ointment
ophthalmic
optic
oral medication
order of administration
orthopnea
osteoporosis
OTC
otic
pain medication
pathogen
pediculicide
penicillin
pharmacy label
potassium
prescription
prescription refills
prescription warnings
prescriptions

prescriptive authority
prn
prothrombin
psoriasis
psychotropic
pulse
pyorrhea
rectal medication
refusal
refuse medication
relaxant
renewal
reporting
respiratory medications
responsibilities
rights
role
route
sedatives
seizures
self terminating
self-medication
sensitivity to medications
skin patches
skin rashes
skin tears
sleep
spacer
SSRI
staining
standard precautions
stat order
stool softeners
storing medications
sublingual
supervision
suppository
suppressant
suspension of medications
swallowing
symptoms
tablet color
tachycardia
tapering
tetracycline
therapeutic dose
therapy
thrombus
thyroid

timing
topical
toxic
trade name
transdermal patch
tuberculosis
types of orders
unit dose packaging
urine
vaginal medication
valid prescriptions
vital signs
vitamins
vomiting
wheezing