

D&SDT Diversified Technologies

Tennessee

Medication Aide Candidate Handbook

4-4-2019

Contact Information

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

Diversified Technologies...8:00 am to 6:00 pm EST time M-F (877) 851-2355
333 Oakland Avenue www.hdmaster.com
Findlay, OH 45840

9:00 am to 2:00 pm EST Saturday ... (877) 851-2355
..... Fax... (419) 422-8328

Questions about Certification of Medication Aides:

Tennessee State Board of Nursing 8:00 am to 4:30 pm CT M-F...(615) 741-1943
665 Mainstream Drive or (615) 7412563

<https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board.html>

Nashville, TN 37243

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Introduction

The purpose of a Medication Aide competency evaluation program is to ensure that candidates who are seeking to be Medication Aides understand the State 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 test and is designed to help prepare candidates for testing. There are two parts to the Medication Aide 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 TBON to be certified as a Medication Aide in Tennessee.

Tennessee Board of Nursing has approved D&S Diversified Technologies to provide testing and scoring services for Medication Aide Testing. For questions not answered in this handbook please contact D&SDT toll free at 877-851-2355 or go to www.hdmaster.com. This handbook should be kept for future reference.

Applying to take the Medication Aide Test

Complete the paper application forms known as the 1101TM and 1402TM forms or login at hdmaster.com with the secure ID and PIN provided by your instructor. For paper applications, 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 application will be returned. A listing of Regional (fixed) test dates is available on our web site at www.hdmaster.com or call our office to have a list faxed or mailed to you. You may choose a test date online from our online testing schedule, or if submitting a paper application write your first choice and second choice on form 1402TM. Regional (fixed) tests will not be scheduled less than ten (10) days from receipt of a paper application.

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, use your ID and PIN online at hdmaster.com to schedule to a date and test site of your choice online or the following two options are available:

1. Anyone wishing to fax their paper application will be charged the \$8.00 priority fax service fee and will need to write valid credit card information on the application form.
2. Applicants wishing to test in **less than 10 business** days from the date D&SDT receives their paper application may **pay the \$15 express service fee per candidate and a \$19.50 for overnight express service shipping fee.**

Please note the following application guidelines:

- Incomplete paper 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.
- Paper Applications must be received in the Findlay office 10 business days before the requested test date.
- D&SDT will notify the candidate via mail or email of their test date and time or check your test time, day and site online at www.hdmaster.com. If you do not hear from D&SDT within 5 business days of sending a paper application, please call our toll free number at 1-877-851-2355.

Retaking the Medication Aide Test

1. Make address corrections to the top portion of the paper results letter, form 1301, or login to your account at www.hdmaster.com
2. Fill out exam types and fee payment (form 1402TM) on a new paper application and choose test dates from the test schedule (form 1700) and write them on the new application under Option 1 (Regional test site schedule) or login to your account at www.hdmaster.com to avoid paper scheduling.
3. Mail or fax the top portion of your failure letter (form 1301) along with the new application, and payment to D&SDT. If faxed please be sure to include credit card information on your new application.

4. If you lost your failure letter (form 1301), go online www.hdmaster.com to get a new copy or you must submit a complete new paper application.
5. D&SDT staff does not schedule retest candidates over the telephone. You will need to submit your retest application to D&SDT either by fax (\$8.00 Fax fee) or by mail or login to your account at www.hdmaster.com

The Knowledge Test

The Knowledge test proctor will hand out materials and give instructions for taking the Knowledge test. You will have a maximum of sixty (60) minutes to complete the 55 question Knowledge test. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the Knowledge test (such as "What does this question mean?") For paper tests, 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 85% or better to pass the Knowledge 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. If you take an **computer knowledge test** you may bookmark questions to return to during your allotted 60 minutes.

The Knowledge Test consists of 55 multiple-choice questions. Questions are selected from subject areas based on the Tennessee State Board of Nursing approved medication aide test plan. The subject areas and number of items for each area are as follows:

| | |
|---|---|
| Six Rights of Medication Administration (5) | Affects of Medication on Body Systems (9) |
| Allowable Routes (5) | Regulation of Controlled Substances (4) |
| Medication Administration (9) | Documentation ((5) |
| Error Reporting (3) | Role/Responsibilities (7) |
| Terminology (3) | Body Systems - A&P (3) |
| State Regulations (2) | |

The Skill Test

The purpose of the skill test is for you to demonstrate your practical Medication Aide 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. **One of the tasks** will be a controlled substance administration task. The steps that are listed for each task are the minimum steps required for a Medication Aide to successfully demonstrate the skill task steps for the RN Test Observer. You must have a score of 85% on **each task without missing any key steps** (the **bolded** steps) to pass the skill portion of the test. If you fail to demonstrate any key step on either one of the skill tasks you will have to take another skill test with two different skill tasks on it, one of which will be a controlled substance task.

What To Expect

- Two scenarios associated with the randomly selected medication administration skill tasks will be read to you immediately before you start each of your tasks.
- After hearing a scenario you will open and use the MAR to determine what medication(s) to obtain from the locked medication box or locked controlled substance file box and you will administer the medications obtained to a live resident actor.
- Listen carefully to all instructions given by the RN test observer (administrator).
- You may request to have a scenario 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 two medication administration tasks. 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 TASK-1 Oral Liquid / Ear Drops Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the oral liquid (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Unlocks medication box
5. **For the 1st medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
6. Sets medication cup on level surface
7. **Pours correct amount of medication**
8. Checks for correct amount of medication at eye level
9. Returns unused medication to the medication box
10. Does not contaminate the medication
11. **For the ear drop (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
12. **For the ear drop (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights resident, drug, dose, time, route)**
13. **For the ear drop medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. Greets resident
15. Introduces self as Medication Aide
16. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
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 and pulls up and back
22. **Instill two 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. Replaces all unused medications back in the medication box
26. Locks medication box
27. Secures medication box keys on person
28. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
29. **Initials and signs MAR in the signature area. (Sixth right)**
30. Closes MAR
31. Maintains interpersonal communications during administration
32. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
33. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-2 Topical Spray Medication / Unit Dose Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the unit dose (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Greets resident
5. Introduces self as Medication Aide
6. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
7. Explains procedure
8. Listens to apical heart rate for 60 seconds with teaching stethoscope
9. Records heart rate on the MAR
10. Recorded heart rate is within 5 beats of the observer's
11. **Verbalizes whether or not to proceed with unit dose medication administration based upon heart rate obtained, administers if at an appropriate level.**
12. Unlocks medication box
13. **If administering, the unit dose (1st) medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. If administering, opens container or pops medication from bubble pack
15. **If administering, puts correct number of tablets into the medication cup**
16. **If administering, the unit dose medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
17. If administering, returns the unit dose medication to the correct resident's drawer in the medication box
18. If administering, doesn't contaminate the unit dose medication
19. **For the spray (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
20. **For the spray (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
21. **For the spray medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
22. If candidate proceeded with unit dose, gives resident glass of water
23. If candidate proceeded with unit dose, assists resident to take medication one tablet at a time
24. If candidate proceeded with unit dose, observes resident swallow the tablet(s)
25. Puts on at least one glove
26. Inspects right forearm skin area where medication is to be applied
27. Instructs resident to turn face away while spraying
28. **One spray on area on right forearm**
29. Removes glove(s) turning inside out
30. Disposes of glove(s) in appropriate container
31. Returns spray bottle to the medication box
32. Locks medication box
33. Secures medication box keys on person
34. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
35. **Initials and signs MAR in the signature area. (Sixth right)**
36. Closes MAR
37. Maintains interpersonal communications during administration

38. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.

39. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-3 Topical Ointment / Oral Capsule Medication Administration

1. Candidate washes hands. (May verbalize for testing purposes)

2. Opens MAR. Finds resident for the scenario that was read.

3. **For the capsule (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**

4. Unlocks medication box

5. **For the capsule medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**

6. Opens container or pops medication from bubble pack

7. **Pours correct amount of medication**

8. Does not contaminate the medication

9. Returns unused medication to the medication box

10. **For the ointment (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**

11. **For the ointment (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**

12. **For the ointment medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**

13. Greets resident

14. Introduces self as Medication Aide

15. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**

16. Explains procedure

17. Gives resident a glass of water

18. Assists the resident to take the capsule medication one capsule at a time

19. Observes resident swallow the capsule(s)

20. Inspects right forearm skin area where medication is to be applied

21. Puts on one glove

22. Opens ointment

23. Does not contaminate lid.

24. Applies ointment with gloved hand to right forearm

25. Spreads ointment to cover area to be treated

26. Replaces ointment lid

27. Removes glove(s) turning inside out

28. Discards glove(s) in appropriate container

29. Places all unused medications back in the medication box

30. Locks medication box

31. Secures medication box keys on person

32. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**

33. **Initials and signs MAR in the signature area. (Sixth right)**

34. Maintains interpersonal communications during administration

35. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.

36. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-4 Oral Tablet / Eye Drop Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the tablet (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Unlocks medication box
5. **For the tablet medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
6. Opens tablet container or pops medication from bubble pack
7. **Puts correct number of tablets into the medication cup**
8. **For the tablet medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
9. Returns 1st drug to the correct resident's drawer in the medication box.
10. Doesn't contaminate the medication
11. **For the eye (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
12. **For the eye (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
13. **For the eye medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. Greets resident
15. Introduces self as Medication Aide
16. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
17. Explains procedure
18. Gives resident a glass of water
19. Assists the resident to take the tablet medication one capsule at a time
20. Observes resident swallow the tablet(s)
21. Gently tilts resident's head back with chin up
22. Pulls down on lower eye lid of the right eye making a pocket
23. Asks resident to look up toward forehead
24. **Drops one drop of medication into the pocket**
25. Dropper tip does not touch eye
26. Uses tissue to remove any excess fluid from around eye
27. Places all unused medications back in the medication box
28. Locks medication box
29. Secures medication box keys on person
30. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
31. **Initials and signs MAR in the signature area. (Sixth right)**
32. Closes MAR
33. Maintains interpersonal communications during administration
34. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
35. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-5 Oral Capsule Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the 1st medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**

4. Unlocks medication box
- 5. For the 1st medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
6. Opens first container or pops medication from bubble pack
7. Pours two _____ capsules in medication cup
8. Does not touch the medication
- 9. For the 1st medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
10. Returns 1st drug to the correct resident's drawer in the medication box.
- 11. For the 2nd medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
- 12. For the 2nd medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
13. Opens second container or pops medication from bubble pack
14. Pours one _____ capsule into a medication cup
15. Does not touch the medication
- 16. For the 2nd medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
17. Returns 2nd drug to the correct resident's drawer in the medication box.
18. Locks medication box
19. Secures medication box keys on person
20. Greets resident
21. Introduces self as Medication Aide
- 22. Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
23. Explains procedure
24. Gives resident a glass of water
25. Assists the resident to take the medication one capsule at a time
26. Verifies medication has been swallowed
- 27. Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
- 28. Initials and signs MAR in the signature area. (Sixth right)**
29. Closes MAR
30. Maintains interpersonal communications throughout administration
31. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
32. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-6 Oral Liquid / Ointment Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
- 3. For the oral liquid (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Unlocks medication box
- 5. For the oral liquid (1st) medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
6. Sets medication cup on level surface
- 7. Pours correct amount of medication**
8. Checks for correct amount of medication at eye level

9. Returns unused medication to the medication box
10. Does not contaminate the medication
11. **For the ointment (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
12. **For the ointment (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
13. **For the ointment medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. Greets resident
15. Introduces self as Medication Aide
16. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
17. Explains procedure
18. Assists resident to take oral medication
19. Inspects right forearm skin area where ointment medication is to be applied
20. Puts on one glove
21. Opens ointment
22. Does not contaminate lid
23. Applies ointment with gloved hand to right forearm
24. Spreads ointment to cover area to be treated
25. Replaces ointment lid
26. Remove glove(s) turning inside out
27. Discards glove(s) in appropriate container
28. Places all unused medications back in the medication box
29. Locks medication box
30. Secures medication box keys on person
31. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
32. **Initials and signs MAR in the signature area. (Sixth right)**
33. Closes MAR
34. Maintains interpersonal communications during administration
35. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
36. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-7 Ear Drops / Tablet Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the tablet (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Unlocks medication box
5. **For the tablet medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
6. Opens tablet container or pops medication from bubble pack
7. **Puts correct number of tablets into the medication cup**
8. **For the tablet medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
9. Returns 1st drug to the correct resident's drawer in the medication box.
10. Doesn't contaminate the medication

11. **For the ear (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
12. **For the ear (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
13. **For the ear medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. Greets resident
15. Introduces self as Medication Aide
16. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
17. Explains procedure
18. Gives resident a glass of water
19. Assists the resident to take the tablet medication one capsule at a time
20. Observes resident swallow the tablet(s)
21. Lowers head of the bed
22. Shakes ear medication before use
23. Head is turned toward right with left ear upward
24. Holds external ear flap and pulls up and back
25. **Instill two drops of medication into the left ear**
26. Dropper tip does not touch inside of ear canal
27. Tells resident to not move his/her head for a few minutes
28. Places all unused medications back in the medication box
29. Locks medication box
30. Secures medication box keys on person
31. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
32. **Initials and signs MAR in the signature area. (Sixth right)**
33. Closes MAR
34. Maintains interpersonal communications during administration
35. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
36. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK 8- Nasal Spray / Tablet Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the tablet medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Unlocks medication box
5. **For the tablet medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
6. Opens tablet container or pops medication from bubble pack
7. **Puts correct number of tablets into the medication cup**
8. **For the table medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
9. Returns 1st drug to the correct resident's drawer in the medication box.
10. Does not contaminate the medication
11. **For the nasal (2nd medication), verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**

12. **For the nasal (2nd medication), obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
13. **For the nasal medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. Greets resident
15. Introduces self as Medication Aide
16. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
17. Explains procedure
18. Gives resident a glass of water
19. Assists the resident to take the tablet medication one capsule at a time
20. Observes resident swallow the tablet(s)
21. Ask resident to blow nose
22. Tilts resident's head back
23. Instructs resident to hold head back
24. Administers one spray in left nostril only.
25. Replaces all unused medications back in the medication box
26. Locks medication box
27. Secures medication box keys on person
28. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
29. **Initials and signs MAR in the signature area. (Sixth right)**
30. Closes MAR
31. Maintains interpersonal communications during administration
32. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
33. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-9 Eye Drops / Unit Dose Administration

1. Candidate washes hands. (May verbalize for testing purposes)
2. Opens MAR. Finds resident for the scenario that was read.
3. **For the unit dose (1st) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Greets resident
5. Introduces self as Medication Aide
6. **Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification**
7. Explains procedure
8. Listens to apical heart rate for 60 seconds with teaching stethoscope
9. Records heart rate on the MAR
10. Recorded heart rate is within 5 beats of the observer's
11. **Verbalizes whether or not to proceed with unit dose medication administration based upon heart rate obtained, administers if at an appropriate level.**
12. Unlocks medication box
13. **If administering, the unit dose (1st) medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
14. If administering, opens container or pops medication from bubble pack
15. **If administering, puts correct number of tablets into the medication cup**

16. **If administering, the unit dose medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
17. If administering, returns the unit dose medication to the correct resident's drawer in the medication box
18. If administering, doesn't contaminate the unit dose medication
19. **For the eye (2nd) medication, verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
20. **For the eye (2nd) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
21. **For the eye medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
22. If candidate proceeded with unit dose, gives resident glass of water
23. If candidate proceeded with unit dose, assists resident to take medication one tablet at a time
24. If candidate proceeded with unit dose, observes resident swallow the tablet(s)
25. Gently tilts resident's head back with chin up
26. Pulls down on lower eye lid of the right eye making a pocket
27. Asks resident to look up toward forehead
28. **Drops one drop of medication into the pocket**
29. Dropper tip does not touch eye
30. Uses tissue to remove any excess fluid from around eye
31. Places all unused medications back in the medication box
32. Locks medication box
33. Secures medication box keys on person
34. **Documents administration correctly on the MAR. (resident, drug, dose, time route)[Sixth right]**
35. **Initials and signs MAR in the signature area. (Sixth right)**
36. Closes MAR
37. Maintains interpersonal communications during administration
38. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices.
39. Candidate washes hands. (May verbalize for testing purposes)

SKILL TASK-10 Controlled Substance

1. Candidate washes hands. (May verbalize for testing purposes)
2. Candidate locates the correct individual in the MAR from the scenario that was read
3. **Check #1: Verbally verifies the MAR contains the correct resident, drug, dose, time, route. (Five rights)**
4. Unlocks the controlled substance medication file box
5. **Candidate obtains the correct medication from the controlled substance medication box**
6. **Check #2: Matches the drug label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
7. Opens container or pops medication from bubble pack
8. **Pours the correct number of tablets**
9. Does not contaminate the medication
10. **Check #3: Matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time, route)**
11. Returns drug to the controlled substance medication box
12. Locks controlled substance medication box

13. Secures medication box keys on person
14. Opens count book to correct page
15. Documentation Count Book: Candidate records the appropriate date format (month/day/year) on the correct page in the count book
16. Documentation Count Book: Candidate records the right time on the correct page in the count book
17. Documentation Count Book: Candidate records the right route on the correct page in the count book
18. Documentation Count Book: Candidate records the right number of tablets on hand on the correct page in the count book
19. Documentation Count Book: Candidate records the right number of tablets used on the correct page in the count book
20. Documentation Count Book: Candidate records the right number of tablets remaining on the correct page in the count book
21. Documentation Count Book: Candidate signs name on correct page in the count book
22. Closes count book
23. Greets resident
24. Introduces self as Medication Aide
25. Verifies right resident by comparing to the MAR with appropriate method of identification. i.e. picture, wrist band, or facility appropriate method of identification
26. Explains procedure
27. Gives resident a glass of water
28. Assists the resident to take the medication one capsule/tablet at a time
29. Verifies medication has been swallowed
30. **Documentation Med Sheet: Candidate initials the correct medication sheet under the right date after administering the medication**
31. **Documentation Med Sheet: Candidate initials the correct medication sheet across from the right time after administering the medication**
32. **Documentation Med Sheet: Candidate initials the correct medication sheet across from the right medication after administering the medication**
33. **Initials and signs MAR in the signature area (Sixth right)**
34. Closes MAR
35. Maintains interpersonal communications throughout administration
36. Places call light within reach or verbalizes verification of call light for wrist/necklace call devices
37. Candidate washes hands. (May verbalize for testing purposes)

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. ***The name on your ID must match the name you verified with your instructor during training.***
- DO NOT BRING or USE INK PENS. The scanner can't read ink marks on your answer sheet if you take a paper test.

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 and SIGNED) that matches the name on the test sign in sheet, 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 reschedule online at www.hdmaster.com or re-submit forms 1402TM and 1101TM 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, smart watches, cell phones, ear buds 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 Knowledge test proctor before you start the Knowledge 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 Tennessee State Board of Nursing (TBON) and not allowed to retest without clearance from the TBON.
- 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) Staff assisted reschedules are subject to a \$45 reschedule fee for each reschedule request executed by D&SDT staff after seven business days prior to a scheduled test event. Reschedule fees must be paid in full prior to a reschedule taking place. Rescheduling online anytime up until 24 hours prior to a scheduled test event is free.

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 \$35 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 (1101TM and 1402TM) with payment must be submitted to D&SDT to secure a new test time, or you may reschedule and pay online at www.hdmaster.com.

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 TBON. 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 be scored as a failure, 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 agencies.

Test Results

After you have successfully completed both the Knowledge test and skill test components your test results will be sent to the TBON. You must then apply for Medication Aide certification with the Tennessee Board of Nursing (TBON). TBON will officially notify you when you have met all the criteria to be a certified medication aide in Tennessee. One

part of those requirements includes passing both the knowledge and skill test components of the TBON approved, D&SDT delivered, medication aide test. 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 test results notification mailed to your address of record (or a secure link to your test results is emailed to your email address of record if you provided your email address in our data base using your secure ID and PIN). You can login to your account at www.hdmaster.com to see your test results as soon as they are officially scored. If you lost or didn't receive your test results letter (form 1301), **you may access a copy of your results** from the Tennessee CMA page of our website at www.hdmaster.com or you must submit a complete new testing application (forms 1101TM and 1402TM) to D&SDT to request a retest date and time.

*How to Expedite Medication Aide Applications with TN Board of Nursing*_____

- **Before you apply:**
 - **Complete a medication aide training program**
 - **Pass the medication aide certification exam:** <http://hdmaster.com/>
- **Request official transcript** that indicates medication aide training completion date mailed (no e-sripts) **directly** to the Board of Nursing.
- **Complete the Criminal Background Check:** <https://www.tn.gov/content/tn/health/health-professionals/criminal-background-check.html>
 - **Find application online:**
<https://www.tn.gov/content/dam/tn/health/healthprofboards/nursing/application/s/Medication%20Aide%20Certification%20Application.pdf>
- **Declaration of Citizenship:**
 - <https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf>
 - Submit notarized Declaration of Citizenship
 - Include proof of citizenship (e.g. current unexpired driver's license)
 - Not a US citizen- #7 requires that you circle a category in "a-h" and submit 2 items of proof (listed on the form)
 - **If positive criminal history** – Submit with application:
 - Letter of explanation
 - Certified copies of arresting document (warrant), judgment (disposition), completion of judgment (receipt of payment of fines, letter of completion of probation)
- **Do not submit application without payment.**

*Do not practice in the role of a Medication Aide until certified by Tennessee Board of Nursing.

*Sample Questions*_____

The following questions are samples of the kinds of questions that you will find on the Knowledge test. Check your

answers to these questions using the answer box below. There are also complete medication aide practice tests available at www.hdmaster.com

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 Aide
 - a. a regularly scheduled oral hypertensive agent
 - b. an antibiotic cream applied to the skin
 - c. a laxative to be administered by rectal suppository
 - d. a schedule III controlled substance timed for every night

ANS: 1b, 2d, 3c

Vocabulary List:

| | |
|-------------------------------|--------------------------------------|
| abbreviation | anticoagulant |
| absorption | anticonvulsants |
| abuse | antiemetic |
| ac | antihistamines |
| accountability | antihypertensives |
| acetaminophen/hydrocodone | antiinfective |
| administering medication | antilipemics |
| administration considerations | antineoplastics |
| administration error | antiparkinsonian agents |
| administration procedures | antipruritic |
| administration protocols | antipsychotic |
| adrenal insufficiency | antitussives |
| adverse effects | aorta |
| adverse reaction | apical |
| Advil | applying anti-fungal cream |
| affects of medication | aspiration |
| aging | aspirin |
| Albuterol | asthma |
| allergic reactions | astringents |
| allowable routes | Ativan |
| Alzheimer's disease | authorized medication administration |
| amber-colored containers | bacterial infections |
| analgesics | benzodiazepine |
| anaphylactic reactions | benztropine (Cogentin) |
| anemia | benztropine mesylate (Cogentin) |
| angina pectoris | bid |
| antacids | bipolar disorder |
| antianginals | blood pressure |
| antiarrhythmics | body mechanics |
| antiarthritics | bradycardia |
| antibiotic | brain |
| anticholinergic | broad spectrum |

bronchiole
 bulk-forming laxative
 Calamine/diphenhydramine
 calcium
 calcium carbonate
 carbidopa/levodopa (Sinemet)
 cardiovascular
 carisoprodol
 catapres (clonidine)
 cecum
 central nervous system
 certificate renewal
 certification process
 chain of command
 changing condition
 chemical
 chewable tablets
 cholesterol
 cirrhosis
 Clonidine
 codeine
 Colace
 communication
 confidentiality
 congestive heart failure
 conjugated estrogens (Premarin)
 constipation
 Controlled Substance Act
 controlled substances
 coronary artery disease
 correct administration
 corticosteroid therapy
 corticosteroids
 coumadin
 crushing medications
 current information
 Cushing's syndrome
 cystitis
 Darvocet
 decongestant
 delegation
 Demerol
 Depakote
 depression
 detoxifier
 diabetes
 digitalis
 digoxin
 digoxin (Lanoxin)
 Dilantin
 disciplinary action
 discoloration
 discontinued medication
 diuretics
 diverticulitis
 documentation
 dosage
 drug abuse
 drug classification
 drug dependence
 Drug Enforcement Agency
 drug interaction
 drug metabolism
 drug orders
 drug references
 drug standards
 Dulcolax
 dyspnea
 ear drops
 edema
 emphysema
 enteric coatings
 epiglottis
 error correction
 estradiol (Estrace)
 estrogen
 excretion
 expected adverse affects
 expectorants
 expiration date
 extrapyramidal symptoms (EPS)
 eye drop administration
 eye drop drainage
 eye medications
 facility policy
 fat soluble
 FDA requirement
 five rights
 found pills
 garlic
 gastrointestinal/alimentary system
 generic name
 ginger
 ginkgo biloba
 glaucoma
 glipizide (Glucotrol XL)
 Glucotrol
 gout
 gtt
 haloperidol
 hand washing
 hawthorn
 heart rate
 herbal medications
 histamine
 hormones
 hs
 hydrochlorothiazide (Hydrodiuril)
 Hydrocodone
 hydrocortisone
 hypercalcemia
 hyperglycemia
 hyperkalemia
 hyponatremia
 hypertension
 hypoglycemia
 hypothyroidism
 ibuprofen
 incontinence
 infections
 inflammation
 inhalant medications
 inhalants
 integumentary system
 intended effect
 international time
 iodine
 iron
 iron sulfate
 jurisdiction
 Lanoxin
 Lasix
 lethal dose
 levaquin
 levothyroxine sodium (Synthroid)
 Librium
 Lipitor
 liquid medication
 liquid medications
 lisinopril
 lithium
 lithium carbonate
 Lomotil
 lotion
 malabsorption
 MAR
 medication administration
 medication administration documentation

medication administration record
 medication amount
 medication Aide's role
 medication calculation
 medication categories
 medication documentation
 medication effects on body
 medication error
 Medication forms
 medication frequency
 medication interaction
 medication inventory
 medication label
 medication names
 medication occurrence
 medication order
 medication package
 medication route
 medication sheet
 medication strength
 medication use
 meningitis
 menopause
 Metamucil
 methenamine (Mandelamine)
 Milk of Magnesia
 mineralocorticoid
 missed dose
 missing pills
 monamine oxidase inhibitor
 morphine
 MS Contin
 muscle relaxants
 myocardial infarction
 naproxen (Naprosyn)
 narcotics
 narrow-spectrum antibiotic
 nasal medication
 neomycin sulfate
 nitrofurantoin (Furadantine)
 nitroglycerin
 nose drops
 NSAIDs
 Nurse Practice Act
 Nursing Drug Reference manual
 observing and reporting
 OD
 ointment administration
 omeprazole (Prilosec)
 ophthalmic medications
 optic
 oral antibiotic
 oral hypoglycemics
 oral medication administration
 oral medications
 oral preparations
 orthopnea
 osteoarthritis
 osteoporosis
 OTC
 otic
 otic medications
 over-the-counter
 OxyContin
 pain medication
 pancreatin (Entozyme)
 pancrelipase (Pancrease)
 Parkinson's disease
 pathogens
 Paxil
 pc
 pediculicide
 penicillin
 penicillinase
 Percocet
 Percodan
 peripheral vascular disease
 peristalsis
 pernicious anemia
 pharmacy label
 pharynx
 phenazopyridine (Pyridium)
 phenergan (diphenhydramine)
 phenytoin sodium (Dilantin)
 physiological actions
 pituitary
 placebo
 platelets
 pleurisy
 pneumonia
 PO
 potassium
 potassium loss and diuretics
 potassium sparing diuretics
 prednisone
 prescription label
 priority of duties
 PRN medication
 PRN medication documentation
 PRN order
 Prolixin (fluphenazine)
 proper medication administration
 proper training
 prothrombin
 Proventil
 Prozac
 psoriasis
 psychotropic
 pyelonephritis
 pyorrhea
 q2h
 qam
 qd
 QD administration
 qid
 qod
 quinolones
 rebound effect
 recognizing toxicity from antibiotics
 recommended daily allowances (RDA)
 rectal suppository
 rectum
 reddened intact area
 refusing medication
 renal/urinary system
 reporting changes
 reporting medication errors
 resident requests another pill
 resident rights
 respiratory system
 responsibilities
 riboflavin
 rifampin
 right resident
 role & responsibility
 routes
 scabies
 schedule II medication
 schedule V drug
 scheduled medication lock box
 scheduled narcotic
 scope of work
 scurvy
 sedatives
 seizures
 sensitivity to medications
 sensory system
 serotonin reuptake inhibitors

| | |
|---------------------------|--------------------------------------|
| side effects | timed oral medication procedure |
| six rights | tinnitus |
| skin disorder | topical medication |
| skin patches | toxic |
| skin rashes | toxic dose |
| soluble vitamins | trade name |
| St. Johns wort | transdermal patch |
| standard precautions | Triamcinolone (aristocort) |
| state regulations | tuberculosis |
| stimulants | Tylenol |
| storing medications | types of orders |
| stroke | uncomfortable resident |
| sublingual | unconscious resident |
| superinfection | unit dose packaging |
| suppository | uric acid |
| suspension of medications | uricosuric agents |
| swallowing medications | urinary antibacterial |
| systolic | vaginal dryness |
| tablet color | vaginal medication |
| tablet disposal | Valium |
| tachycardia | Vasotec |
| Tegretol | violation of professional boundaries |
| tetracyclines | vitamin A |
| theophylline | vitamin B12 |
| therapeutic dose | vitamin C |
| Thiazide diuretics | vitamin D |
| thyroid | vomiting |
| ticlodipine (Ticlid) | Zantac |
| tid | zestril |
| TID medications | Zolofl |

NOTES