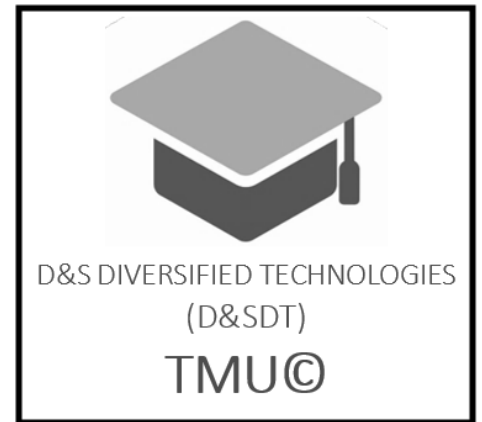




Ohio Certified Medication Aide (CMA) Candidate Handbook



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CONTACT INFORMATION

QUESTIONS REGARDING: • testing process • test scheduling • eligibility to test	CONTACT: D&S Diversified Technologies (D&SDT) 333 Oakland Avenue Findlay, OH 45840 Email: ohio@hdmaster.com Website: hdmaster.com Ohio TMU Website: om.tmutest.com	HOURS AND PHONE NUMBERS: Monday through Friday 8:00AM to 7:00PM Eastern Time Phone: (877) 851-2355 Fax: (406) 442-3357
QUESTIONS REGARDING: • CMA training • medication aide certification status • obtaining information on official regulations and guidelines for medication aides	CONTACT: Ohio Board of Nursing (OBON) 8995 East Main Street Reynoldsburg, OH 43068 Ohio Medication Aide Website: https://nursing.ohio.gov/certified-medication-aides-cma	HOURS AND PHONE NUMBERS: Monday through Friday 8:00AM to 5:00PM Eastern Time Phone: (614) 466-3947

ABOUT THE MEDICATION AIDE CANDIDATE HANDBOOK

This handbook explains Ohio's Certified Medication Aide examination process, including testing, registry services, and certification renewal, and is designed to help you prepare for the Ohio Board of Nursing (OBON) approved Certified Medication Aide (CMA) Examination, administered by OBON's approved test vendor, D&S Diversified Technologies (D&SDT).

For testing or scoring, call D&SDT toll-free at (877) 851-2355. For registry questions, visit hdmaster.com.

Need help? Contact D&SDT:

- Email: ohio@hdmaster.com
- Call: (877) 851-2355, Monday–Friday, 8:00 a.m.–7:00 p.m. ET (excluding holidays).
- Visit the Ohio Certified Medication Aide website: hdmaster.com
- Visit the Ohio Certified Medication Aide TMU: om.tmutest.com

INTRODUCTION – MEDICATION AIDE REGULATION

A Medication Aide Competency Evaluation program provides specific standards for medication aide-related knowledge and medication administration. This program aims to ensure that candidates seeking to be medication aides understand these standards and can competently and safely perform the job of an entry-level medication aide.

Eligibility:

- A certified nurse aide (CNA) with a current certification.
- Currently employed by a long-term care facility.
- At least 18 years of age.
- A high school graduate or holder of a general education development (GED) certification.

This handbook describes the medication aide competency examination process and is designed to help prepare candidates for testing. The examination has two parts: a multiple-choice knowledge test and a skill test. Candidates must pass both parts of the exam and meet all other requirements of the Ohio Board of Nursing (OBON) to be certified as a Certified Medication Aide in Ohio.

D&S Diversified Technologies (D&SDT) administers the testing and scoring services. For additional questions, contact D&SDT at (877) 851-2355, email ohio@hdmaster.com, or visit hdmaster.com.

TEST ACCOMMODATIONS: AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

D&SDT certifies that it complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.). A medication aide candidate with a disability may request special testing arrangements. This request should be made as soon as it is known that a special accommodation will be needed and **before** a candidate applies for testing.

D&SDT and OBON provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the Ohio Medication Aide examination.

- D&SDT must approve accommodations and cannot change the examination in any way.
- Submit the [ADA Accommodation Request Application](#), located on the Ohio CMA TMU main page under 'APPLICATIONS', for review and approval by D&SDT **in advance** of your CMA examination.
- Submit all required supporting documentation of your diagnosed disability with your request. We will only review applications with the required supporting documentation.
- D&SDT will email you if additional or updated documentation or information is required, using the email address in your TMU account.
- When scheduling your exam, please ensure that you or your training program has submitted the ADA Accommodation Request Application well in advance to avoid delaying testing with your classmates.

Allow additional time for your request to be approved. If you have questions regarding the ADA review process or specific required documentation, please call D&SDT at (877) 851-2355.

ACTIVE DUTY AND VETERAN GI BILL BENEFITS

D&SDT has been approved by the Department of Veterans Affairs (VA) as an approved testing vendor for the Ohio CMA exam. If you are an active-duty or retired service member, you may be eligible for reimbursement of exam fees if funds are available through your GI Bill. To request VA reimbursement of exam fees, you must provide your receipt

for paying your Ohio CMA exam fees along with a completed VA Application for Reimbursement of Licensing or Certification Test Fees [Form 22-0803](#) to the VA for reimbursement. Additional information regarding the GI Bill can be found on the [VA website](#).

Priority of Service on Test Day

If you are active or retired military, veteran, or spouse of a veteran, you are eligible to receive priority of service on testing day. To qualify, you must provide the following additional proof of service documentation to the RN Test Observer at check-in on test day:

- Department of Defense Identification Card (active, retired, or TDRL).
- DD214 Military Discharge Certificate indicating disposition of discharge.
- Report of Separation from the National Archives at the National Personnel Records Center (NPRC) in St. Louis, Missouri.
- Veterans Identification Card from the Department of Veterans Affairs.

OHIO TESTMASTER UNIVERSE (TMU)

Ohio Certified Medication Aide TMU Home Page

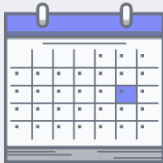
The Ohio CMA TMU main page URL is: om.tmutest.com

Forgot your Password and Recover your Account



Sign In

How can we help you today?



Test Dates

To see the calendar of available test events and their locations.



Read FAQ

For frequently asked questions.



Applications

For referenced applications.

FOR OBSERVERS & TEST SITES

Manage test events, students, your own account and more by logging in.

Sign In

FOR INSTRUCTORS & TRAINING PROGRAMS

Create and edit records, manage trainings and schedule your students.

Sign In

If this is your first time logging in to TMU, or you have forgotten your password, follow the instructions below.

- 1) Go to the Ohio CMA TMU main page, om.tmutest.com.
- 2) Click 'Sign In'.
- 3) Click 'Forgot Your Password?' on the pop-up.
- 4) On the 'Recover Account' screen, using your email option, type in your Email Address.
- 5) Click 'Recover Account'.
- 6) A 'Reset Password Notification' email with the reset link will be sent to you.
- 7) Click on the reset link in your email to reset your password.
- 8) Please check your junk/spam folders for this email.
- 9) If you have already updated your demographic information in your account, as another option besides using your email, you can type in the requested data (Social Security Number, Date of Birth, Last Name, and Zip Code) under 'Using other Information'.
- 10) Click 'Recover Account'.
- 11) Under either option, you will receive the message, "We have emailed your password reset link! Please allow a few minutes for the email to be delivered."
- 12) Once you open the email, click 'Reset Password'.
- 13) Note: If you do not reset your password right away, the link will expire in 60 minutes, and you will need to request a new link after that time.
- 14) A TMU screen will pop up: type in your 'Password' and retype it in 'Confirm Password'.
- 15) Then click 'Reset Password'.
- 16) One of two screens will appear. If this is your first time logging in, you will see the Setup Account screen with a message asking you to complete your demographic information. If you have already completed your demographic information, the candidate home screen will appear.

Complete your TMU Profile

Your training program will enter your initial registration information in D&SDT's Ohio CMA TestMaster Universe (TMU) software.

- After your information is entered, you will receive an email from TMU confirming that your account has been created (check your junk/spam folder).
- Open your email and sign in to your account at om.tmutest.com.

- The first time you sign in to your account, you will need to:
 - Update your password and complete your demographic information, including making sure your LEGAL FIRST AND LAST NAMES *exactly match* the FIRST and LAST names on your government-issued ID
 - ◆ Complete all required fields that are marked with an asterisk*;
 - ◆ Check the box next to “I agree to the Terms and Privacy Policy*”; and
 - ◆ Select Finish Account Setup.
- Complete this information **before you schedule to take your exam!**
- **Failure to do so may result in you being turned away from testing, marked as a NO SHOW STATUS for your test event, and forfeiting your testing fees!**
- After you finish your account setup, you will receive the message: “Thanks, your account has now been set up.”

If you forgot your password or need to recover your account:

Enter your email address in the ‘Sign In’ menu box. Select “Forgot Your Password?” You will receive an email. Follow the instructions in the email to reset your password to recover your account.

TEST ELIGIBILITY AND PAYMENT INFORMATION

Payment Information

Candidates and facilities can pay testing fees online through TMU.

- Securely processed MasterCard or Visa credit/debit cards are accepted by candidates and facilities.
- Money Orders, Cashier's Checks, and Facility Checks are accepted on behalf of candidates (**made payable to D&SDT**). Personal checks and cash ARE NOT accepted from candidates.

Before you schedule your exam:

- Ask your program instructor if you will be **self-paying** or if your training program has **pre-paid** your fee.
- If you are **pre-paid**, you do not need to submit a payment and may schedule your exam.
- If **self-pay**, review the instructions in *Self-Pay Instructions* and submit the online fee to be able to proceed with scheduling your exam.

Fees:

- Knowledge Exam and Knowledge Exam Retake: **\$30.00**
- Medication Administration Demonstration/Skills Test: **\$80.00**

Test Eligibility

In order to schedule an examination date, you may either be a current, certified nurse aide (CNA) and have successfully completed an Ohio Board of Nursing-approved medication aide training program within the last sixty (60) days or be a Residential Care Aide with one year of experience and have successfully completed an Ohio Board of Nursing-approved CMA training program within the last sixty (60) days.

Medication Aide Training Program Candidate

Your training program will enter your initial TMU registration information online. You must log in to om.tmutest.com and complete/verify your demographic information. Your training program instructor will verify the name entered into TMU against the identification you will present when you check in at a test event.

Your ID must be a non-foreign government-issued, signed, unexpired photo-bearing ID. If you discover your ID name doesn't match your name as listed in your TMU account, please call D&SDT at (877) 851-355.

Once your instructor or training program enters the date you complete training and you have verified that all information is correct, you may schedule your exam date online at the Ohio CMA TMU web page at om.tmutest.com using your email and password (see instructions under **Steps to Schedule or Reschedule a Test Event**). If you do not know your username and password, enter your email and click 'Forgot Your Password?' (See instructions under **Forgot your Password and Recover your Account**.) This will allow you to reset your password and then log in. If you cannot log in, contact D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

Residential Care Aide with Medication Aide Training Candidate

A letter from the residential care facility on company letterhead must be submitted documenting that you have worked in a residential care facility for a minimum of 1600 hours.

Your training program will enter your initial TMU registration information online. You must log in to om.tmutest.com and complete/verify your demographic information. Your training program instructor will verify the name entered into TMU against the identification you will present when you check in at a test event.

Your ID must be a non-foreign government-issued, signed, unexpired photo-bearing ID. If you discover your ID name doesn't match your name as listed in your TMU account, please call D&SDT at (877) 851-355.

Once your instructor or training program enters the date you complete training and you have verified that all information is correct, you may schedule your exam date online at the Ohio CMA TMU web page at om.tmutest.com using your email and password (see instructions under **Steps to Schedule or Reschedule a Test Event**). If you do not know your username and password, enter your email and click 'Forgot Your Password?' (See instructions under **Forgot your Password and Recover your Account**.) This will allow you to reset your password and then log in. If you cannot log in, contact D&SDT at (877) 851-2355 during regular business hours, 8:00AM to 7:00PM ET, Monday through Friday, excluding holidays.

Time Frame for Testing from Training Program Completion

You must schedule a test **within sixty (60) days** of your training program completion. If you fail a component, you will have **six (6) months** from your testing date to complete your second attempt.

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program where you trained has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on the Ohio CMA calendar in TMU at om.tmutest.com. You can view a more detailed calendar by signing in to your TMU record.

If you do not see an available test date, or have any questions regarding your test scheduling, call D&SDT at (877) 851-2355, Monday through Friday, 8:00 AM to 7:00 PM Eastern Standard Time.

Self-Pay Instructions

Testing fees must be paid **before** you can schedule a test date.

Once you complete your training program, your training record will include completion hours and the date, and you will receive an email and text message stating that you are eligible to schedule a test date.

Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test. Securely processed Visa or MasterCard credit/debit card information is required when paying testing fees online.

Follow the instructions to self-pay your testing fees:

- 1) On your candidate home page, click on 'Tests' or 'View Your Testing History'.
- 2) On the 'Your Tests' screen, under 'Scheduling', click on the box to the left of Exam' to select the test component – a checkmark will appear in the box.
- 3) Then click 'Add Selected Items to Cart'.
- 4) On the 'Cart' screen, you will get a message that the "Knowledge and Skill tests have been added to your cart" along with the 'Knowledge and Skill Amounts'.
- 5) Click 'Pay with Credit Card'.
- 6) On the 'Prepay to Schedule' screen, enter the Credit Card information and then click 'Submit Payment'.
- 7) You will receive a receipt for the transaction.

Once your testing fees are paid, you will be eligible to choose a test site and date.

For special circumstances only, you may also pay your testing fees with a money order or cashier's check via a paper payment form. Please email ohio@hdmaster.com to request a paper payment form.

Follow the instructions in the next section to schedule or reschedule a test event.

TEST EVENT OPTIONS, SCHEDULING, NOTIFICATIONS, RESCHEDULING POLICY AND UNFORESEEN CIRCUMSTANCES

After your exam fee is paid, you may schedule and/or reschedule up to 1 business day before a scheduled test. You may log in with any Internet-connected device.

Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from your home or elsewhere.

What You Will Need (Required)

Candidates must have:

- An updated version of Google Chrome as your Internet browser.
 - **TMU does not support Internet Explorer.**
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU to access the knowledge exam.
- Your Email or Username and Password to take the remotely proctored TMU Knowledge exam. The remote Proctor will provide you with a 'code' to start your test.
- A smartphone/tablet to access the 'video conferencing app' (for example, Zoom) that you **must download**.
 - An email will be sent to you and appear in your notifications (in your TMU account) with information about the 'video conferencing app' (for example, Zoom) you will need to download before test day.
 - The night before your scheduled remotely proctored knowledge exam, you will be emailed, along with a notification (in your TMU account), a reminder with the password-protected link to join the test event.

Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

Steps to Schedule or Reschedule a Test Event

Follow the instructions to schedule or reschedule a test event:

- 1) On your candidate home page, click on 'Tests' or 'View Your Testing History'.
- 2) On the Your Tests screen, under 'Scheduling – Tests', all eligible test events will appear with 'eligible' under the 'Status'.
- 3) To select a test component (knowledge or skills), click 'Schedule' to the right of the test component you want to schedule.
- 4) The next screen to open will be the 'Find Event Certified Nursing Assistant'.
- 5) A map of upcoming events will open: You can click on a marker to show upcoming events for that location.
- 6) The test component(s) you can schedule will show under 'Test Date', 'Test Location', and 'Scheduling For' under the map.
- 7) Click 'Schedule' to the right of the site and date you want to test.

- 8) A pop-up will appear asking if you want to “Schedule into this Event on Date for Component. Are you sure?”
- 9) To confirm this is the site, date, and component (knowledge or skills) you want to schedule, click ‘OK’.
- 10) The Your Tests screen will open up with a message that says “Your Name scheduled into Component (Knowledge or Skills) for Certified Nurse Aide.”
- 11) Your Status will show you are ‘Scheduled’.
- 12) Click ‘Actions’ and select ‘Test Confirmation Page’ from the drop-down list to see your test confirmation with important reminders for testing.

Steps to Schedule a Remotely Proctored Knowledge Exam

You will need to sign in to your TMU account using your Username or Email and Password and follow the instructions in **Steps to Schedule or Reschedule a Test Event**.

Please ensure you have met the Remotely Proctored Knowledge Exam Candidate Requirements listed above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be ‘Remotely Proctored Test’.
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU account for you to view (review the **Steps to Schedule or Reschedule a Test Event**, **Test Confirmation**, and the **Notifications** sections for information to access your test confirmation and notifications).
- Instructions and the link to download the ‘video conferencing app’ (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and included in your notifications.
- Remember, for this information, check your ‘NOTIFICATIONS’ in your TMU account. Please refer to the View your TMU Notifications section.

Please call D&SDT at (877) 851-2355 if you have any questions or concerns, or need assistance scheduling a remotely proctored knowledge exam.

Notifications

Remember to check your TMU account notifications for important updates about your selected test events and other information.

Follow these instructions to view your notifications:

- 1) On your candidate home page, you will see any unread notifications in a box on the screen or under your profile picture in the upper right of your screen.

- 2) Click 'Show Notifications' to open your notifications.
- 3) The 'Your Notifications' screen will open.
- 4) Click 'VIEW' to the right of each notification to open each of your notifications.

Test Confirmation

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time, and address). You can access it at any time.

The body of the test confirmation letter will direct you to review the Candidate Handbook for specific instructions on arrival time, ID requirements, testing attire, testing policies and procedures, and what to expect.

Failure to read the Candidate Handbook could result in a no-show status for your test event if you do not adhere to testing policies.

Follow these instructions to view and print your test confirmation:

- 1) Once you are scheduled for a test event, the Your Tests screen will open up.
- 2) Click 'Actions' and select 'Test Confirmation Page' from the drop-down list to see your test confirmation with important reminders for testing.
- 3) Your test confirmation letter will open up - click 'Print Page' to print your confirmation letter.
- 4) Click 'Get Map' to get Google Maps directions to the test site.

Candidates who self-schedule online or are scheduled by their training programs will receive their test confirmation at the time they are scheduled.

Rescheduling Policy

You may reschedule your test event online, at no additional cost, up to **one (1) business day** before the scheduled test event. You can do so in your TMU account at om.tmutest.com

For example, to reschedule at no additional cost:

- If the scheduled test is on Monday, you must reschedule by 6:00 PM _(ET) the previous Thursday.
- If the scheduled test is on Tuesday, you must reschedule by 6:00 PM _(ET) the previous Friday.
- If the scheduled test is on Wednesday, you must reschedule by 6:00 PM _(ET) the previous Monday.
- If the scheduled test is on Thursday, you must reschedule by 6:00 PM _(ET) the previous Tuesday.
- If the scheduled test is on Friday, you must reschedule by 6:00 PM _(ET) the previous Wednesday.
- If the scheduled test is on Saturday/Sunday, you must reschedule by 6:00 PM _(ET) the previous Thursday.

Reschedule a Test Event

- 1) On the 'Your Tests' screen, click 'Actions' and select 'Reschedule' from the drop-down list to select an alternative test date.
- 2) A pop-up will appear asking if you want to "Reschedule this Knowledge Exam (or Skills Test if that is what you have chosen). Are you sure?"
- 3) To confirm this is the site, date, and component (knowledge or skills) you want to reschedule, click 'OK'.
- 4) You will be taken back to the Your Tests screen with eligible test dates you can reschedule for.

Unforeseen Circumstances Policy

If a scheduled exam test event is canceled by D&SDT due to weather or other unforeseen circumstances, D&SDT staff will make every effort to contact you using the phone number and email address listed in your TMU account to reschedule your test date, at no charge, to a mutually agreed-upon new test date.

Therefore, keep your contact information up to date in case you need to be contacted!

If D&SDT is unable to reach you by phone or email, you will be removed from the test event, and D&SDT will not reschedule you until you contact us.

YOU become responsible if D&SDT has attempted to contact you and left you a voice message or email at the phone number or email in your record, and:

- You did not call D&SDT back in a timely manner
- Your phone number was disconnected/or your voicemail was full
- You did not check your messages in a timely manner
- You did not check your email or reply to our email in a timely manner, or
- Your email is invalid, or you are unable to access your email for any reason.

See more information under **NO-SHOW EXCEPTIONS**.

EXAM DAY

Testing Attire for Onsite and Remotely Proctored Knowledge Exams

Onsite Testing Attire

The following testing attire applies to both the onsite, in-person knowledge and skills exam and will be followed at testing sites:

- You must be in full clinical attire (scrub top and scrub bottom).
- Scrubs and shoes can be any color/design.
 - No open-toed shoes are allowed.
- Long hair must be pulled back.
- You may bring a standard watch with a second hand.
 - Wearable technology, such as Bluetooth-connected devices (smartwatches, smart glasses, rings, activity trackers, etc.), is not allowed.

POLICY: You will not be admitted for testing if you are not wearing scrubs and appropriate shoes, and your long hair is not pulled back. You will be marked as a NO-SHOW status. You will forfeit any testing fees paid without a refund.

Remotely Proctored Knowledge Exam Testing Attire

For remotely proctored knowledge testing, you must wear appropriate clothing, such as a non-revealing shirt/sweater and pants, sweatpants, shorts, or leggings.

- Wearable technology, such as Bluetooth-connected devices (smartwatches, smart glasses, rings, activity trackers, etc.), is not allowed.
 - *The exception is the smartphone you may be testing with.*

POLICY: You will not be admitted to the test if you are not wearing appropriate clothing as shown above. You will be marked as a NO-SHOW status. You will forfeit any testing fees paid without a refund.

Identification Required for all Testing

At check-in, you must present an original U.S. Government-issued, photo-bearing, signed, and non-expired form of identification to your proctor. The following are not accepted: photocopies, images, faxes, emails, screenshots, electronic or digitally stored forms of identification (for example, Apple or Google Wallet).

Accepted Forms of Identification (ID)

- **State-issued Driver's License**
- **State-issued Identification Card**
- **Signed U.S. Passport** (*Foreign Passports and Passport Cards are not acceptable.*)
 - Exception: A signed foreign passport with a U.S. VISA within the passport is acceptable (the VISA does not have a signature).
- **Permanent Resident Card (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)**
 - Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.
- **U.S. Military Identification Card**
 - Accepted without a signature or fingerprint, but will have a barcode or may contain a fingerprint in place of a signature.
- **Tribal Identification Card**
 - A signed photo ID with an expiration date (not expired) issued by a federally recognized Tribal Nation/Indian Tribe.

Ensure your Names Match

The FIRST and LAST names on your ID **must exactly match** the FIRST and LAST names entered in your TMU account and database. Before your test date:

- Confirm that your name on your test event record matches your US government-issued ID.
- You may call D&SDT at (877) 851-2355 or sign in to your TMU account at om.tmutest.com to review and update your demographic information.

- If you need to update or correct your name:
 - Complete the [Demographic Change/Correction Request Form](#)
 - The form is located under 'APPLICATIONS' on the Ohio CMA TMU main web page (before you log in to your account).

POLICY: You will not be admitted for testing and will be considered a NO SHOW STATUS if:

- You do not present an acceptable ID at check-in that is not expired.
- If your FIRST and LAST names on your ID document do not match the name on your TMU record; or
- There is a hole punched in your driver's license or state-issued ID card; the document will NOT be valid and will not be accepted.
- Without acceptable documentation, you will be considered a NO SHOW STATUS and will forfeit any fees paid without a refund.

Onsite Exam Check-In

You **must** arrive at your test location's waiting area at least **20 minutes** before your test is scheduled to begin. **No one will be admitted after the 20-minute cutoff.** This allows time to check in with the RN Test Observer.

- Testing **begins** promptly at the start time noted on your test confirmation.

POLICY: If you arrive late, you will not be permitted to take the exam and will forfeit any fees paid without a refund.

Written test instructions will be provided outlining the on-site test process and what to expect during your knowledge and skills exam. The instructions will be located in the testing room's waiting area at check-in and will be available during your exam for your reference.

These instructions are located in your TMU account under Resources.

The RN Test Observer will ask you questions about the instructions. It is important that you read the instructions **before** entering the onsite exam room(s).

Remotely Proctored Knowledge Exam Check-In

You must be connected to the remotely proctored exam link (for example, Zoom, etc., waiting room) **at least 20 minutes before your test is scheduled to begin**, as listed on your test confirmation, to complete the check-in process with the remote test proctor. The remote test proctor will allow you access to the test event.

- **Allow time to log in to ensure you meet the 20-minute requirement.**
- **No one will be admitted to the test after the 20-minute cutoff.**
- **Anyone attempting to sign in to the remotely proctored exam link after that time will be considered a no-show and will forfeit their testing fees.**

Additional requirements:

- At check-in, you must have your smartphone or tablet positioned so the Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer, tablet, or laptop.
- You will be required to **show the entire room** and surroundings to the remote Proctor before starting your remotely proctored knowledge exam.

If you experience technical difficulties, please take screenshots and submit them to D&SDT with an explanation at ohio@hdmaster.com. Please refer to the **No-Show Policy**.

POLICY: Failure to adhere to any of the remote testing conditions will require the remote proctor to stop your exam, which will be scored as a failed attempt.

Remotely Proctored Knowledge Exam instructions are located in your TMU account under Resources.

- The instructions outline the process and what to expect during your exam. It is important that you read the instructions **before** signing in to your remotely proctored knowledge exam.

Testing Policies for Onsite and Remotely Proctored Exams

Review the online Candidate Handbook before your test day for any updates to testing and policies.

Access the document in your TMU account under the 'Resources' tab or on the Ohio CMA page on the HEADMASTER website at hdmaster.com.

- Plan to be at the test site for up to four hours if taking both components on-site (knowledge and skills).
- If you do not show up for your exam day, or are considered a NO-SHOW STATUS (see details in this handbook's *No-Show Status* section) for any reason, any test fees paid will NOT be refunded. You must repay your testing fees online in your TMU account to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Wearable technology, such as Bluetooth-connected devices (smartwatches, smart glasses, rings, activity trackers, etc.), and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area for placing your personal items and electronic devices, and you will collect them upon completing your test(s). Test Sites and Testing Teams are not responsible for your personal belongings at the test site.
- All electronic devices must be **turned off and removed from your body**, including wearable technology, such as Bluetooth-connected devices (smartwatches, smart glasses, rings, activity trackers, etc.).
- Anyone caught using any electronic recording device during either component (knowledge or skills) of the exam will be dismissed from the exam and testing room(s); your test will be scored as a failed attempt; you will forfeit all testing fees; and you will be reported to your training program and the Ohio Board of Nursing (OBON). Please refer to the **Security** section of this handbook.
- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Ohio Board of Nursing (OBON). Review the **Security** section of this handbook.
- You are not allowed to leave the testing room (on-site knowledge test room, remotely proctored knowledge exam, or skills lab) once the exam has begun for any reason. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam. Any test fees paid will not be refunded.
- You may not remove any notes or other materials from the testing room.

- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- For on-site testing:
 - You may use personal devices in the on-site waiting area during your free time.
 - You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- No visitors, guests, pets (including companion and emotional support animals), or children are allowed at the test location. If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test and will forfeit all testing fees paid.
 - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. Contact D&SDT at (877) 851-2355 or via email at ohio@hdmaster.com after you schedule a test date so the testing team can be notified.
- You may not test if you are ill or sick. Call D&SDT at (877) 851-2355 immediately to reschedule.
 - You may not test if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.) Call D&SDT at (877) 851-2355 immediately to reschedule if you are on doctor's orders.
 - Review the **Rescheduling Policy** and **No-Show Exceptions** sections.
 - Reschedules will not be granted less than one full business day before a scheduled test date.
- **LANGUAGE TRANSLATION DICTIONARIES:** Are not allowed.
- **SCRATCH PAPER AND CALCULATORS:** Are not allowed.

Additional Requirements for the Remotely Proctored Knowledge Exam

On Exam Day

- During your test, your smartphone/tablet must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You will be required to show the entire room and surroundings to the remote Proctor before starting your remotely proctored knowledge exam.
 - Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your surroundings/entire room at any time during your test.
- You may not use a video filter, such as a background or blurring your screen.
- On testing day, you cannot have any assistance with your computer setup from anyone in your environment (room/area). If someone else is in the room with you, the remote Proctor will remove you from the meeting. You will be marked as a NO SHOW STATUS; you will forfeit any fees paid. You will be marked as a NO SHOW STATUS; you will forfeit any fees paid and must reschedule your test.
- You must be alone (**by yourself during the entire time while testing**). You must test in an isolated, secure room/area free of distractions and interruptions, and free of any other people, children, or pets, just as you would in the knowledge test room at a test site.

- If the remote Proctor has any inclination that you are cheating or not following instructions, your test will be ended and scored as a failed attempt.
- If the 'video conferencing app' connection is lost, you must immediately reconnect, or you will be disconnected from the test event by the remote Proctor, and your test will be scored as a failed attempt.
- Your device must not be muted during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test.
- Review the information on remotely proctored testing issues under the **No-Show Exceptions** section.

POLICY: Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your exam, which will be scored as a failed attempt.

SECURITY

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Ohio Board of Nursing (OBON).

Reportable misconduct includes, but is not limited to, the following:

- Cheating
- Refusing to follow directions
- Using abusive language or threatening others
- Disrupting the examination environment
- Visibly impaired
- Engaging in unprofessional or aggressive behavior
- Attempting to remove test material, take notes, or copy information
- Giving or receiving unauthorized help during testing, including using wearable technology, such as Bluetooth-connected devices (smartwatches, smart glasses, rings, activity trackers, etc.), or navigating to other browsers during your exam.

POLICY: If you commit one of these acts, you will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees.

A report of your behavior will be sent to your training program and OBON, and you are subject to legal prosecution to the fullest extent of the law. You may not be allowed to retest for at least 6 months and may require OBON permission to retake the test.

NO-SHOW STATUS / REFUND OF TESTING FEES PAID

If you are confirmed for a scheduled exam test event and do not show up without notifying D&SDT at least one (1) full business day before your scheduled testing event, excluding Saturdays, Sundays, and Holidays, or if you are turned away for lack of proper identification, proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW STATUS**. You will forfeit all fees paid and must submit a new testing fee to schedule yourself into a new test event.

Keep in mind that the fees partially offset D&SDT costs incurred for services requested and the resulting work performed. Therefore, it is important to reschedule your exam at least one full business day before a scheduled test event, excluding Saturdays, Sundays, and holidays, to avoid being a NO-SHOW STATUS.

No-Show Exceptions

Exceptions to the no-show status exist; if you are a no-show for any test component for any of the following reasons, test fees will be refunded to the remitter of record, or a free reschedule will be authorized, provided **you submit the required documentation within the time frames outlined below.**

Complete the [No Show Exception Form](#) available on the Ohio CMA TMU main page under 'APPLICATIONS', upload required documentation, and submit within the required time frame outlined below:

- **Car breakdown or accident:** D&SDT must be contacted within one business day via phone call, fax, or email. A tow bill, police report, or other appropriate documentation showing your name and the provider of service's name must be submitted within **three (3) business days** of the exam date. If we do not receive documented proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.
- **Weather or road condition-related issue:** D&SDT must be contacted within one business day via phone, fax, or email. A road report, weather report, or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive documented proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.
 - **Inclement Weather Policy:** In the event of inclement weather, you will be expected to attend your scheduled exam date unless:
 - * The county you reside in or the county of the testing site is placed on a weather or other emergency.
 - **LEVEL 2 SNOW EMERGENCY:** Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.
 - **LEVEL 3 SNOW EMERGENCY:** All roadways are closed to non-emergency personnel. No one should drive during these conditions unless travel is absolutely necessary or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.
 - * The test site closes.
 - * The test proctor cancels the test event.
 - * There is an accident due to weather or other cause on your route to the test site, in which case:
 - Documentation from the Department of Transportation Services or a Police report is required within 3 business days of your scheduled exam day to qualify for a free reschedule.
 - If the above-listed circumstances are not met, failure to attend your scheduled test date will result in a NO-SHOW status, and any exam fees paid *will NOT be refunded*.
- **Medical emergency or illness:** D&SDT must be contacted within one business day via phone, fax, or email. A doctor's note on their letterhead or other appropriate documentation showing your name and the provider of service's name must be submitted within **three (3) business days** of the missed exam date. If we do not receive documented proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.

- **Death in the family:** D&SDT must be contacted within one (1) business day via phone call, fax, or email, and an obituary or letter on your behalf from the funeral home for immediate family must be submitted within **seven (7) business days** from a missed exam date. If we do not receive documented proof within 7 business days, your no-show status will stand, and you will be required to repay your testing fee. (Immediate family includes parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)
- **Remotely proctored testing issues:** D&SDT must be contacted within one business day via phone, fax, or email, and appropriate documentation showing your name and the provider of the service's name must be submitted within **three (3) business days** of the exam date. If we do not receive documented proof within 3 business days, your no-show status will stand, and you will be required to repay your testing fee.
 - **Internet outage or issue:** Documentation showing your name and the Internet service provider's name, showing the outage date and times.
 - **Computer or cell phone issue:** If the computer or cell phone fails to work for any reason, documentation showing your name and the provider of the service's name from a computer repair technician/shop or other appropriate documentation.

Refund of Testing Fees Paid

If you change your mind and do not wish to test or cannot schedule a test date before your training expiration date, you may request a refund of the testing fees paid. **Refund requests made in the required time frame qualify for a full refund of any testing fees paid, minus a \$35 refund processing fee.**

If you are Scheduled in a Test Event

A refund request for testing fees paid must be made in writing by filling out and submitting the [CANDIDATE-Refund Request Form](#) on D&SDT's main webpage at hdmaster.com at least **one (1) full business day** before your scheduled test event (excluding Saturdays, Sundays, and Holidays). Refund requests must be made within **thirty (30) days of the original payment** of testing fees with D&SDT. Refund requests made more than 30 days after the original payment of testing fees with D&SDT **will not be issued**. No phone calls will be accepted.

Example: If you are scheduled to take the exam on Saturday, Sunday, or Monday, you must request a refund by the close of business on Thursday before your scheduled exam. D&SDT's regular business hours are Monday through Friday, 8:00AM to 7:00PM ET, excluding Saturdays, Sundays, and Holidays.

- If the scheduled test is on Monday, you must reschedule by 7:00 PM _(ET) the previous Thursday.
- If the scheduled test is on Tuesday, you must reschedule by 7:00 PM _(ET) the previous Friday.
- If the scheduled test is on Wednesday, you must reschedule by 7:00 PM _(ET) the previous Monday.
- If the scheduled test is on Thursday, you must reschedule by 7:00 PM _(ET) the previous Tuesday.
- If the scheduled test is on Friday, you must reschedule by 7:00 PM _(ET) the previous Wednesday.
- If the scheduled test is Saturday/Sunday, you must reschedule by 7:00 PM _(ET) the previous Thursday.

If you are Not Scheduled in a Test Event

You must submit a refund request for testing fees paid in writing by completing and submitting the [CANDIDATE-Refund Request Form](#). You must submit refund requests within thirty (30) days of the original payment of testing fees to D&SDT. Refund requests made more than 30 days after the original payment of testing fees to D&SDT **will not be issued**.

EXAM RESULTS

After you have completed both the Knowledge Exam and Skills Test, your test results will be officially scored and double-checked by the D&SDT scoring team. **A passing score of 80% is required.**

Official test results will be available after 7:00PM Eastern Time on the day tests are scored. D&SDT does not send postal mail letters or email test results to candidates.

You have **two (2) attempts** to pass the knowledge and skill test portions of the exam. You must schedule a test within sixty (60) days of your training program completion. In the event that you fail a component of the exam, you will have six (6) months from your testing date to complete your second attempt. If you fail either component of your exam two times, or you do not complete your two-attempt testing cycle within the time frame required, you must complete a new OBON-approved CMA training program in order to become eligible to further attempt Ohio Medication Aide certification examinations.

Ohio Certified Medication Aide (CMA) Certification

After you have successfully passed both the Knowledge Test and Skill Test components of the medication aide exam, your test results will be sent electronically to the Ohio Board of Nursing by D&SDT.

The Ohio Board of Nursing regulates medication aide certification in Ohio.

You may contact the Ohio Board of Nursing to ask about the certification process, your certification status as a medication aide (CMA), or any questions you may have about lapsed certification. The Ohio Board of Nursing phone number is (614) 466-3947, and their website is <https://nursing.ohio.gov/certified-medication-aides-cma>.

Instructions to view your test results:

- 1) Sign in to your TMU account at om.tmutest.com.
- 2) On your candidate home screen, click 'Tests' or 'View Your Testing History'.
- 3) The 'Your Tests' screen with your scheduled test events will appear.
- 4) Under Actions, click the drop-down and select 'Details' to view your results.
- 5) Or, click 'Print Test Results' to print your results.
- 6) You will also have the opportunity to complete the anonymous Exit Survey by clicking 'Please take our satisfaction survey'.
- 7) Your test details with detailed diagnostics will appear to help you prepare for a retake, if needed.
- 8) For the knowledge exam, you will receive your percentage for each subject area and a list of missed vocabulary words.
- 9) For the skills test, you will receive your pass/fail for each task, and you can click on 'View Failed Steps' to see the steps you missed.

- 10) With the test details open, under the 'Test Actions' drop-down menu, click 'Print Results' to get a hard copy of your results.
- 11) You can also click the 'Printer Icon' next to 'Test Actions' to print your results letter.
- 12) For the skill test, click 'View Failed Steps' next to the task to see any steps missed.

Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when they check their test results in their TMU account. The survey is confidential and will not affect the outcome of any test. You are encouraged to complete the survey with honest feedback on the examination process to help improve it.

TEST REVIEW REQUESTS

You may request a review of your test results or dispute any other testing condition. The purpose of a review process is to ensure fairness and accuracy in the evaluation of your test.

Please read **BEFORE** you fill out the Test Review Request:

- Call D&SDT at (877) 851-2355 during regular business hours, 8:00 AM to 7:00 PM ET, Monday through Friday, excluding holidays, to discuss the test outcome you are questioning before committing to paying the \$25 non-refundable test review request deposit.
- After you learn the details about the scoring of your test, you may better understand the scoring process and learn how to prepare more effectively for subsequent exam attempts.
- If, after discussing your concerns with D&SDT staff, you still have concerns about your testing process that affected the outcome of your exam, you may submit a Test Review Request.

To request a review:

- Complete the [Test Review Request and Payment Application](#), available on the Ohio CMA TMU main page under 'APPLICATIONS' (before logging in to your account) at om.tmutest.com.
- Test Review Requests must be received **within three (3) business days** from the official scoring of your test (excluding Saturdays, Sundays, and Holidays).
- Late requests will be denied and will not be considered.
- **There is a \$25 non-refundable test review deposit fee.**
- D&SDT will review your detailed recollection and knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. We will interview the RN Test Observer about the facts detailed in your dispute documentation. D&SDT will recheck the scoring of your test and may contact you for any additional information about the test event.
- D&SDT will complete your review request **within ten business days of receiving it** within the required timeframe. The final determination of the review results will be sent to the email address listed in your TMU account.
- The outcome of your review will determine who pays for any retests that may be granted.
 - If, after investigation, the review finding is in your favor, you will be refunded the \$25 test review deposit.
 - If the review findings are *not in your favor*, the \$25 test review deposit will remain, and the fee is non-refundable.

THE KNOWLEDGE/AUDIO EXAM

Knowledge Exam Content

The Knowledge Exam consists of 50 multiple-choice questions. Questions are selected from subject areas in accordance with the approved OBON CMA test plan. The number of questions in each subject area is as follows.

Subject Areas

Allowable Routes [2 questions]	Regulation of Controlled Substances [4 questions]
Documentation [2 questions]	Role and Responsibility [8 questions]
Error Reporting [2 questions]	Six Rights of Medication Administration [6 questions]
Medication Administration [10 questions]	State Regulations [2 questions]
Medication Effects [10 questions]	Terminology [4 questions]

Knowledge Exam Information

If taking both the knowledge and skill tests on-site on the same day, you will be required to present your ID when entering the knowledge test room and the skills lab. Please keep your ID with you during the entire exam day.

The Knowledge Test Proctor will provide instructions for taking the Knowledge Exam. You will have sixty minutes to complete the 50-question exam. The multiple-choice questions will be presented to you, one at a time, on the computer screen to select answers A, B, C, or D. You can navigate through the exam questions with the previous and next buttons. You can watch the time remaining on your knowledge exam, and the KTP will announce when 15 minutes remain. 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 **80%** or better to pass the knowledge portion of the exam.

The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key in or click your answers.

NOTE: You will need your TMU Username or Email and Password to sign in to your knowledge exam. Please see the information under **Complete your TMU Profile** to sign in to your TMU account.

- The Knowledge Test Proctor will provide you with a code at the test event to start your exam.

LANGUAGE TRANSLATION DICTIONARIES: Are not allowed.

SCRATCH PAPER AND CALCULATORS: Are not allowed.

When you leave the testing room, you must leave all test materials in it. Anyone who takes or tries to take materials, notes, or information from the room is subject to prosecution and will be reported to OBON.

Sample Questions

Candidates may purchase complete practice tests randomly generated based on the state test plan. We use a mastery learning method, and each practice test is unique. This means candidates must answer the question correctly before moving on to the next question. The system provides a first-attempt percentage score and vocabulary feedback after you complete the practice test. A list of vocabulary words to study is provided at the end of each test. Single- or group-purchase plans are available.

NOTE: Make sure you select OHIO CMA from the drop-down list.

The following is a sample of the kinds of questions that you will find on the Knowledge exam:

1. The medication aide cannot have access to:
 - a. drug reference materials and dictionaries
 - b. keys to a medication cart where schedule II-controlled substances are stored
 - c. the resident's record
 - d. a copy of their medication skills checklist

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

ANSWERS: 1-B 2-D

THE SKILLS DEMONSTRATION EXAM

The Skill Test aims to evaluate your performance when demonstrating Ohio-approved medication aide skill tasks. You will find a complete list of possible skill tasks in this handbook.

- You will be shown the relaxation area and where to place your personal belongings.
- You will be asked to show your ID that you presented to the RN Test Observer at check-in.
- Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts. Once the Skill Test begins, the RN Test Observer may not answer questions.
- Two (2) medication administration tasks will be randomly selected from the list of skill tasks for you to perform as your skill test.
- Each of your randomly selected tasks will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- Each of your randomly selected tasks will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
 - *You will administer the medications obtained to a live resident actor.*
- You will be given no more than thirty **(25) minutes** to complete your two medication administration tasks. You will be alerted when 15 minutes remain.

- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- You must correctly perform all **key** steps (in bold font) and 80% of all non-key steps in each task assigned to pass the Skill Test.
- If you believe you made a mistake while performing a task, say so. You will need to demonstrate the step or steps on the task you believe you performed incorrectly for the correction to be noted for the step.
- You may repeat or correct **any steps you believe you have performed incorrectly** during your allotted thirty (25) minutes or until you tell the RN Test Observer you are finished with the Skill Test.

Skill Tasks Listing

To receive credit, you must perform every step and demonstrate it during your skill test demonstration.

The steps listed for each task are required for a medication aide candidate to successfully demonstrate minimum proficiency in the skill task for the RN Test Observer.

All tasks will be performed with a live resident actor. You will be scored only on the steps listed.

You must score **80%** on each task ***without missing any key steps*** (the **Bolded** steps) to pass the skill component of your competency evaluation. If you fail a single task, you will have to take another skill test with two tasks on it. The skill tasks included on your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and average length of time to complete.

The RN Test Observer will observe the demonstrations of your medication administration tasks and record what they see you do. D&SDT scoring teams will officially score and double-check your test.

Note: The skill task steps included in this handbook are discrete skill task steps used for objective testing purposes only. They are not intended to provide complete care that includes the best care practiced in an actual work setting.

TASK 1: EAR DROPS / TABLET ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens container or pops medication from bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Puts the correct number of tablets into the medication cup.
- 10) Does not touch the medication.
- 11) Replaces the lid, if applicable.

- 12) Replaces all unused medication back in the medication cart.
- 13) Locks the medication cart and closes the MAR.
- 14) Greets the resident and introduces self as a Medication Aide.
- 15) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 16) Explains the procedure.
- 17) Verbalizes privacy as privacy is provided.
- 18) Gives the resident a glass of water and assists the resident to take the medication from the medication cup.
- 19) Lowers the head of the bed.
- 20) Shakes medication before use.
- 21) Head is turned toward the correct side with the correct ear upward.
- 22) Holds the external ear flap and pulls it up and back.
- 23) Instills the correct number of drops of medication into the correct ear.**
- 24) Ensures that the dropper tip does not touch inside the ear canal.
- 25) Instructs the resident not to move their head for a few minutes.
- 26) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 27) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 28) Returns medication to the medication cart and locks the medication cart.
- 29) Documents administration on the MAR for the correct day.**
- 30) Closes MAR.
- 31) Maintains interpersonal communication with the resident during administration.
- 32) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 33) Uses hand sanitizer to clean hands.

TASK 2: EYE DROPS / TABLET ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Obtains the correct medications from the medication cart.
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 7) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 8) Medications selected are for the correct time.**
- 9) Medications selected are for the correct routes.**
- 10) Opens the container.
- 11) Does not contaminate the lid.
- 12) Puts the correct number of tablets into the medication cup without touching the medication.
- 13) Locks the medication cart and closes the MAR.
- 14) Greets the resident and introduces self as a Medication Aide.
- 15) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 16) Explains the procedure.
- 17) Verbalizes privacy as privacy is provided.
- 18) Gives resident a glass of water and assists the resident to take the medication from the medication cup.
- 19) Gently tilts resident's head back with chin up.
- 20) Pulls down on the lower eyelid of the correct eye, making a pocket.

- 21) Asks resident to look up toward forehead.
- 22) Instills the correct number of drops of medication into the pocket.**
- 23) Ensures the dropper tip does not touch the eye.**
- 24) Uses tissue to remove any excess fluid from around the eye.
- 25) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 26) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 27) Returns medication to the medication cart and locks the medication cart.
- 28) Documents administration on the MAR for the correct day.**
- 29) Closes MAR.
- 30) Maintains interpersonal communication with the resident during administration.
- 31) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 32) Uses hand sanitizer to clean hands.

TASK 3: NASAL SPRAY / TABLET ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens container or pops medication from bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Pours the correct number of tablets into the medication cup without touching the medication.**
- 10) Replaces the lid, if applicable.
- 11) Replaces all unused medication back in the medication cart.
- 12) Locks the medication cart and closes the MAR.
- 13) Greets the resident and introduces self as a Medication Aide.
- 14) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 15) Explains the procedure.
- 16) Verbalizes privacy as privacy is provided.
- 17) Gives resident a glass of water and assists the resident to take the medication from the medication cup.
- 18) Has resident blow their nose.
- 19) Puts on gloves.
- 20) Tilts resident's head back.
- 21) Instructs resident to hold head back.
- 22) Administers the correct number of sprays of medication in the correct nostril only.
- 23) Removes glove(s) turning inside out.
- 24) Discards glove(s) in the appropriate container.
- 25) Uses hand sanitizer to clean hands
- 26) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 27) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 28) Returns medication to the medication cart and locks the medication cart.
- 29) Documents administration on the MAR for the correct day.**

- 30) Closes MAR.
- 31) Maintains interpersonal communication with the resident during administration.
- 32) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 33) Uses hand sanitizer to clean hands.

TASK 4: ORAL CAPSULE ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens the first container or pops the medication from the bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Puts the correct number of capsules into the medication cup.
- 10) Does not touch the medication.
- 11) Opens the second container, or pops medication from the bubble pack.
- 12) Does not contaminate lid, if applicable.
- 13) Puts the correct number of capsules into the medication cup.
- 14) Does not touch the medication.
- 15) Replaces lid(s) on medication bottles, if applicable.
- 16) Returns unused medication to the medication cart.
- 17) Locks medication cart and closes the MAR.
- 18) Greets the resident and introduces self as a Medication Aide.
- 19) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 20) Explains the procedure.
- 21) Verbalizes privacy as privacy is provided.
- 22) Gives the resident a glass of water and assists the resident to take the medication one capsule at a time.
- 23) Stays with resident until the medication has been swallowed.
- 24) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 25) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 26) Documents administration on the MAR on the correct day.**
- 27) Closes the MAR.
- 28) Maintains interpersonal communication with the resident during administration.
- 29) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 30) Uses hand sanitizer to clean hands.

TASK 5: ORAL LIQUID / EAR DROPS ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**

- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens the container.
- 8) Does not contaminate the lid.
- 9) Sets medication cup on a level surface.
- 10) Pours the correct amount of medication into the medication cup.**
- 11) Checks for the correct amount of medication at eye level.
- 12) Replaces the lid.
- 13) Returns unused medication to the medication cart.
- 14) Locks the medication cart and closes the MAR.
- 15) Greets the resident and introduces self as a Medication Aide.
- 16) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 17) Explains the procedure.
- 18) Verbalizes privacy as privacy is provided.
- 19) Assists the resident to take the liquid medication.
- 20) Lowers the head of the bed.
- 21) Assists the resident to turn the head to the correct side with the correct ear upward.
- 22) Holds the external ear flap and pulls it up and back.
- 23) Instills the correct number of drops of medication into the ear.**
- 24) Ensures that the dropper tip does not touch the inside of the ear canal.
- 25) Instructs the resident to not move their head for a few minutes.
- 26) Returns the medication to the medication cart.
- 27) Locks the medication cart.
- 28) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 29) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 30) Documents administration on the MAR on the correct day.**
- 31) Closes the MAR.
- 32) Maintains interpersonal communication with the resident during administration.
- 33) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 34) Uses hand sanitizer to clean hands.

TASK 6: ORAL LIQUID / TOPICAL OINTMENT ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens the liquid medication container.
- 8) Does not contaminate the lid.
- 9) Sets medication cup on a level surface.
- 10) Pours the correct amount of medication into the medication cup.**
- 11) Replaces the lid.
- 12) Checks for the correct amount of medication in the medication cup at eye level.
- 13) Returns unused medication to the medication cart.

- 14) Locks the medication cart and closes the MAR.
- 15) Greets the resident and introduces self as a Medication Aide.
- 16) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 17) Explains the procedure.
- 18) Verbalizes privacy as privacy is provided.
- 19) Assists the resident to take the medication from the medication cup.
- 20) Inspects the resident's correct forearm skin area where the medication is to be applied.
- 21) Puts on at least one glove.
- 22) Opens the container.
- 23) Does not contaminate the lid.
- 24) Applies ointment with gloved hand to resident's correct forearm.
- 25) Spreads the ointment to cover the entire area that is to be treated.
- 26) Replaces the ointment lid.
- 27) Removes glove(s) turning inside out.
- 28) Discards glove(s) in the appropriate container.
- 29) Uses hand sanitizer to clean hands.
- 30) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 31) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 32) Returns ointment to the medication cart.
- 33) Locks the medication cart.
- 34) Documents administration on the MAR on the correct day.**
- 35) Closes the MAR.
- 36) Maintains interpersonal communication with the resident during administration.
- 37) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 38) Uses hand sanitizer to clean hands.

TASK 7: ORAL TABLET / EYE DROP ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Greets resident and identifies self as a Medication Aide.
- 8) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 9) Explains the procedure.
- 10) Verbalizes privacy as privacy is provided.
- 11) Listens to the apical heart rate for 60 seconds with a teaching stethoscope.
- 12) Records apical heart rate on the MAR.
- 13) Recorded heart rate is within 5 beats of the RN Test Observer's recorded heart rate.**
- 14) Verbalizes whether or not to proceed with the medication administration based upon the heart rate obtained.**
- 15) If proceeds, obtains the correct medication(s) from the medication cart.
- 16) If proceeds with administration, opens the container or pops from the bubble pack.

- 17) If proceeds, does not contaminate the lid, if applicable.
- 18) If proceeds with administration, puts the correct number of tablet(s) in the medication cup.
- 19) If proceeds with administration, does not touch the medication.
- 20) Locks the medication cart and closes the MAR.
- 21) If proceeds with administration, gives the resident a glass of water.
- 22) If proceeds with administration, assists the resident to take the medication from the medication cup.
- 23) Gently tilts the resident's head back with chin up.
- 24) Pulls down on the lower eyelid of the correct eye, making a pocket.
- 25) Asks the resident to look up toward the forehead.
- 26) Instills the correct number of drops of medication into the pocket.**
- 27) Ensures that the dropper tip does not touch the eye.
- 28) Uses tissue to remove any excess fluid from around the eye.
- 29) Returns the eye dropper bottle to the medication cart.
- 30) Locks the medication cart.
- 31) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 32) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 33) Documents administration on the MAR on the correct day.**
- 34) Closes the MAR.
- 35) Maintains interpersonal communication with the resident during administration.
- 36) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 37) Uses hand sanitizer to clean hands.

TASK 8: TOPICAL OINTMENT / ORAL CAPSULE MEDICATION ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks the medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens container or pops medication from the bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Puts the correct number of capsules in the medication cup.
- 10) Does not touch the medication.
- 11) Returns unused medication to the medication cart.
- 12) Locks the medication cart and closes the MAR.
- 13) Greets the resident and introduces self as a Medication Aide.
- 14) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 15) Explains the procedure.
- 16) Verbalizes privacy as privacy is provided.
- 17) Gives the resident a glass of water and assists the resident to take the medication from the medication cup.
- 18) Inspects the resident's correct forearm skin area where the medication is to be applied.
- 19) Puts on at least one glove.
- 20) Opens the container.
- 21) Does not contaminate the lid.
- 22) Applies ointment with gloved hand to resident's correct forearm.

- 23) Spreads the ointment to cover the entire area that is to be treated.
- 24) Replaces the lid.
- 25) Removes glove(s) turning inside out.
- 26) Discards glove(s) in an appropriate container.
- 27) Uses hand sanitizer to clean hands.
- 28) Returns ointment tube to the medication cart.
- 29) Locks the medication cart.
- 30) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 31) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 32) Documents administration on the MAR on the correct day.**
- 33) Closes the MAR.
- 34) Maintains interpersonal communication with the resident during administration.
- 35) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 36) Uses hand sanitizer to clean hands.

TASK 9: TOPICAL SPRAY MEDICATION / UNIT DOSE ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 6) Greets resident and introduces self as a Medication Aide.
- 7) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wristband, or facility-appropriate method of identification.**
- 8) Explains the procedure.
- 9) Verbalizes privacy as privacy is provided.
- 10) Listens to the apical heart rate for 60 seconds with a teaching stethoscope.
- 11) Records apical heart rate on the MAR.
- 12) Recorded heart rate is within 5 beats of the RN Test Observer's recorded heart rate.**
- 13) Verbalizes whether or not to proceed with the medication administration based upon the heart rate obtained.**
- 14) Administers the medication if the heart rate is at an appropriate level.**
- 15) Unlocks the medication cart.
- 16) If proceeds with administration, opens the container or pops from the bubble pack.
- 17) If proceeds with administration, does not contaminate the lid, if applicable.
- 18) If proceeds with administration, puts the correct amount of medication in the medication cup.
- 19) If proceeds with administration, does not touch the medication.
- 20) If proceeds with administration, replaces lid, if applicable.
- 21) Returns unused medication(s) to the medication cart.
- 22) Locks medication cart and closes the MAR.
- 23) If proceeds with administration, gives resident a glass of water.
- 24) If proceeds with administration, assists the resident to take the medication from the medication cup.
- 25) Puts on at least one glove.
- 26) Inspects resident's right forearm skin area where medication is to be applied.
- 27) Instructs resident to turn face away while spraying.
- 28) Sprays the correct amount of medication on the resident's right forearm.

- 29) Removes glove(s) turning inside out.
- 30) Discards glove(s) in an appropriate container.
- 31) Uses hand sanitizer to clean hands.
- 32) Returns spray bottle to the medication cart.
- 33) Locks the medication cart.
- 34) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 35) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 36) Documents administration on the MAR on the correct day.**
- 37) Closes the MAR.
- 38) Maintains interpersonal communication with the resident during administration.
- 39) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 40) Uses hand sanitizer to clean hands.

KNOWLEDGE EXAM VOCABULARY LIST

911
abbreviation
absorption
abuse
ac
acetaminophen
acid
administering medication
administration
administration protocols
adverse effect
adverse reaction
Advil
aging
Albuterol
alendronate (Fosamax)
allowable routes
Alzheimer's disease
aminoglycoside
analgesic
analgesics
anaphylaxis
Angina pectoris
antacids

anti-anxiety
anti-anxiety medications
anti-depressants
antianginals
antiarrhythmics
antiarthritics
antibiotic
anticholinergic
anticholinergics
anticoagulant
anticonvulsant
anticonvulsants
antidepressant
antidote
antiemetic
antigout medications
antihistamine
antihistamines
antihypertensives
antimicrobials
antineoplastics
antipruritic
antipsychotic
antipsychotic medication

antiseizure medications
antitussives
aorta
apical heart rate
arthritis
aspiration
aspirin
asthma
Ativan
authorized duties
authorized duty
bacterial infections
benzodiazepines
BID
black box warnings
blood pressure
body systems
brain
broad-spectrum antibiotics
bronchodilators
burn prevention
BuSpar
cardiac
cardiovascular drugs

carisoprodol
catapres (clonidine)
cecum
central nervous system
chain of command
changes of condition
cholesterol
Cipro
Ciprofloxacin
circulation
classifications of medication
Clonidine
Colace
communication
confidentiality
confusion
congestive heart failure
constipation
continuing education
contraindicated
controlled medications
controlled substance
corticosteroids
Coumadin
countable substances
crushing medications
cumulative effect
current information
decongestant
dehydration
delegation
Depakote
depression
dermatological medication
detoxifier
diabetes
diabetes mellitus
diabetic medications

dietary supplements
digoxin (Lanoxin)
Dilantin
disciplinary action
discontinued medication
diuretic medications
diverticulitis
documentation
dosage
dosage calculation
drug absorption rate
drug abuse
drug build-up
drug dependence
Drug Enforcement Agency
drug metabolism
drug orders
drug references
drugs
Dulcolax
dyspnea
dysrhythmia
ear drops
edema
effects of medications
emphysema
enteric coatings
error reporting
excretion
expiration date
extended-release medication
extrapyramidal symptoms (EPS)
eye drop drainage
eye medication
eye medications
fat soluble
FDA requirement
fever

Fosamax
furosemide
gastric mucosa
gastrointestinal/alimentary system
gingko biloba
glipizide (Glucotrol XL)
glucagon
glucose
Glucotrol
gout
haloperidol
hand washing
herbal medications
herbs
HIPAA regulation
histamine
hyperglycemia
hypertension
hypoglycemia
hypokalemia
hypothyroidism
ibuprofen
idiosyncratic reaction
infection control
infections
inflammation
inhalation medication
inhaler
insulin
integumentary system
iron supplements
lancets
Lasix
laxative
laxatives
levaquin
Lipitor
liquid administration

liquid medication
lisinopril
lung diseases
macromineral
macular degeneration
malpractice
measurement equivalents
measuring device
medical terminology
medication administration
medication administration documentation
medication administration record
medication aide role
medication allergies
medication amount
medication calculation
medication categories
medication effect
medication error
medication frequency
medication interaction
medication inventory
medication order
medication package
medication patches
medication refusal
medication route
medication routes
medication storage
medication strength
Metamucil
missed dose
morphine
muscle relaxants
myocardial infarction
Naprosyn
narcotics

narrow-spectrum antibiotic
needles
nitrofurantoin (Furadantine)
Nitroglycerin
nonsteroidal anti-inflammatory
NSAIDS
obtaining medications
Ohio Medication Aide
ophthalmic
ophthalmic medications
optic
oral medication administration
oral medications
oral preparations
osteoporosis
osteoporosis medications
otic
otic medication
over-the-counter medication
oxygen
pain medication
parenteral
Parkinson's disease
patch medication
pathogens
Paxil
pc
pediculicide
penicillin
penicillinase
peristalsis
pharmacists
pharmacokinetics
pharmacy label
physiological effects
placebo
pleurisy
positioning

potassium
prescription label
prescription refills
priority
PRN
prn medications
PRN order
Proventil
Prozac
psoriasis
psychotropic medications
pulse
pyorrhea
qd
radial
recent surgery
recommended daily allowances (RDA)
rectal suppository
rectum
reddened intact area
refuse medication
regulation
reporting
reporting changes
resident requests another pill
resident rights
respirations
respiratory system
revoked certificate
right dose
right drug
right medication
right time
rights of medication administration
role and responsibility
safety
schedule II medication

scheduled medication
scheduled narcotic
scope of practice
sedatives
seizures
sensory system
shock
side effects
six rights of medication administration
skin disorder
skin patches
skin rashes
special instructions
State Board of Nursing
state regulation
statins
stroke
sublingual

supplements
suppositories
suspensions
swallowing
symptoms
synthroid
syringes
systolic
Tagamet
Tegretol
temperature
terminology
Tetracyclines
therapy
topical medication
topicals
toxic
toxic effects
Transderm-Nitro patches

transdermal
transdermal patches
Tylenol
Tylenol
types of orders
uncomfortable resident
universal/standard precautions
uric acid
urinary system
vaginal dryness
vaginal medication
vaginal medications
violation of professional boundaries
vitamins
Xanax
Zantac
zestril
Zoloft