D&S Diversified Technologies LLP

Headmaster LLP

Michigan Medication Aide-Certified (MA-C)

Candidate Handbook

Effective: February 1, 2025

Version 2

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test: .... **(888) 401-0462**		
Questions regarding: MA-C training • certification status:.. .... **(517) 335-1980**		

D&S Diversified Technologies, LLP 333 Oakland Avenue Findlay, OH 45840 Email: michigan@hdmaster.com Web Site: www.hdmaster.com	Monday through Friday 8:00 AM – 8:00 PM *(Eastern Time)* Michigan TMU© Webpage: mi.tmutest.com	Phone #: (888) 401-0462 Fax #: (406) 442-3357
Michigan Department of Licensing and Regulatory Affairs (LARA) - Bureau of Community and Health Systems (BCHS) *Health Facility Professional and Nurse Aide Section* PO Box 30664 Lansing, MI 48909 Email: BCHS-CNA-Registry@michigan.gov	Monday through Friday 8:00 AM – 5:00 PM *(Eastern Time)*	Phone #: (517) 335-1980

Table of Contents

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 Michigan License and Regulatory Agency to be certified as a Medication Aide-Certified (MA-C) in Michigan.

The Michigan License and Regulatory Agency has approved D&S Diversified Technologies (D&SDT)-HEADMASTER, LLP, to provide testing and scoring services for medication aide testing. For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (888) 401-0462 or go to www.hdmaster.com. The information in this handbook will help you prepare for your examination.

Americans with Disabilities Act (ADA)

ADA Compliance

The Michigan License and Regulatory Agency and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the medication aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. D&SDT-Headmaster must approve accommodations in advance of examination. Complete the ADA Accommodation Request Application found on the Michigan TMU© main page under 'APPLICATIONS' to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if further documentation or information is required using the email in your TMU© account.

Please allow additional time for your request to be approved. If you have any questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888) 401-0462.

Michigan Medication Aide-Certified (MA-C) Certification & Registry

Michigan Medication Aide Registry pulls data of active medication aides from the MI-NATES system.

To apply to be a medication aide, applicants must first have an active Michigan nurse aide certification. Please visit the **CNA Registry webpage** for information about becoming a CNA in Michigan. The CNA Registry webpage also contains useful instructional information on how to create the MI-NATES account that is necessary for applicants to request placement on the Michigan Medication Aide Registry.

MI-NATES is UTILIZED FOR:
- Electronic Submission and Payments for Medication Aide Applications and Renewals
- Printing your Certificate of Registration
- Reviewing or Updating Your Registration Information

Steps to access MI-NATES:
- Create a MILogin account at **MILogin - Login (michigan.gov)**. This can be done at any time.
  - Click here for an instructional video on how to create a MILogin account: **How To Create a MILogin Account**.
  - Click here for a helpful guide to walk you through the account setup instructions: **MILogin/MI-NATES Account Setup Guide**.
- Request access to MI-NATES and set up your user profile.

- MI-NATES will be available as an application on your MILogin account for management of your medication aide registration.

NOTE: It is recommended that MI-NATES be accessed using a personal computer and not a hand-held mobile device.

RECOMMENDED BROWSER: It is recommended that all users access MI-NATES through the Google Chrome web browser. MI-NATES is supported for use with Google Chrome and Microsoft Edge however, Google Chrome will ensure the best user experience.

MI-NATES is not compatible with the Safari web browser. You will not be able to successfully register using Safari (iPhone, iPad, etc.). MI-NATES should be accessed using the Google Chrome or Microsoft Edge web browser.

Medication Aide Certification

Per Michigan statute, an individual shall not engage in practice as a medication aide unless the individual holds a valid Michigan certification to engage in practice as a medication aide.

A Michigan certification may be granted to engage in practice as a medication aide in Michigan to an applicant who meets all of the following requirements:
- Possess a valid Michigan nurse aide certificate.
- Must have worked as a nurse aide in a nursing home or skilled nursing facility for at least 2,000 hours during the 2-year period immediately preceding the date of applying for a medication aide certificate.
- Demonstrate successful completion of a medication aide training program and a competency examination approved by the Bureau of Community and Health Systems.
- Pay a registration fee of $160.
- Pay a competency exam fee of $175 per examination.

A Michigan Medication Aide certificate is valid for 2 years with a renewal fee of $160.

Any questions regarding the testing and certification should be directed to D&SDT-Headmaster at michigan@hdmaster.com.

Michigan Medication Aide Registry

The Michigan Medication Aide Registry is maintained by the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. Based on our records retention schedule, the registry contains a

list of all active medication aide registrations and some lapsed registrations. **Click here** to be redirected to the Medication Aide Registry.

Any questions regarding the Michigan Medication Aide Registry can be directed to:

Bureau of Community and Health Systems
Nurse and Medication Aide Section
Phone: (517) 284-8961
Email: **BCHS-CNA-Registry@michigan.gov**

RENEWALS

A Michigan medication aide certificate is valid for 2 years. To renew a certificate, an individual must electronically:

- Log into your account in MI-NATES and submit a renewal application.
- Pay the renewal fee ($160).
- Renewals can be initiated no earlier than 45 days prior to the certificate expiration date.

MI-NATES is not compatible with the Safari web browser. You will not be able to successfully register using Safari (iPhone, iPad, etc.). MI-NATES should be accessed using the Google Chrome or Microsoft Edge web browser.

Important information regarding renewing a medication aide certificate:

- The Bureau of Community and Health Systems will send an electronic renewal notice via email 45 days before the expiration date listed on the certificate.
- To receive this notice, it is important that your contact information is accurate in the MI-NATES system.
- A certificate must be renewed prior to the expiration date listed on the current certificate.
- It is encouraged to submit renewal requests and payment as soon as possible after receipt of a renewal notice (but not earlier than 45 days before the certification expiration date).
- A renewal certificate is good for 24 months from the last certificate's expiration date.
- If a renewal is not submitted timely or is incomplete, the certificate will lapse the day after the expiration date.
- An individual may not work as a medication aide with a lapsed or expired certificate.

Important information regarding a lapsed medication aide certificate less than 24 months from its expiration date:

- The individual will follow the standard renewal process above.
- If a lapsed certificate is renewed, the renewed certificate will only be valid for 24 months from the last certificate's expiration date.

Important information regarding a lapsed medication aide certificate greater than 24 months of its expiration date:

- An individual will be removed from the registry and must retake a Michigan-approved medication aide training course and competency examination. The individual must apply as a new initial certification.

RECIPROCITY

Michigan statute regarding Medication Aides stipulates that certification may be granted to an applicant from another state if the applicant provides proof that they have successfully completed a medication aide training program from Indiana, Ohio, or Wisconsin and passes a competency examination approved by the Bureau of Community and Health Systems.

Reciprocity applicants must first provide proof of successful completion of a medication aide training program in Indiana, Ohio, or Wisconsin in order to be eligible to take the Michigan Medication Aide competency test. Reciprocity candidates cannot take the Michigan competency test until such proof is provided to the testing contractor. Once Michigan competency testing is passed, reciprocity applicants must do the following to be granted a Michigan medication aide certification:

- Must have a valid/active **Michigan nurse aide certification**.
- Must use the MI-NATES system to:
- Give an attestation that they have been employed as a CNA at a nursing home/skilled nursing facility for at least 2,000 hours in the 2-year period immediately leading up to submitting the medication aide application (such employment from another state is acceptable).
- Electronically submit a $160 medication aide registration fee.

Any questions regarding the testing and certification should be directed to D&SDT-Headmaster at michigan@hdmaster.com.

The Michigan Medication Aide Competency Exam

Complete your TMU© Account

Your initial registration information will be entered in D&SDT-HEADMASTER's Michigan Medication Aide-Certified (MA-C) TestMaster Universe (TMU©) software by your training program or an alternate registration route.

IMPORTANT: **Before you can test, you must sign in to the Michigan Medication Aide (CMA) TMU© (http://mi.tmutest.com/) using your secure Email or Username and Password and complete/review your demographic information to make sure everything in your record is current and correct.**

- It is highly recommended that when you receive your confirmation email from TMU© (check your junk/spam mail) that your record has been created, you sign in to your account, update your password, and complete/review your demographic information.

If you do not know your Username and/or Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email and click "Recover Your Account." A 'reset password link' will be sent to your email; check your junk/spam mail for this email (see instructions under 'Forgot your Password and Recover your Account'). If you cannot sign in, contact D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT Monday through Friday, excluding holidays.

This is the MICHIGAN CMA TMU© main page **mi.tmutest.com**:

TMU
MICHIGAN

Click on-
Sign In
If you know your Username/Email and Password.

Sign In

How can we help you today?

- *Click on 'Test Dates' see the calendar of available test events and their location.*

- *Click on 'Applications' to find available applications needed for testing.*

- *Click on 'Read FAQ' for frequently asked questions.*

Test Dates

Read FAQ

Applications

Continued on the next page.

*Screen you will see the first time you sign in to your TMU© account with the **demographic information you need to enter to complete your account***:

You will receive a message that your account has been set up.

> If you have forgotten or do not know your Password, follow the instructions in the next section **'Forgot Your Password and Recover your Account'** to Reset your Password and Recover your Account.
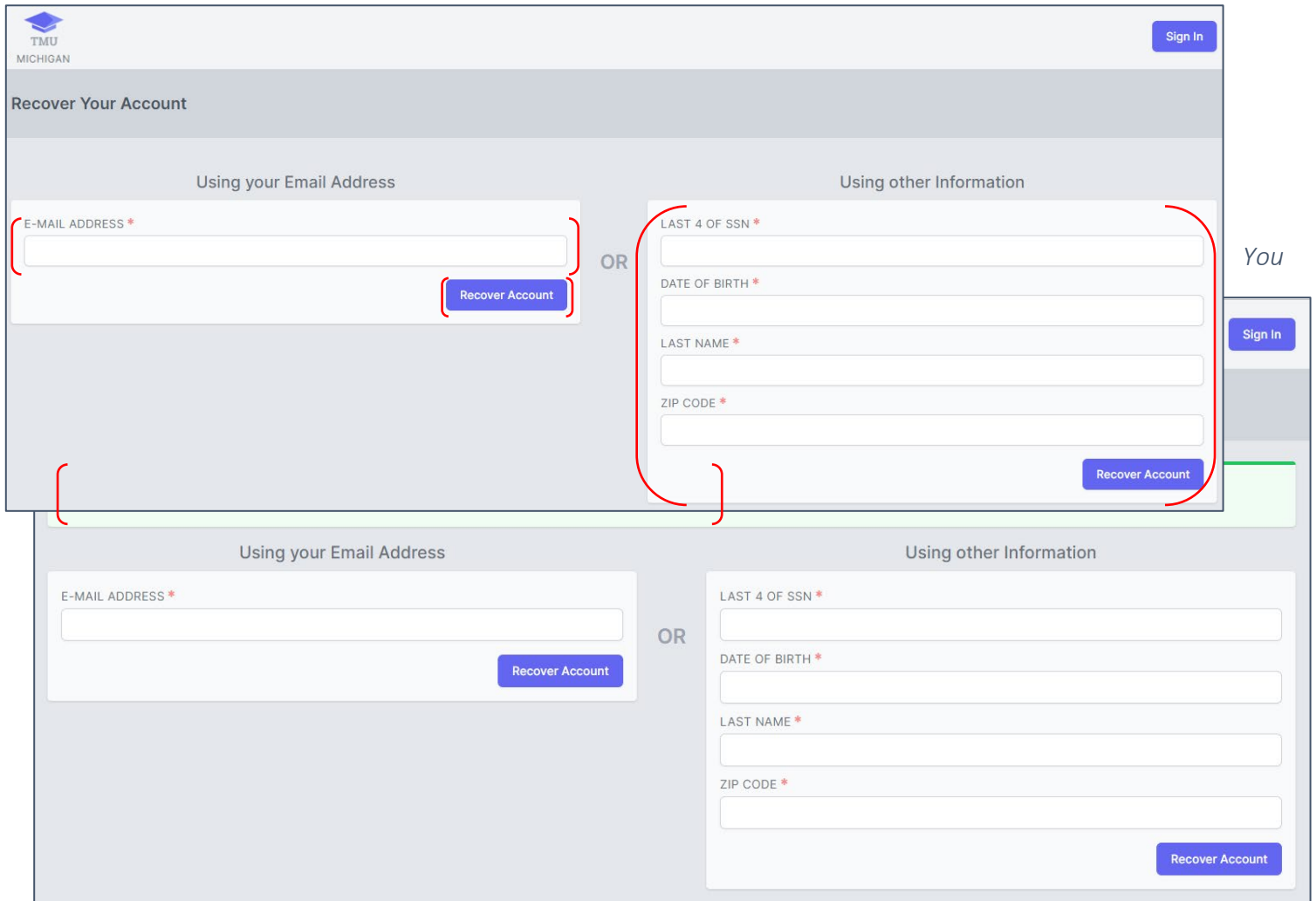
FORGOT YOUR PASSWORD AND RECOVER YOUR ACCOUNT

If you do not remember your password, follow the instructions in this section.
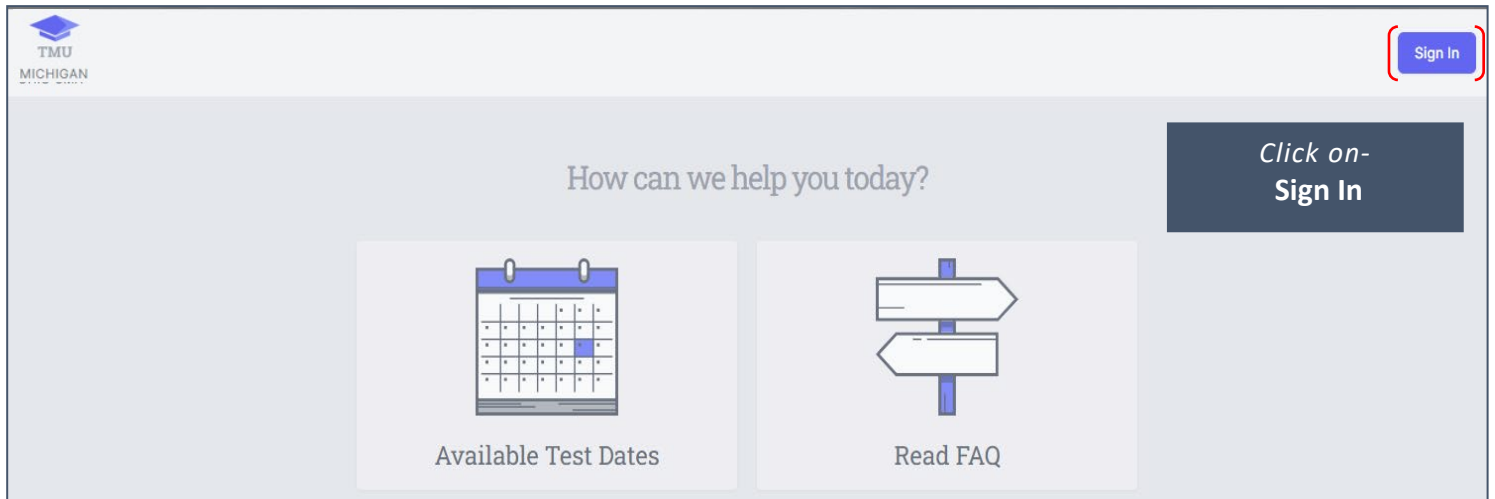
Click on-
Sign In

Click on-
Forgot Your Password?

Type in your **Email Address**

Click on – **Recover Account**

You will receive an email with the reset link. Click on the link to reset your password.

-OR- If you have already completed your account, you can type in the requested data under **Using other Information**

Click on - **Recover Account**

will receive a message that a password reset link has been emailed to you.

This is what the email will look like (check your junk/spam folder for the email):
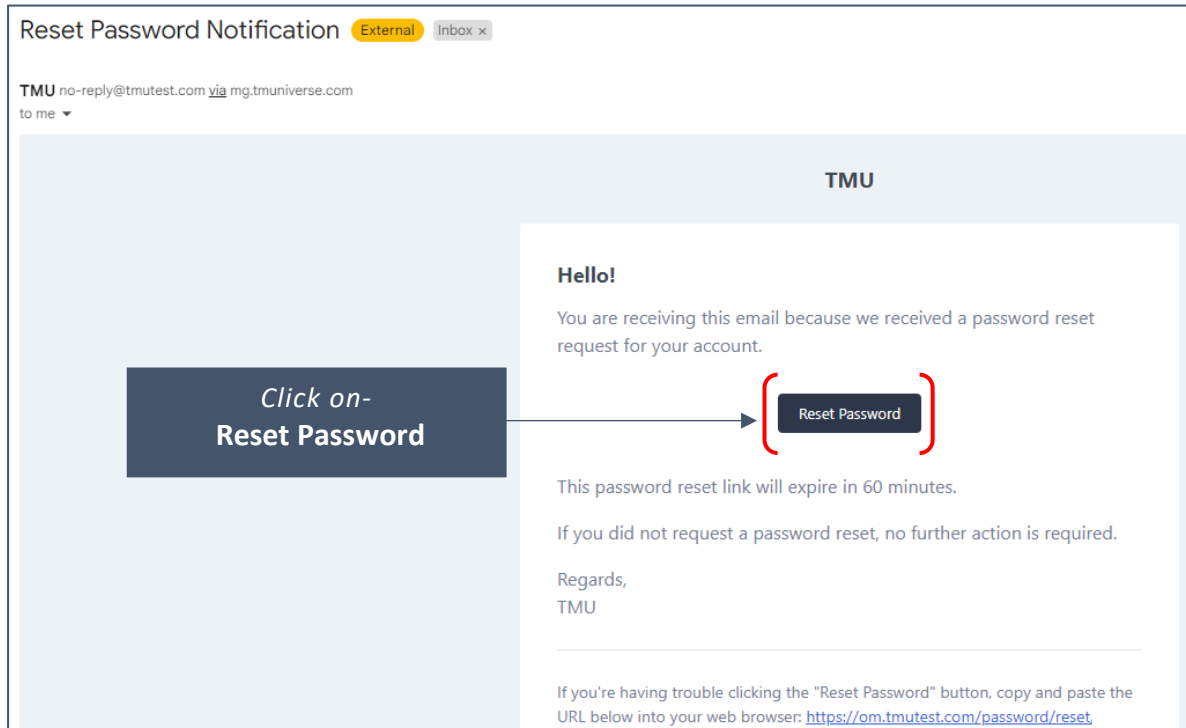
Note: If you do not reset your password right away, the link expires in 60 minutes and after that time, you will need to request a new link.
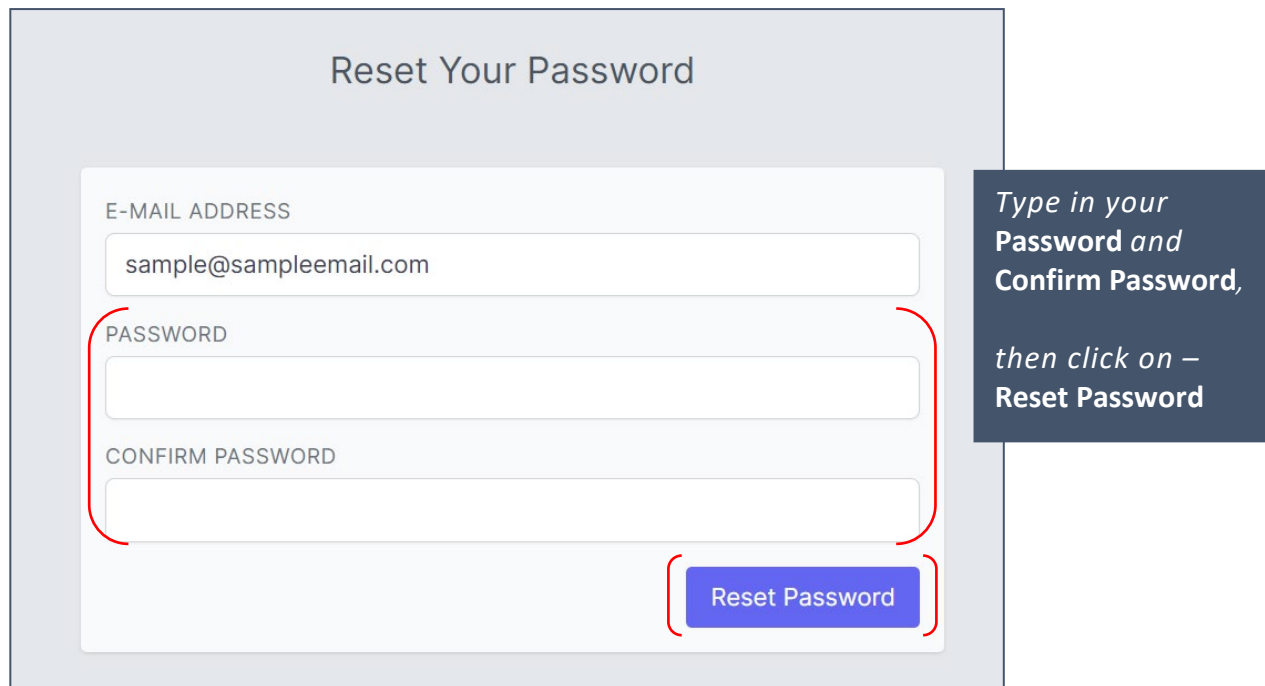
This is the home screen you will see once you have reset your password:
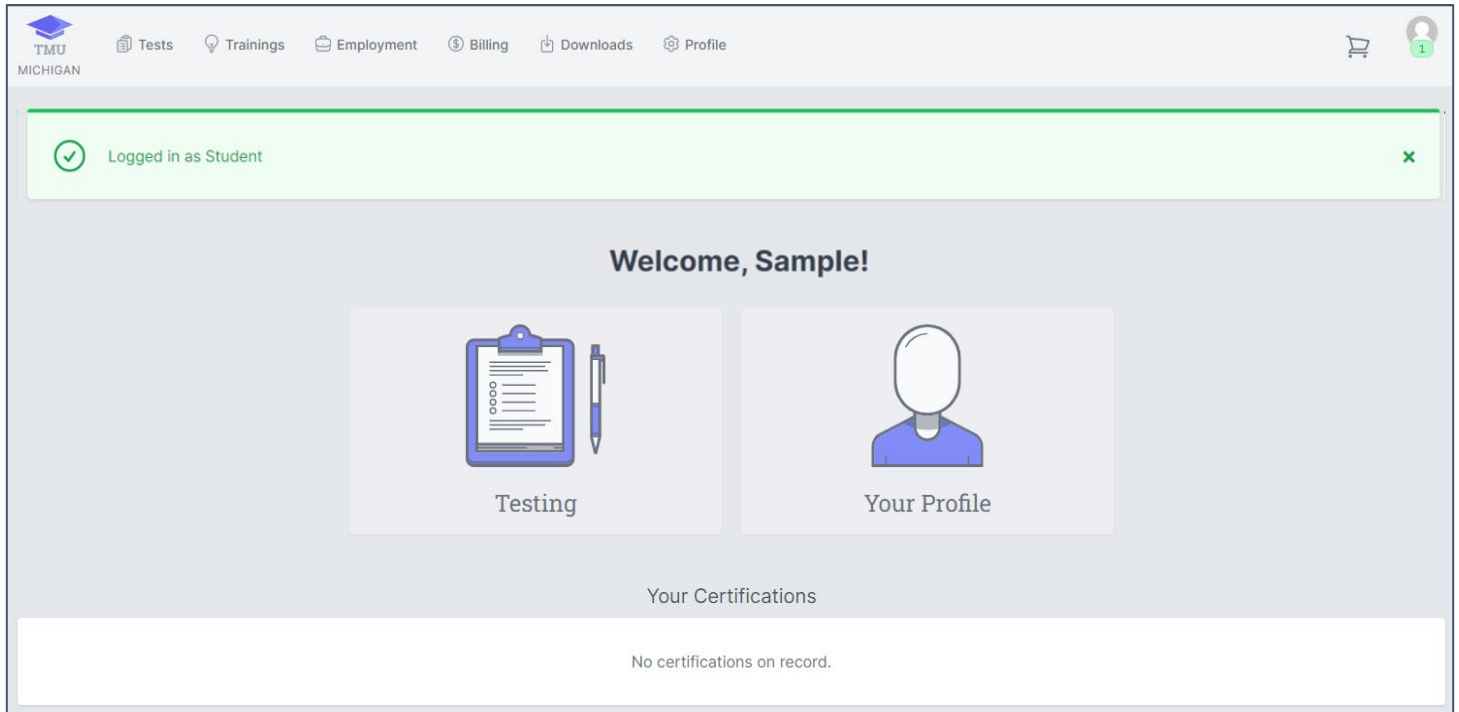
Schedule a Medication Aide Exam

In order to schedule an examination date, you may either be a current, certified state tested nursing aide (CNA) and have successfully completed a Michigan License and Regulatory Agency approved medication aide training program.

MEDICATION AIDE TRAINING PROGRAM CANDIDATES

Your training program will enter your demographic and training information with completion date into the Michigan CMA TMU© database. Your instructor or training program will verify the name entered into TMU© against the identification you will present when you check in at a test event. Your photo ID must be a US government-issued, signed, non-expired, photo-bearing form of identification. If you discover your ID name doesn't match your name as listed in TMU©, please call D&SDT- HEADMASTER at (888) 401-0462 during regular business hours, Monday through Friday, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, excluding holidays.

Once your completed record is in the D&SDT- HEADMASTER Michigan TestMaster Universe© (TMU©) database, you may schedule your exam date online at the Michigan TMU© webpage at mi.tmutest.com using your email and password (see instructions under **'Schedule/Reschedule a Test Event'**). If you cannot sign in with your email, please call D&SDT- HEADMASTER for assistance at (888) 401-0462 during regular business, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding Holidays.

Securely processed Visa or MasterCard credit/debit card information is required when scheduling online. After testing fees are paid, you will be able to schedule and/or reschedule your exam up to the business day prior to a scheduled exam date of your choice and receive your test confirmation notification online or on the screen while you are logged in. You may login with any Internet-connected device. To schedule or reschedule your test date, sign in to the Michigan TMU© webpage at mi.tmutest.com with your email and password.

If you cannot schedule/reschedule on-line, please call D&SDT-Headmaster at (888) 401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding Holidays, for assistance.

Payment Information

Exam Description	Price
Knowledge Test or Retake	$175
Skill Test or Retake	$175
BUNDLE: Both Knowledge Test/Retake AND Skill Test/Retake *You must be purchasing both components for this pricing*	$175

- Candidates and facilities can pay testing fees online through TMU©.
  - For candidates:
    → Please follow the instructions under the section below **'Self-Pay of Testing Fees in TMU©'**.

SELF-PAY OF TESTING FEES IN TMU©

Testing fees will need to be paid *before* you can schedule a test date.

Once your training program has completed your training record with completion hours and date, you will receive an email and text message 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. Prior to scheduling a test, verify with your instructor if the training program has already prepaid for your test.

Click on-
Testing

-or-

Click on the **Tests** tab at the top of the page.

Under **Scheduling**, click on the box to the left of **Exam** to select the test component – a checkmark will appear in the box.

Then click on-
Add Selected Items to Cart

Continued on the next page.

You will get a message that the Knowledge and Skill tests have been added to your cart and the **Knowledge and Skill Amounts**

click on- **Pay with Credit Card**

Home > Cart
Cart

✓ Added Medication Aide Skill to your cart.
Added Medication Aide Knowledge to your cart.

You will get a message that the MA Knowledge exam has been added to your cart and the **Knowledge Exam Amount**

click on-
Pay with Credit Card

×

DESCRIPTION	ITEM TYPE	AMOUNT	
Medication Aide for Candidate Practice	Knowledge	175.00	Remove
Medication Aide for Candidate Practice	Skill	175.00	Remove
	Subtotal:	350.00	
	Bundle Discount:	- 175.00	
	Total:	**$ 175.00**	

Pay with Credit Card

Home > Prepay
Prepay to Schedule

Enter the Credit Card information and then click on-
Submit Payment

You will receive a receipt of the transaction.

What You're Paying For

DESCRIPTION	COST
Medication Aide for Candidate Practice	175.00
Medication Aide for Candidate Practice	175.00
Subtotal:	350.00
Bundle Discount:	- 175.00
Total:	**$ 175.00**

Pay with a Card

CARDHOLDER NAME   CARD NUMBER

EXP MONTH   EXP YEAR   SECURITY CODE
Select Month   Select a year

CARDHOLDER ADDRESS

CITY   STATE   ZIP CODE
                        Select State

Payment refunds may be subject to a processing fee per your state's refund policy

Submit Payment

Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in the next section to **'Schedule/Reschedule a Test Event'.**

Schedule/Reschedule a Test Event

After testing fees are paid (see instructions under 'Self-Pay of Testing Fees'), you will be able to schedule and/or reschedule your test event up to the business day before a scheduled test date of your choice and receive your test confirmation notification online or on the screen while you are logged in. You may log in with any Internet-connected device.

To schedule or reschedule your test date, sign in to the Michigan TMU© webpage at mi.tmutest.com with your email and password. If you are unable to schedule/reschedule online, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT Monday through Friday, excluding holidays, for assistance.

mi.tmutest.com says

Schedule into this Event on 07/15/2021 for Certified Nurse Aide Knowledge, Certified Nurse Aide Skill. Are you sure?

OK   Cancel
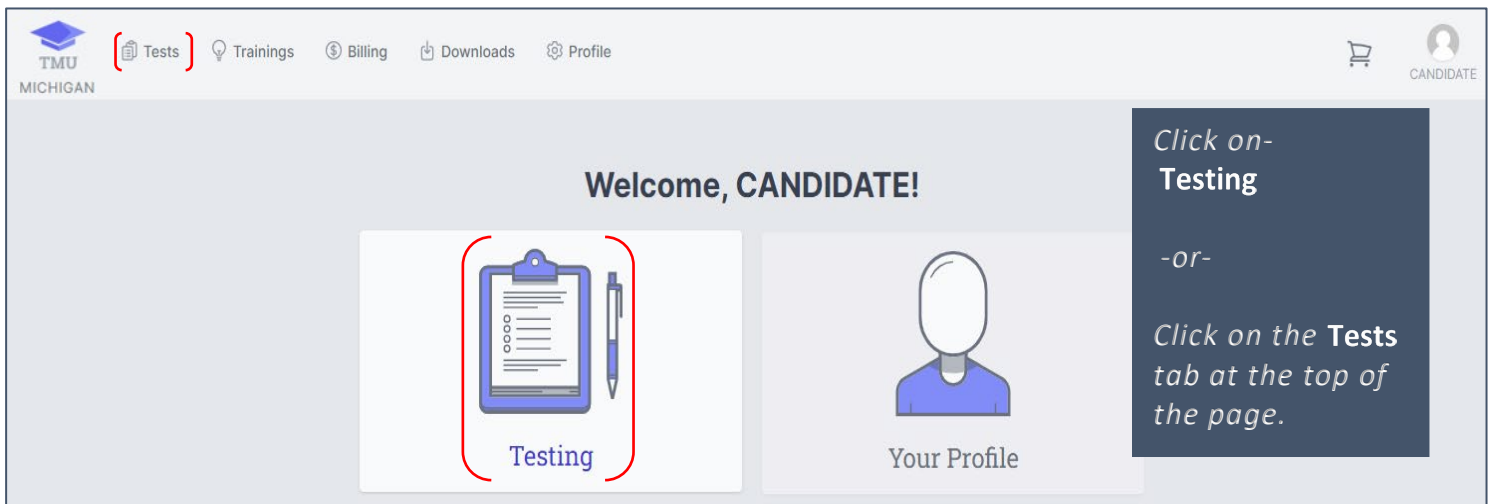
To confirm this is the site and date you want to schedule for,

click on –
OK

Home > Tests
Your Tests

✓ Student PRACTICE, CANDIDATE scheduled into Skill for Medication Aide.
   Student PRACTICE, CANDIDATE scheduled into Knowledge for Medication Aide.   ✕

Scheduling

EXAM	REASON
Medication Aide Knowledge Not Eligible	Already Scheduled
Medication Aide Skill Not Eligible	Already Scheduled

Testing History

TEST DATE	EXAM	TEST SITE	STATUS			
11/04/2023 1:00 PM EDT	Medication Aide Knowledge	Practice Test Site Detroit, MI	Scheduled	Test Confirmation Page	Get Map	Reschedule
11/04/2023 1:00 PM EDT	Medication Aide Skill	Practice Test Site Detroit, MI	Scheduled	Test Confirmation Page	Get Map	Reschedule

This screen confirms you are scheduled for a test date to take your MI Medication Aide knowledge and skill exams.

***Your status shows* Scheduled,** *and a note at the top of your screen (in green) also shows you are scheduled.*

Click on-
Test Confirmation Page *to see your test confirmation with important reminders for testing.*

TEST CONFIRMATION LETTER

Your test confirmation letter will provide important information regarding where you are scheduled to test (date, time, and address). It can be accessed anytime by signing in to your TMU© account.

The body of the test confirmation letter will refer you to the candidate handbook, which will give you state-specific instructions on when to arrive, ID requirements, etc.

Note: Failure to read the candidate handbook could result in a no-show status for your test event for not adhering to the testing policies, etc.

It is important you read this letter!

Scheduled Test Confirmation - Michigan Medication Aide

⊙ Get Map   🖨 Print Page

Click on-
Print Page
to print your confirmation letter.

Click on-
Get Map
to get Google Maps directions to the test site.

Test Date:	01/25/2025
Test Time:	11:00 AM EST
Test Exam:	Skill - Medication Aide
Test Site:	Measures For Success/Premier Test Group (TS)

SAMPLE CANDIDATE
123 Sunflower Lane
Detroit, MI 11111

TESTING BEGINS AT 11:00 AM EST on 01/25/2025: **ARRIVE *AT LEAST* 20 MINUTES EARLY TO CHECK IN**

- If you cannot access your account, go to https://mi.tmutest.com, click 'Forgot Password', enter your Email, click 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 888.401.0462.

NURSE AIDE: Refer to the **Nurse Aide Competency Exam** section of the **Michigan Nurse Aide Candidate Handbook** for requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information before your testing date.

MEDICATION AIDE: Refer to the **Medication Aide Competency Exam** section of the **Michigan Medication Aide-Certified Candidate Handbook** for requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information before your testing date.

Click to open the Michigan Nurse Aide Candidate Handbook
Click to open the Michigan MA-C Candidate Handbook

Testing Directions

Please see the 'Remote Knowledge Exam Option' under the Knowledge Exam section if you want to take your knowledge exam with a remote Proctor from your home, etc. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888) 401-0462, Monday through Friday, excluding holidays, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT.
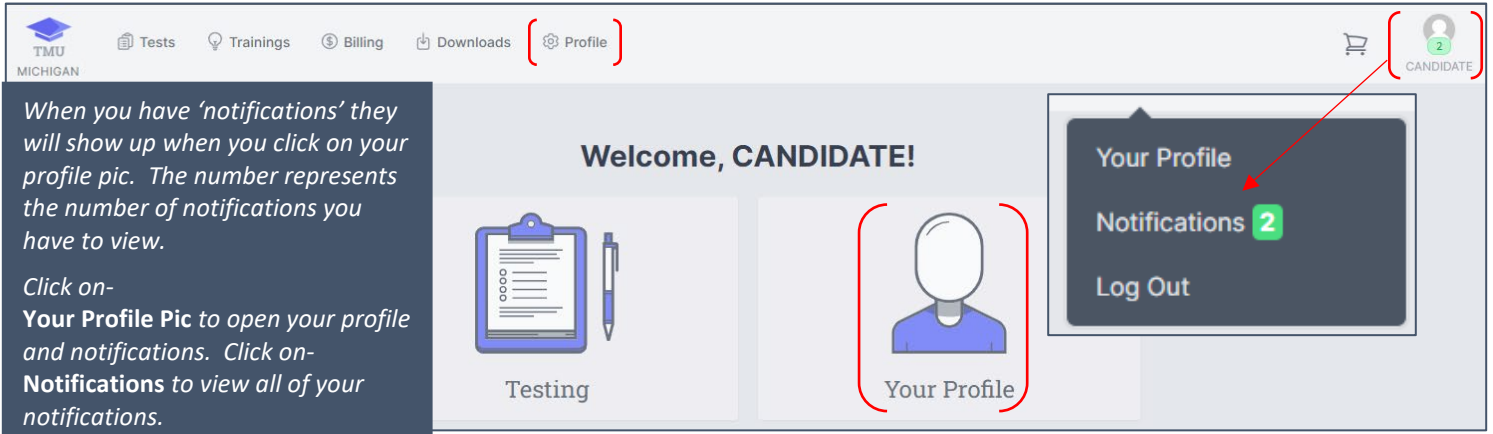
Note: Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation at the time they are scheduled.

D&SDT-HEADMASTER **does not send** postal mail test confirmation letters to candidates.

Check/View your TMU© Notifications

Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the screenshots that follow

See the screenshots with instructions regarding notifications on the next page.

When you have 'notifications' they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on-
Your Profile Pic *to open your profile and notifications. Click on-*
Notifications *to view all of your notifications.*

Notification example:

Click on-
VIEW
to open each of your notifications.

Test Day

EXAM CHECK-IN

You need to arrive at your confirmed test site between 20 to 30 minutes before your exam is scheduled to start.

- Testing **begins** promptly at the start time noted.
- You need to make sure you are at the event *at least 20 minutes prior* to the start time to allow time to get signed in with the Knowledge Test Proctor (KTP).
  - *For example*: if your test start time is 8:00AM – you need to be at the test site for check-in **no later than** 7:40AM.

Note: If you arrive late, you will not be allowed to test. This is considered a no-show status; you must pay for another test date.

TESTING ATTIRE

The following testing attire requirements will be followed at testing sites:

- You must be in full clinical attire (scrubs).
  - *Scrubs and shoes can be any color/design.*
- No open-toed shoes are allowed.
- Long hair must be pulled back.

Please note: You will not be admitted for testing if you are not wearing scrubs attire and appropriate shoes. This is considered a no-show status; you must pay for another test date.

IDENTIFICATION

You must bring a-

UNITED STATES (US) GOVERNMENT ISSUED, *SIGNED, UNEXPIRED, PHOTO-BEARING FORM OF IDENTIFICATION

Only original IDs are accepted. Photocopies, images, faxes, emails, screenshots, and electronic or digitally stored forms (for example – Apple or Google Wallet, etc.) of identification **will not be accepted**.

Examples of the forms of non-expired, US government-issued, *signed, acceptable photo IDs are:

- State-issued Driver's License
  * *A current/valid temporary paper Michigan Secretary of State driver's license or state ID card without a photo or a Michigan SOS letter that may be issued to a person while they are awaiting their new or renewal photo ID driver's license/state ID card will be accepted.*
  * *A temporary ID is accepted if accompanied by an old voided ID. If the Temporary ID misspells the name from the voided ID, the Temporary ID name must match the name in the candidate's TMU© account. If the name changes from the voided ID to the Temporary ID, candidates must bring their name change document to testing (marriage certificate, divorce decree, or petition for name change).* **(To reiterate, the candidate's Temporary ID name must match the candidate's name in their TMU© account).**
- State-issued Identification Card *(see notes above)*
- Signed U.S. Passport (Foreign Passports and Passport Cards *are not* acceptable)
  * *Exception: A signed foreign passport with a US 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 bar code or may contain a fingerprint in place of a signature*

NOTE: School IDs are NOT ACCEPTABLE as a form of identification for testing.

Identification Criteria *= US Government issued, non-expired, *signed, photo-bearing form of identification.*

The **FIRST** and **LAST** names listed on your ID presented to the RN Test Observer during check-in at your test event **MUST MATCH THE FIRST AND LAST NAMES** entered in the Michigan nurse aide TMU© database by your training program. You may call D&SDT-HEADMASTER at (888)401-0462 to confirm that your name of record matches your US government-issued ID or log in at **mi.tmutest.com** using your Email or Username and Password to check on or change your demographic information.

Note:

- ▪ **You will not be admitted for testing if you do not bring proper/valid identification**.
    - • Be sure your identification is not expired.
    - • Check to ensure that the FIRST and LAST printed names on your identification card match your current name of record in your TMU© account.
- ▪ A driver's license or state-issued ID card with a hole punched in it is <u>NOT VALID</u> and will not be accepted as an acceptable form of ID.
- ▪ A school ID *is not* an acceptable form of ID.
- ▪ In the cases where names do not match, or your ID is not proper/valid or has a hole punched in it, this is considered a no-show status, and you will have to reschedule and pay for another test and date.

You will be required to re-present your ID when entering the knowledge test room and the skills lab for your skills exam. Please keep your ID with you during the entire exam day.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Name changes (marriage/divorce, etc.), date of birth changes, social security number corrections, etc., must be verified with appropriate documentation. Please complete the **DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM** and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the Michigan TMU© main web page (before you log in to your account), or click on this link: https://mi.tmutest.com/apply/5.

INSTRUCTIONS FOR THE KNOWLEDGE EXAM, REMOTELY PROCTORED KNOWLEDGE EXAM AND SKILLS TEST

Test instructions for the knowledge and skills exams will be provided in written format in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the instructions are in your TMU© account under the 'Downloads' tab.

These instructions detail the process and what you can expect during your exam. Please read the instructions **before** taking the knowledge exam or skills test. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer and Knowledge Test Proctor will ask questions about the instructions you read when entering the testing rooms.

- ▪ The **Knowledge, Remotely Proctored Knowledge, and Skill Exam Instructions** are also available under the **'DOWNLOADS'** tab in your TMU© account. *Refer to the 'Access the Candidate Handbook and Testing Instructions' section of this handbook for instructions.

TESTING POLICIES

The following policies are observed at each test site:
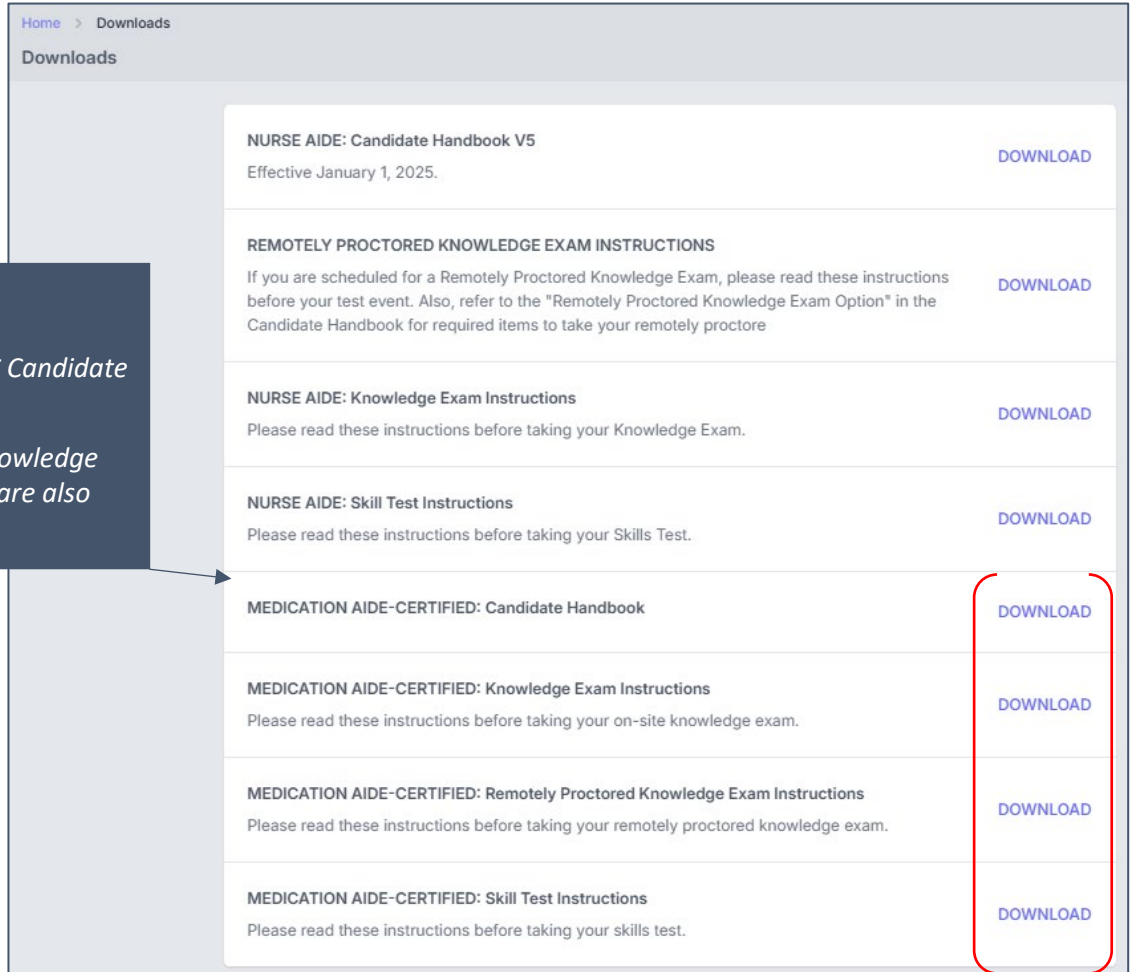
- • Make sure you have signed in to your TMU© account at **mi.tmutest.com** before your test date to update your password and complete your demographic information. Refer to this handbook's 'Complete Your TMU© Account' section for instructions and information.
    - ▪ **If you have not signed in and completed/updated your TMU© account when you arrive for your test, you may not be admitted to the exam, and any exam fees paid *will NOT be refunded*.**
- • Plan to be at the on-site test site for up to five (5) hours in the worst-case scenario.
- • Testing begins promptly at the start time noted on your confirmation. If you arrive late for your confirmed exam (you need to be at the test site to **check in *at least* 20 to 30 minutes before your scheduled start time** – if your test start time is 8:00AM, you need to be at the test site by 7:40AM at the latest), you will not be admitted to the exam. Any exam fees paid *will NOT be refunded*.

- If you do not bring a valid and appropriate United States (US) government-issued, *signed, non-expired photo-bearing form of identification, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.

    - If the FIRST and LAST printed names on your ID do not match your current name of record in your TMU© account, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.

- If you do not wear full clinical attire, appropriate shoes, and long hair pulled back and conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.

- If you NO-SHOW for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date.

- **PERSONAL ITEMS:** Such as water bottles, 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 to place your personal items, and you are to collect these items when you complete your test(s).

- **ELECTRONIC DEVICES:** Cell phones, smart watches, fitness monitors, electronic recording devices, and Bluetooth-connected devices are not permitted on or near you in either testing room. The testing team will inform you of the designated area to place your electronic devices, and you are to collect these items when you complete your test(s).

    - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.

- If you are taking the remotely proctored knowledge exam, please refer to this handbook's 'Remotely Proctored Knowledge Exam Option' section.

- Anyone caught cheating or using any electronic recording device during testing will be removed from the testing room(s), have their test scored as a failed attempt, forfeit all testing fees, and will be reported to their training program and the Michigan Department of Licensing and Regulatory Affairs (LARA). You may, however, use personal devices in the waiting area during your free time.

- You are encouraged to bring a jacket, snack, drink, or study material to have while waiting to test.

- Foreign language translation dictionaries, translating devices, and non-approved language translators **are not permitted** to be used during testing.

- 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.

- You are not allowed to leave the testing room (knowledge test on-site or remotely proctored room 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.

- If you are discovered causing a disturbance, engaging in misconduct, visibly impaired, or trying to take notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failed attempt, and you will be reported to your training program and the Michigan Department of Licensing and Regulatory Affairs (LARA).

- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.

- No visitors, guests, pets (including companion animals), or children are allowed.
    - *Service animals with an approved ADA accommodation in place are allowed.*

- **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (888)401-0462 immediately to reschedule *(see the **note** below).*
  - 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-HEADMASTER at (888)401-0462 immediately if you are on doctor's orders to reschedule *(see the **note** below).*

  NOTE: Please see this handbook's 'Reschedule a Test Event' and 'No-Show Exceptions' sections.
- → *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*

- ***Please refer to this Michigan MA-C Candidate Handbook before your test day for testing and/or policy updates.***

- The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS
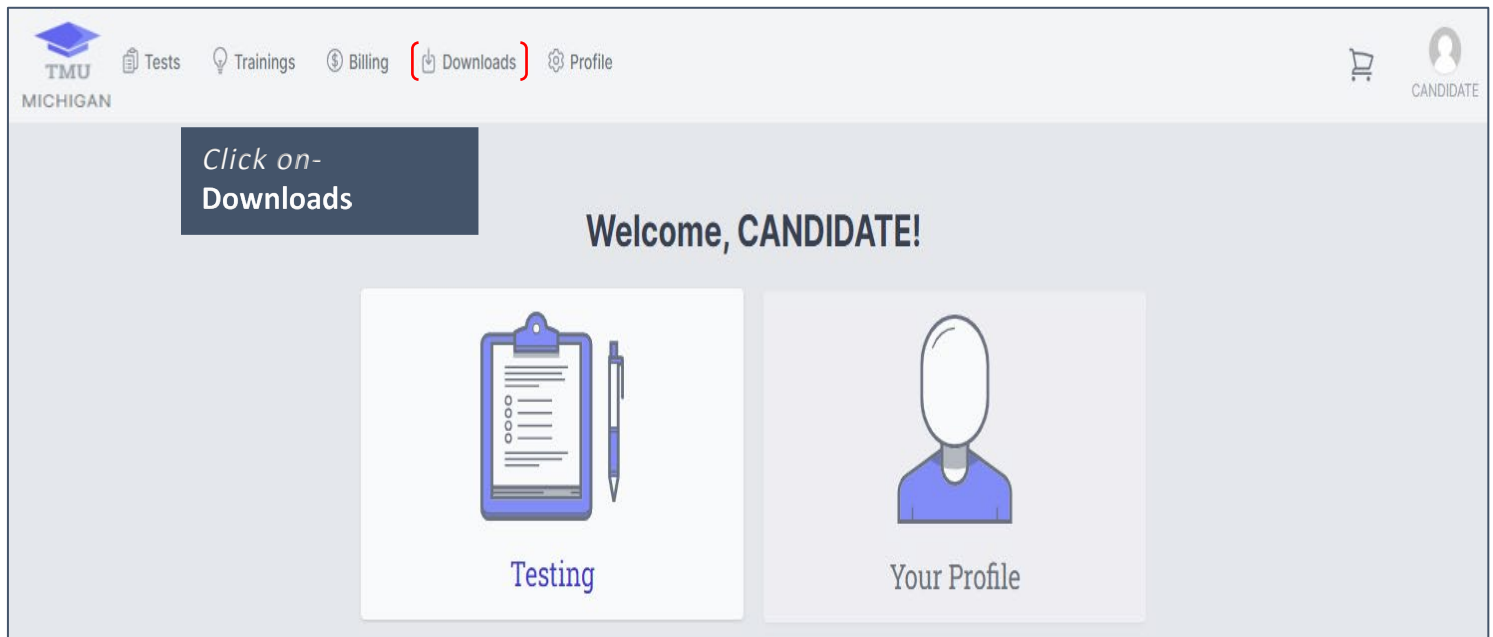
Click on-
Download
to open the Michigan MA-C Candidate Handbook

The Knowledge, Remote Knowledge and Skill Exam Instructions are also available here.

Time Frame for Testing from Training Program Completion

Training does not expire.

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 Michigan MA-C calendar in TMU© at https://mi.tmutest.com/. You can view a more detailed calendar by signing in to your TMU© account.

If you do not see an available test date, or have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888) 401-0462, Monday through Friday, excluding holidays, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT.

Security

If you refuse to follow directions, use abusive language, are visibly impaired, or disrupt the examination environment, your test will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. A report of your behavior will be given to your training program and the Michigan Department of Licensing and Regulatory Affairs (LARA). You will not be allowed to retest for a minimum period of six (6) months.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and LARA and is subject to prosecution to the full extent of the law. Your test will be scored as a failed attempt, and you will forfeit any testing fees paid. You will not be allowed to retest for a minimum period of six (6) months. You may need to obtain permission from LARA in order to be eligible to test again.

If you are caught cheating, give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room, and your test will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to your training program and LARA, and you may need to obtain permission from LARA in order to be eligible to test again.

Reschedule a Test

All candidates may reschedule for a new test date up until one (1) business day preceding the scheduled test day, excluding Saturdays, Sundays, and holidays.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date by signing in to your TMU© account using your Email or Username and Password. (See instructions with screen shots under ‘Schedule/Reschedule a Test Event’.)

❖ **Example:** If you are scheduled to take your exam on a Friday, you would need to reschedule by the close of business on Wednesday before your scheduled exam. D&SDT-HEADMASTER’s regular business hours are 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays.

The scheduled test date is on a:	Reschedule before 8:00PM ET/7:00PM CT the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one (1) full business day prior to a scheduled test date.

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Michigan Nursing Aide Competency exam at all.

SCHEDULED IN A TEST EVENT

1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the Refund Request Form on D&SDT-HEADMASTER’s main webpage at www.hdmaster.com at least **one (1) full business day** before your scheduled test event (excluding Saturdays, Sundays and holidays). No phone calls will be accepted.

- **Example:** If you are scheduled to take your exam on a Friday, you would need to request a refund by submitting the Refund Request Form by close of business (D&SDT-HEADMASTER is open until 8:00PM ET/7:00PM CT Monday through Friday excluding holidays) the Wednesday before your scheduled exam.

2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund fee.

3) Refund requests must be made within thirty (30) days of paying the original testing fees with D&SDT. Requests for refunds made after 30 days will not be issued.

NOT SCHEDULED IN A TEST EVENT

1) Refund requests must be made within thirty (30) days of the original payment of testing fees with D&SDT. Requests for refunds made after 30 days will not be issued.

2) A refund request for testing fees paid must be made by submitting the Refund Request Form on D&SDT-HEADMASTER's main webpage at www.hdmaster.com. No phone calls will be accepted.

3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

Unforeseen Circumstances Policy

If an exam date is cancelled due to an unforeseen circumstance, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you, for no charge, to a mutually agreed upon new exam date.

Therefore, you must keep your contact information up to date in case we need to contact you *(*see examples below for reasons we may not be able to contact you that you are responsible for.)*

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your record (*see examples below) in the event of an unforeseen circumstance for a test event you are scheduled in to, you will be taken out of the test event and D&SDT-HEADMASTER will not reschedule you until we hear back from you.

NOTE: The *examples listed below are your responsibility to check and/or keep updated.
- If D&SDT-HEADMASTER leaves you a message or emails you at the phone number or email in your TMU© account and:
  - you do not call us back in a timely manner
  - your phone number is disconnected/your voice mailbox is full
  - you do not check your messages in a timely manner
  - you do not check your email or reply to our email in a timely manner
  - your email is invalid, or you are unable to access your email for any reason

See more information under **'No Show Exceptions'**.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER 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 sign in to your TMU© account to repay or submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER's costs incurred for services requested and resulting work that is performed. If a reschedule or refund request is not done or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under 'Reschedule a Test' and 'Refund of Testing Fees Paid'), a no-show status will exist. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

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, a free reschedule will be authorized to the remitter of record, providing **the required documentation is received within the appropriate time frames outlined below:**

- **Car breakdown or accident**: D&SDT-HEADMASTER 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 name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.

- **Weather or road condition-related issue:** D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and 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 proof within three (3) business days, you will have to pay as though you were a no-show status.

- **Medical emergency or illness**: D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and a doctor's note showing your name and the provider of service name (or on the provider's letterhead) must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.

- **Death in the family**: D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and an obituary showing your name and the provider of service name or a letter on your behalf from the funeral home for immediate family only be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within seven (7) business days, you will have to pay as though you were a no-show status. (The immediate family includes the parent, grand and great-grandparent, sibling, children, spouse, or significant other.)

- **Remotely proctored testing issues:** D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and appropriate documentation showing your name and the provider of service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within three (3) business days, you will have to pay as though you were a no-show status.
  - **Internet outage or issue:** Documentation showing your name and the provider of service name from the Internet provider showing outage date and times.
  - **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation showing your name and the provider of service name from a computer repair technician/shop or other appropriate documentation is required.

Test Results

After you have completed both the Knowledge and Skill Test components of the competency exam, your test results will be officially scored and double-checked by D&SDT-HEADMASTER scoring teams. Official test results will be available by signing in to your TMU© account after 8:00PM ET/7:00PM CT) the business day after your test event.

Note: D&SDT-HEADMASTER does not email or send postal mail test result letters to candidates.

ACCESS YOUR TEST RESULTS IN YOUR TMU© ACCOUNT

To view your test results, sign in to your TMU© account at https://mi.tmutest.com/.
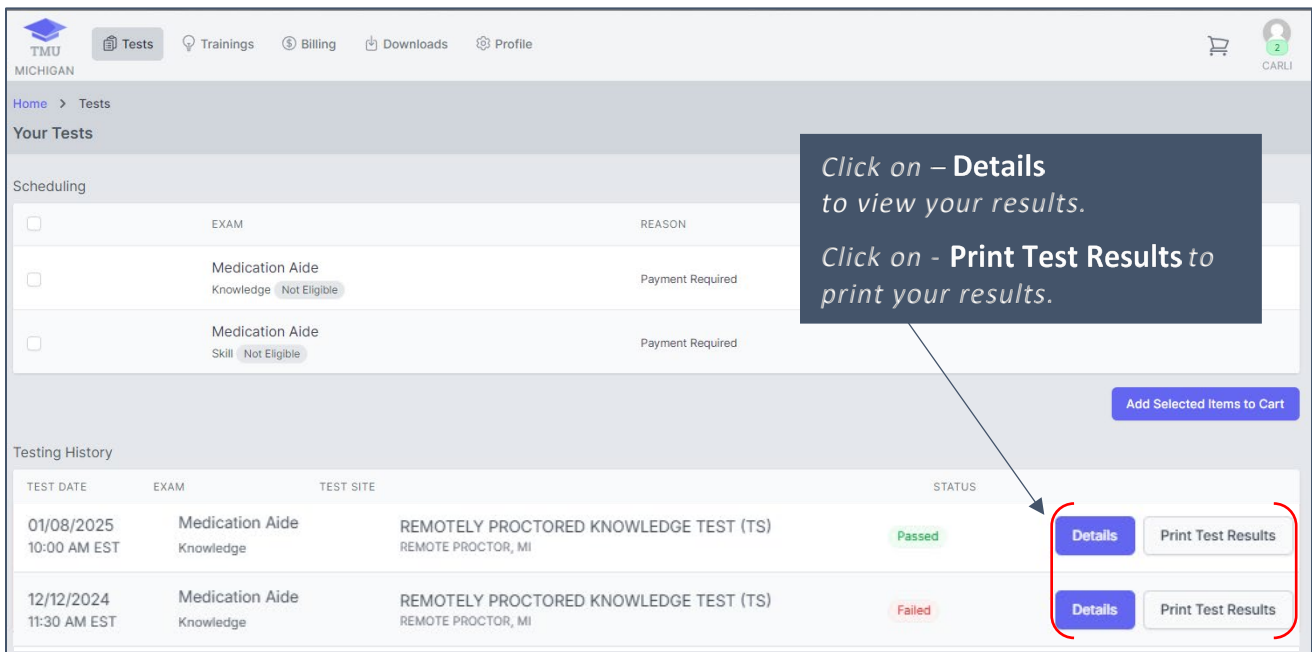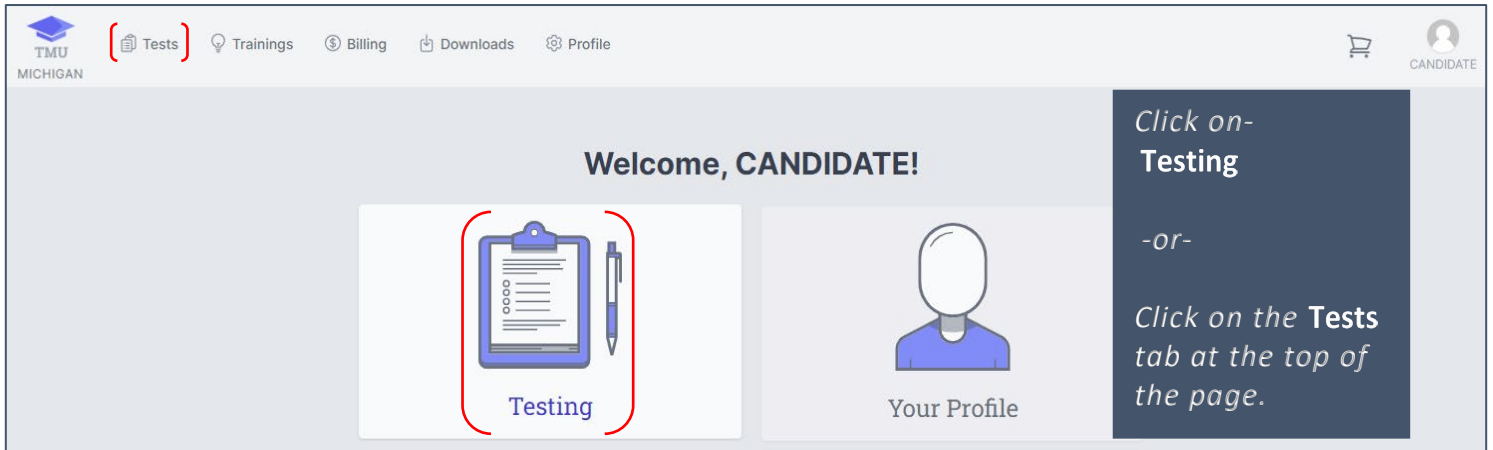
Sample test results:

Knowledge Test Detail

You have **failed** the knowledge portion of the Medication Aide exam.
Your overall knowledge test score is 72.00%.
You must have an overall score of **80%** or better to pass.

Student, Best
Medication Aide Test

Test Actions ⌄

| TEST EVENT	12/12/2024 11:30 AM EST
TEST SITE	REMOTELY PROCTORED KNOWLEDGE TEST (TS) NO PHYSICAL ADDRESS - All TESTING WILL BE CONDUCTED FROM THE CANDIDATE'S LOCATION USING THEIR PERSONAL COMPUTER AND CELL PHONE REMOTE PROCTOR, MI 00000

Scoring & Performance

Test Status	Score	Total correct	Total Answered
Failed	72.00%	36 / 50	50

Performance by Subject

Subject	Score
Six Rights of Medication Administration	83%
Medication Effects	50%
Allowable Routes	100%
Regulation of Controlled Substances	75%
Medication Administration	60%
Documentation	100%
Error Reporting	100%
Role/Responsibilities	75%
Terminology	75%
State Regulations	100%

14 Missed Vocabulary Words

anticholinergics, medication administration, reporting, scheduled medication, medication effect, side effects, adverse effect, anticholinergic, potassium, Tetracyclines, administration protocols, resident rights, catapres (clonidine), inhalation medication

An example of the test results letter that will pop-up if your click on PRINT is on the next page.

← Back   🖨 Print

HEADMASTER, LLP
P.O. BOX 6609, HELENA, MT 59604-6609
800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

MICHIGAN MEDICATION AIDE EXAM RESULTS REPORT

BEST STUDENT
100 Great Lane
Gaylord, MI 49735
IMPORTANT TEST RESULTS

TEST DATE: Wednesday, January 8, 2025

Dear Best,

You have **passed** the knowledge portion of the Medication Aide exam.
Your overall knowledge test score is 86.00%.

A passing score **does not** imply certification. You must verify on the registry.

Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area   Skill Exam Incomplete Steps

Knowledge Exam Results By Subject Area	
Six Rights of Medication Administration	100%
Medication Effects	70%
Allowable Routes	100%
Regulation of Controlled Substances	100%
Medication Administration	80%
Documentation	100%
Error Reporting	100%
Role/Responsibilities	100%
Terminology	75%
State Regulations	50%

Vocabulary words to study: dermatological medication, oxygen, antimicrobials, digoxin, adverse reaction, nitrofurantoin (Furadantine), ophthalmic medications

Test Attempts

You have **unlimited attempts** to pass the knowledge and skill test portions of the exam.

Retaking the Medication Aide Exam

In the event that your test results inform you that you failed the knowledge and/or skill portion of the examination and when you want to apply for a retest, you will need to repay for the portion that you failed before you can schedule an exam date.

You can schedule a test or re-test online by signing in to your TMU© account at https://mi.tmutest.com/. (See the **'Schedule/Reschedule a Test Event'** section for rescheduling instructions.)

You will need to pay with a Visa, Master Card or debit card before you are able to schedule.

Call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays, if assistance is needed. We can assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other testing condition.

*PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST: Please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, excluding Saturdays, Sundays, and holidays, and discuss the test outcome you are questioning before committing to sending the $25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how to better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

There is a $25 non-refundable test review deposit fee. To request a review, complete the Test Review Request and Payment Application, available on the Michigan TMU© main page under 'APPLICATIONS' (before you log in to your account) at mi.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.

Since one qualification for certification as a medication aide in Michigan is demonstrated by examination of minimum medication aide knowledge and skills, the likely outcome of your review will determine who pays for any re-tests granted. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test. If, after investigation, the review finding is in your favor, you will be refunded the $25 test review deposit. If the finding of the review is not in your favor, the $25 test review deposit will stand, and the fee is non-refundable. D&SDT-HEADMASTER will review your detailed recollection, your 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, Actor, or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer, Actor and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate's instructor/training program. After a candidate reaches the age of 18, D&SDT-HEADMASTER will only discuss test results or test reviews with the candidate. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate once the candidate is 18. D&SDT-HEADMASTER will complete your review request within ten business days of receiving your timely review request and will email the review results to your email address and the Michigan Department of Licensing and Regulatory Affairs (LARA).

The Knowledge Exam

You will be required to re-present your ID when you enter the knowledge test room and when you enter the skills lab for your skills exam. Please keep your ID with you during the entire exam day.

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 **50 question** Knowledge Test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Test (such as "What does this question mean?")

You must have a score of 80% or better to pass the knowledge portion of the exam.

Electronic testing in TMU©, using internet connected devices, is utilized at the Medication Aide test sites in Michigan. The Knowledge Exam will be displayed on a screen for you to read and key/click/tap in your answers.

NOTE: **You will need your TMU© Username or Email and Password to sign in to your knowledge test. The Knowledge Test Proctor will provide you with a code at the test event to start your test.**

Translators, translation dictionaries (either paper format or electronic), translating devices or non-approved language translators *are not allowed*.

All test materials must be left in the testing room. Anyone who takes or tries to take materials, notes or information from the testing room is subject to prosecution and will be reported to their training program and the Michigan License and Regulatory Agency.

Knowledge Exam Content

The Knowledge Exam consists of 50 multiple-choice questions. Questions are selected from subject areas based on the LARA approved Michigan Medication Aide (MA-C) test plan. The subject areas and number of items from each area are as follows.

SUBJECT AREAS

Subject Areas	# of Questions
Allowable Routes	2
Documentation	2
Error Reporting	2
Medication Administration	10
Medication Effects	10
Regulation of Controlled Substances	4
Role and Responsibility	8
Six Rights of Medication Administration	6
State Regulations	2
Terminology	4

Remote Proctored Knowledge Exam Option

You will have the option to take the knowledge exam with a remote proctor from home, etc.

REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS

Candidates must have the following:
- 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 to access the 'video conferencing app' (e.g., Zoom) that you must download.
  - You will receive email information about the 'video conferencing app' (for example, Zoom, etc.) you will need before test day.
  - The night before your scheduled remotely proctored knowledge exam, you will receive an email reminder with the password-protected link to join the test event.
- During your test, your smartphone 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.
- **IMPORTANT NOTE:** On testing day, you *will not be allowed to receive any assistance with your setup* from anyone in your environment (room/area).
- A distraction and interruption-free area of your home, etc., where you will be testing.

SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM

You must sign in to your TMU© account using your Username or Email and Password and follow the instructions to 'Schedule/Reschedule a Test Event'. Please ensure you have met the 'Remotely Proctored Knowledge Exam Candidate Requirements' above before scheduling a remotely proctored knowledge exam.
- The test site location for a remotely proctored knowledge exam will be "**Remotely Proctored Knowledge Test Site**".
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU© account to view (see the 'Schedule/Reschedule a Test Event', 'Check/View your TMU© Notifications', and the 'Test Confirmation Letter' sections for information to access your test confirmation.)
- 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 in your notifications.
  - Remember that for this information, check your 'NOTIFICATIONS' under your profile pic in your TMU© account. Please refer to the 'Check/View your Notifications' section.

See the screenshots showing an example of what a notification regarding your remotely proctored knowledge exam will entail on the next page.
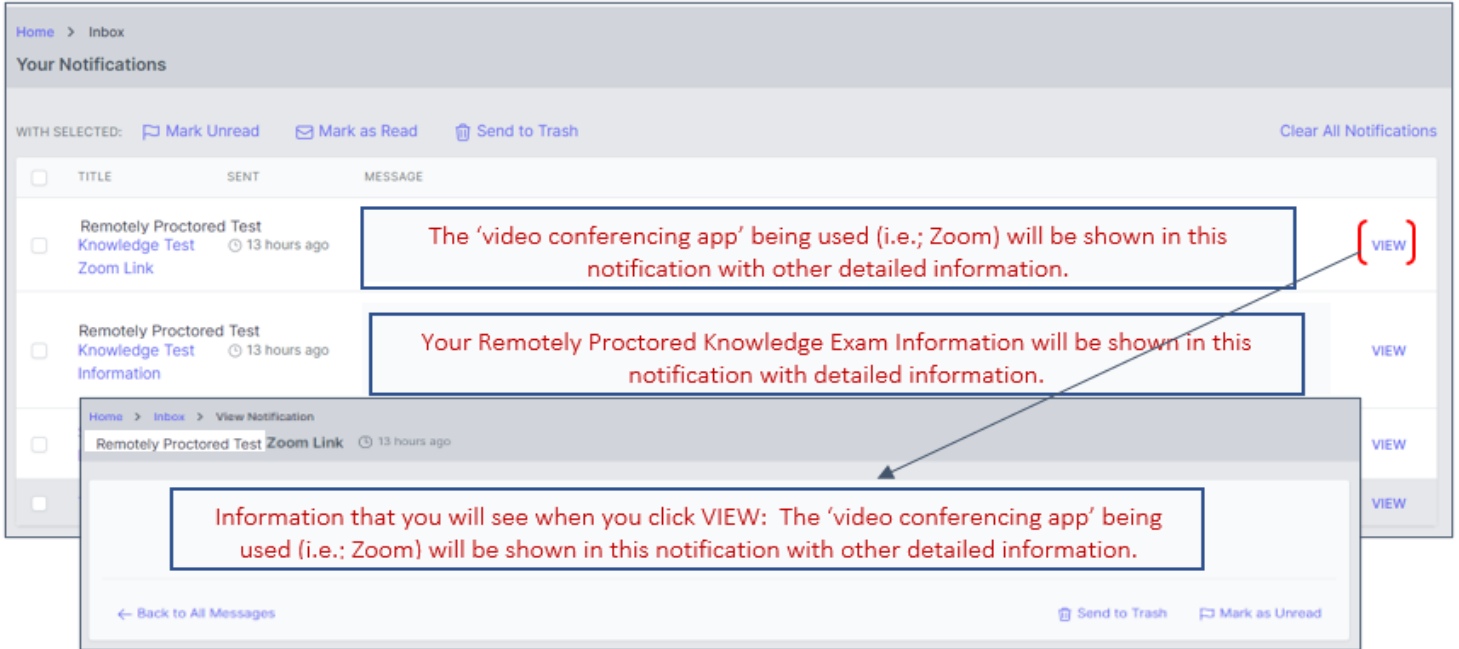
REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS

It is important that you read the Remotely Proctored Knowledge Exam Instructions before signing in to your remotely proctored knowledge exam. Please see the instructions for the Remotely Proctored Knowledge Exam under 'Access the Candidate Handbook and Testing Instructions'.

REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN

You must be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) for the check-in process with the remote test proctor **20 minutes before the start time** listed on your test confirmation. If you are not signed into the remotely proctored exam waiting room prior (**20 minutes**) to the time listed on your test confirmation, you will not be allowed to test, considered a no-show status, forfeit your testing fees paid, and have to pay for another test date.

- You must show your mandatory forms of identification to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see the 'Identification' section for specifics.
- You must show your surroundings to the remote Proctor during check-in before starting your remotely proctored knowledge exam.
- Then, you must position your smartphone so the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- **NOTE:** On testing day, you *will not be allowed to receive any assistance with your setup* from anyone in your environment (room/area).

REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES

All 'Testing Policies' and 'Security' measures are followed during the remotely proctored knowledge exam. Please refer to those sections for information.

- On testing day, you **will not be allowed to receive any assistance with your 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, and you will be considered a no-show status. You will forfeit any testing fees paid and must repay to schedule a new test.

- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.

- If the 'video conferencing app' (for example, Zoom, etc.) 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. **REMEMBER:** *You need to test in a distraction and interruption-free area just like you would if you were sitting 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.

- Please see the information on remotely proctored testing issues under the 'No-Show Exceptions' section.

- Published foreign language word-for-word translation dictionaries **are allowed**.

- Foreign word-for-word translation, translators, translating devices of any type, or non-approved language translators *are not allowed* during the remotely proctored knowledge exam.

Please call D&SDT-Headmaster at (888)401-0462 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam.

Sample Questions

Candidates may also purchase complete medication aide practice tests that are randomly generated. A mastery learning method is used and each practice test taken will be unique. This means candidates must get the question they are attempting correct before they may move onto the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or group purchase plans are available at www.hdmaster.com.

The following are a sample of the kinds of questions that you will find on the knowledge exam.

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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 Manual Skill Test

The purpose of the Skill Test is to evaluate your performance when demonstrating Michigan approved medication aide skill tasks. You will find a complete list of skill tasks in this handbook.

- You will be shown the relaxation area and where to place your personal belongings.

- You will be asked to re-present your ID that you showed the RN Test Observer at sign-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.

- After hearing a scenario, you will open and use the MAR to determine what medications to obtain from the locked medication box or locked controlled substance file box.
    - *You will administer the medications obtained to a live resident actor.*

- You will be allowed a maximum of **twenty-five (25) minutes** to complete the two medication administration tasks. After 10 minutes have elapsed, you will be alerted that 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 of the **key** steps (in bold font) and **80%** of all non-key steps on all medication administrations assigned in order 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 step** or **steps** on any task you believe you have performed incorrectly at **any time** during your allotted twenty-five (25) minutes or until you tell the RN Test Observer you are finished with the Skill Test.

Skill Tasks Listing

Every step must actually be performed and demonstrated during your skill test demonstration to receive credit.

The steps listed for each task are required for a medication aide candidate to successfully demonstrate minimum proficiency of the skill task for the RN Test Observer. You will be scored only on the steps listed. 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 your demonstrations of your medication administration tasks and record what they see you do. D&SDT-HEADMASTER scoring teams will officially score and double check your test.

> **Please note**: The skill task steps included in this handbook are offered as guidelines to help prepare candidates for the Michigan medication aide skill test and the steps included herein are not intended to be used to provide complete care that would be all-inclusive of 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 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 correct number of tablets into the medication cup.
10) Does not touch the medication.
11) Replaces lid, if applicable.
12) Replaces all unused medication back in the medication cart.
13) Locks medication cart and closes the MAR.
14) Greets the resident and introduces self as a Medication Aide.
15) **Verbalizes right resident while using an appropriate method of identification, i.e.; picture, wrist band, 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) 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 external ear flap and pulls 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 of ear canal.
25) Instructs resident to not 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) **Documents administration on the MAR for the correct time.**
31) **Initials MAR.**
32) Signs MAR.

33) Closes MAR.
34) Maintains interpersonal communications with 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 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 container.
11) Does not contaminate the lid.
12) Puts correct number of tablets into the medication cup without touching the medication.
13) Locks medication cart and closes the MAR.
14) Greets the resident and introduces self as a Medication Aide.
15) **Verbalizes right resident while using an appropriate method of identification, i.e.; picture, wrist band, 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 lower eyelid of the correct eye, making a pocket.
21) Asks resident to look up toward forehead.
22) **Instills correct number of drops of medication into the pocket.**
23) **Ensures the dropper tip does not touch 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) **Documents administration on the MAR for the correct time.**
30) **Initials MAR.**
31) Signs MAR.
32) Closes MAR.
33) Maintains interpersonal communications with resident during administration.
34) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
35) 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 lid, if applicable.
11) Replaces all unused medication back in the medication cart.
12) Locks medication cart and closes the MAR.
13) Greets the resident and introduces self as a Medication Aide.
14) **Verbalizes right resident while using an appropriate method of identification, i.e.; picture, wrist band, 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) Tilts resident's head back.
20) Instructs resident to hold head back.
21) Administers correct number of sprays of medication in the correct nostril only.
22) **Medication(s) selected support the five rights (drug, time, dose, resident and route).**
23) **Medication(s) administered support the five rights (drug, time, dose, resident and route).**
24) Returns medication to the medication cart and locks the medication cart.
25) **Documents administration on the MAR for the correct day.**
26) **Documents administration on the MAR for the correct time.**
27) **Initials MAR.**
28) Signs MAR.
29) Closes MAR.
30) Maintains interpersonal communications 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 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 first container, or pops medication from bubble pack.
8) Does not contaminate the lid, if applicable.
9) Puts correct number of capsules into the medication cup.
10) Does not touch the medication.
11) Opens the second container, or pops medication from bubble pack.
12) Does not contaminate lid, if applicable.
13) Puts 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 right resident while using an appropriate method of identification, i.e.; picture, wrist band, or facility appropriate method of identification.**
20) Explains the procedure.
21) Verbalizes privacy as privacy is provided.
22) Gives 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) **Documents administration on the MAR for the correct time.**
28) **Initials MAR.**
29) Signs MAR.
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) 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 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 lid.
13) Returns unused medication to the medication cart.
14) Locks medication cart and closes the MAR.
15) Greets the resident and introduces self as a Medication Aide.
16) **Verbalizes right resident while using an appropriate method of identification, i.e.; picture, wrist band, or facility appropriate method of identification.**
17) Explains the procedure.
18) Verbalizes privacy as privacy is provided.
19) Assists resident to take the liquid medication.
20) Lowers the head of the bed.
21) Assists resident to turn head to correct side with correct ear upward.
22) Holds external ear flap and pulls 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) **Documents administration on the MAR for the correct time.**
32) **Initials MAR.**
33) Signs MAR.
34) Closes MAR.
35) Maintains interpersonal communications 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 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 liquid medication container.
8) Does not contaminate lid.
9) Sets medication cup on a level surface.
10) **Pours the correct amount of medication into the medication cup.**
11) Replaces lid.
12) Checks for correct amount of medication in the medication cup at eye level.
13) Returns unused medication to the medication cart.
14) Locks 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, wrist band or facility appropriate method of identification.**
17) Explains the procedure.
18) Verbalizes privacy as privacy is provided.
19) Assists 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 container.
23) Does not contaminate 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 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 back to the medication cart.
33) Locks the medication cart.
34) **Documents administration on the MAR on the correct day.**
35) **Documents administration on the MAR for the correct time.**
36) **Initials MAR.**
37) Signs MAR.
38) Closes MAR.
39) Maintains interpersonal communications with the resident during administration.
40) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
41) 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, wrist band 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 withing 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 lid, if applicable.
18) If proceeds with administration, puts correct number of tablet(s) in the medication cup.
19) If proceeds with administration, does not touch the medication.
20) Locks medication cart and closes the MAR.
21) If proceeds with administration, gives resident a glass of water.
22) If proceeds with administration, assists the resident to take the medication from the medication cup.
23) Gently tilts resident's head back with chin up.
24) Pulls down on lower eyelid of the correct eye, making a pocket.
25) Asks the resident to look up toward forehead.
26) **Instills the correct number of drops of medication into the pocket.**
27) Ensures that the dropper tip does not touch eye.
28) Uses tissue to remove any excess fluid from around the eye.
29) Returns 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) **Documents administration on the MAR for the correct time.**
35) **Initials MAR.**
36) Signs MAR.
37) Closes MAR.
38) Maintains interpersonal communications 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.

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 lid, if applicable.
9) Puts correct number of capsules in 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, wrist band 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 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 container.
21) Does not contaminate 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 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) **Documents administration on the MAR for the correct time.**
34) **Initials MAR.**
35) Signs MAR.
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) 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, wrist band 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 withing 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 heart rate 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 lid, if applicable.

18) If proceeds with administration, puts 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) Spray 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 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) Documents administration on the MAR for the correct time.

38) Initials MAR.

39) Signs MAR.

40) Closes MAR.

41) Maintains interpersonal communications with resident during administration.

42) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.

43) Uses hand sanitizer to clean hands.

Knowledge Exam Vocabulary List

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

antiarthritics	chain of command	drug absorption rate
antibiotic	changes of condition	drug abuse
anticholinergics	cholesterol	drug build-up
anticoagulant	Cipro	drug dependence
anticonvulsants	Ciprofloxacin	Drug Enforcement Agency
antidepressant	circulation	drug metabolism
antidote	classifications of medication	drug orders
antiemetic	Clonidine	drug references
antigout medications	Colace	drugs
antihistamines	communication	Dulcolax
antihypertensives	confidentiality	dyspnea
antimicrobials	confusion	dysrhythmia
antineoplastics	congestive heart failure	ear drops
antipruritic	constipation	edema
antipsychotics	continuing education	effects of medications
antiseizure medications	contraindicated	emphysema
antitussives	controlled medications	enteric coatings
aorta	controlled substance	error reporting
apical heart rate	corticosteroids	excretion
arthritis	Coumadin	expiration date
aspiration	countable substances	extended-release medication
aspirin	crushing medications	extrapyramidal symptoms (EPS)
asthma	cumulative effect	
Ativan	current information	eye drop drainage
authorized duties	decongestant	eye medications
bacterial infections	dehydration	fat-soluble
benzodiazepines	delegation	FDA requirement
BID	Depakote	fever
black box warnings	depression	Fosamax
blood pressure	dermatological medication	furosemide
body systems	detoxifier	gastric mucosa
brain	diabetes	gastrointestinal/alimentary system
broad-spectrum antibiotics	diabetic medications	
bronchodilators	dietary supplements	ginkgo biloba
burn prevention	digoxin (Lanoxin)	glipizide (Glucotrol XL)
BuSpar	Dilantin	glucagon
cardiac	disciplinary action	glucose
cardiovascular drugs	discontinued medication	Glucotrol
carisoprodol	diuretic medications	gout
catapres (clonidine)	diverticulitis	haloperidol
cecum	documentation	hand washing
central nervous system	dosage	herbal medications

HIPAA regulation	medication frequency	penicillin
histamine	medication interaction	penicillinase
hyperglycemia	medication inventory	peristalsis
hypertension	medication order	pharmacists
hypoglycemia	medication package	pharmacokinetics
hypokalemia	medication patches	pharmacy label
hypothyroidism	medication refusal	physiological effects
ibuprofen	medication routes	placebo
idiosyncratic reaction	medication storage	pleurisy
infection control	medication strength	positioning
infections	Metamucil	potassium
inflammation	Michigan medication aide	prescription label
inhalation medications	missed dose	prescription refills
inhaler	morphine	priority
insulin	muscle relaxants	PRN
integumentary system	myocardial infarction	prn medications
iron supplements	Naprosyn	PRN order
lancets	narcotics	Proventil
Lasix	narrow-spectrum antibiotic	Prozac
laxatives	needles	psoriasis
levaquin	nitrofurantoin (Furadantine)	psychotropic medications
Lipitor	Nitroglycerin	pulse
liquid administration	nonsteroidal anti-inflammatory	pyorrhea
liquid medication	NSAIDS	qd
lisinopril	obtaining medications	radial
lung diseases	ophthalmic medications	recent surgery
macromineral	optic	recommended daily allowances (RDA)
macular degeneration	oral medications	rectal suppository
malpractice	oral preparations	rectum
measurement equivalents	osteoporosis medications	reddened intact area
measuring device	otic medication	refuse medication
medical terminology	over-the-counter medication	regulation
medication administration	oxygen	reporting
medication administration record	pain medication	resident requests another pill
medication aide role	parenteral	resident's rights
medication allergies	Parkinson's disease	respirations
medication amount	patch medication	respiratory system
medication calculation	pathogens	revoked certificate
medication categories	Paxil	right dose
medication effect	pc	right drug
medication error	pediculicide	

right medication	State License and Regulatory Agency	toxic effects
right time	state regulation	Transderm-Nitro patches
rights of medication administration	statins	transdermal patches
role and responsibility	stroke	Tylenol
safety checks	sublingual	types of orders
schedule II medication	supplements	uncomfortable resident
scheduled medication	suppositories	universal/standard precautions
scheduled narcotic	suspensions	uric acid
scope of practice	swallowing	urinary system
sedatives	symptoms	vaginal dryness
seizures	synthroid	vaginal medications
sensory system	syringes	violation of professional boundaries
shock	systolic	vitamins
side effects	Tagamet	warfarin (Coumadin)
six rights of medication administration	Tegretol	Xanax
skin disorder	temperature	Zantac
skin patches	terminology	zestril
skin rashes	Tetracyclines	Zoloft
special instructions	therapy	
	topicals	

Notes: