




# Arizona Medication Assistant Mock Skills

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Headmaster, LLP



**Please note:** The skill task steps included in this document are offered as guidelines to help prepare candidates for the Arizona Medication Assistant 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.

## Ear Drops / Tablet Medication Administration

	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
	Open MAR.	
	Identify correct resident's MAR.	
	Identify medications to be given to the resident.	
	Obtain correct medications from the medication cart.	
	<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
	<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
	<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
	<b>Medications selected are for the correct time.</b>	
	<b>Medications selected are for the correct routes.</b>	
	Open container.	
	Do not contaminate lid during removal, replacement or while off container.	
	Pour correct number of prescribed tablets into medication cup without touching medication.	
	Lock medication cart.	
	Close or cover MAR.	
	Greet resident.	
	Introduce self by name as a medication assistant.	
	Explain procedure to the resident.	
	Ask resident to state their name.	
	Ask resident to state their date of birth.	
	<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
	Give resident a glass of water.	
	Assist resident to take medication.	
	Watch the resident until the medication is swallowed.	
	Lower the head of the bed.	
	Remove container lid.	
	Do not contaminate lid during removal, replacement or while off container.	
	Turn resident's head toward correct side with correct ear upward.	
	Hold resident's external ear flap (pinna) and pull up and back.	
	<b>Instill the correct number of prescribed drops of medication into the ear.</b>	
	Do not touch inside of resident's ear canal with the container tip.	
	Tell resident to not move their head for a few minutes.	
	Return medication to the medication cart.	
	Lock medication cart.	
	<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
	Initial and sign MAR.	
	Close or cover MAR.	

	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	

## Eye Drops / Tablet Medication Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR.	
Identify medications to be given to the resident.	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Pour correct number of prescribed tablets into medication cup without touching medication.	
Lock medication cart.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Give resident a glass of water.	
Assist resident to take medication.	
Watch the resident until the medication is swallowed.	
Put on gloves.	
Remove container lid.	
Do not contaminate lid during removal, replacement or while off container.	
Gently tilt resident's head back with chin up.	
Pull down on resident's lower eye lid of the correct eye making a pocket.	
Ask resident to look up toward forehead.	
<b>Drop correct number of prescribed drops of medication into the pocket.</b>	
Container tip does not touch resident's eye.	
Apply gentle pressure to inner corner of resident's eye.	
Use tissue to remove any excess fluid from around resident's eye.	
Remove and discard gloves.	

	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
	Return medication to the medication cart.	
	Lock medication cart.	
	<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
	Initial and sign MAR.	
	Close or cover MAR.	
	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	

## Nasal Spray / Tablet Medication Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR.	
Identify medications to be given to the resident.	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Pour correct number of prescribed tablets into medication cup without touching medication.	
Lock medication cart.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Give resident a glass of water.	
Assist resident to take medication one tablet at a time.	
Watch the resident until the medication is swallowed.	
Remove container lid.	
Do not contaminate lid during removal, replacement or while off container.	
Have resident blow their nose.	
Instruct resident to breath in with mouth closed.	
Time administration of spray with resident's inhalation.	
Administer correct number of prescribed spray(s) in resident's correct nostril.	
Press resident's correct nostril closed while administering nasal spray.	
Return medication to the medication cart.	
Lock medication cart.	
<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
Initial and sign MAR.	
Close or cover MAR.	

	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	

## Oral Capsule Medication Administration

	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
	Open MAR.	
	Identify correct resident's MAR.	
	Identify medications to be given to the resident.	
	Obtain correct medications from the medication cart.	
	<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
	<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
	<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
	<b>Medications selected are for the correct time.</b>	
	<b>Medications selected are for the correct routes.</b>	
	Open first container or pop medication from blister pak.	
	Do not contaminate lid during removal, replacement or while off container.	
	Pour correct number of prescribed capsules in medication cup without touching medication.	
	Open second container or pop medication from blister pak.	
	Do not contaminate lid during removal, replacement or while off container.	
	Pour prescribed number of capsules in medication cup without touching medication.	
	Return medication to the medication cart.	
	Lock medication cart.	
	Close or cover MAR.	
	Greet resident.	
	Introduce self by name as a medication assistant.	
	Explain procedure to the resident.	
	Ask resident to state their name.	
	Ask resident to state their date of birth.	
	<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
	Give resident a glass of water.	
	Assist the resident to take the medication one capsule at a time.	
	Watch the resident until the medication is swallowed.	
	<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
	Initial and sign MAR.	
	Close or cover MAR.	
	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	



## Oral Liquid Medication / Ear Drops Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR.	
Identify medications to be given to the resident.	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Set medication cup on level surface.	
<b>Pour correct amount of prescribed medication in medication cup.</b>	
Check for correct amount of medication at eye level.	
Lock medication cart.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Assist resident to take oral medication.	
Watch resident until the medication is swallowed.	
Lower the head of the bed.	
Remove container lid.	
Do not contaminate lid during removal, replacement or while off container.	
Turn resident's head to correct side with correct ear upward.	
Hold resident's external ear flap (pinna) and pull up and back.	
<b>Instill the correct number of prescribed drops of medication into the ear.</b>	
Container tip does not touch inside of resident's ear canal.	
Tell resident to not move their head for a few minutes.	
Return medication to the medication cart.	
Lock medication cart.	
<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
Initial and sign MAR.	

	Close or cover MAR.	
	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	

## Oral Liquid Medication / Topical Ointment Medication Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR.	
Identify medications to be given to the resident.	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medication to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Set medication cup on a level surface.	
<b>Pour correct amount of prescribed medication in medication cup.</b>	
Check for correct amount of medication at eye level.	
Lock medication cart.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Assist resident to take oral medication.	
Watch resident until the medication is swallowed.	
Inspect resident's correct forearm skin area where medication is to be applied	
Put on one glove.	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Squeeze ointment onto finger of gloved hand.	
Apply ointment on gloved finger to resident's correct forearm.	
Spread ointment to cover entire area that is to be treated.	
Remove and discard glove.	
Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Return medication to the medication cart.	
Lock medication cart.	

	<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
	Initial and sign MAR.	
	Close or cover MAR.	
	Maintains respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	

## Oral Tablet Medication / Eye Drop Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR	
Identify medications to be given to the resident.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Listen to apical heart rate for 60 seconds with teaching stethoscope.	
Record apical heart rate on the MAR.	
<b>Recorded apical heart rate is within 5 beats of the RN Test Observer's recorded apical heart rate.</b>	
<b>Verbalize whether or not to proceed with medication administration based upon apical heart rate obtained.</b>	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
If proceeding with tablet administration, open container.	
If proceeding with tablet administration, do not contaminate lid during removal, replacement or while off container.	
If proceeding with tablet administration, pour correct number of prescribed tablets into the medication cup without touching the medication.	
Lock medication cart.	
Close or cover MAR.	
If proceeding with tablet administration, give resident a glass of water.	
If proceeding with tablet administration, assist resident to take medication.	
If proceeding with tablet administration, watch the resident until the medication is swallowed.	
Put on gloves.	
Remove container lid.	
Do not contaminate lid during removal, replacement or while off container.	
Gently tilt resident's head back with chin up.	

	Pull down on resident's lower eye lid of the correct eye making a pocket.	
	Ask resident to look up toward forehead.	
	<b>Drop correct number of prescribed drops of medication into the pocket.</b>	
	Do not touch resident's eye with container tip.	
	Apply gentle pressure to inner corner of resident's eye.	
	Use tissue to remove any excess fluid from around resident's eye.	
	Remove and discard gloves.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
	Return medication to the medication cart.	
	Lock medication cart.	
	<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
	Initial and sign MAR.	
	Close or cover MAR.	
	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	

## Topical Ointment Medication / Oral Capsule Medication Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR.	
Identify medications to be given to the resident.	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medications to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Pour capsule in medication cup without touching the medication.	
Lock medication cart.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Give resident a glass of water.	
Assist resident to take medication.	
Watch resident until the medication is swallowed.	
Inspect resident's correct forearm skin area where medication is to be applied.	
Put on one glove.	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Squeeze ointment onto finger of gloved hand.	
Apply ointment on gloved finger to resident's correct forearm.	
Spread ointment to cover entire area that is to be treated.	
Remove and discard glove.	
Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Return medication to the medication cart.	
Lock medication cart.	

	<b>Document administration on the medication administration record (MAR) on the correct day</b>	
	Initial and sign MAR.	
	Close or cover MAR.	
	Maintain respectful, courteous interpersonal communications during administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. <ul style="list-style-type: none"> <li>a. Covers all surfaces of hands with hand sanitizer.</li> <li>b. Rubs hands together until hands are completely dry.</li> </ul>	



## Topical Spray Medication / Unit Dose Medication Administration

Performs hand hygiene with hand sanitizer. a. Covers all surfaces of hands with hand sanitizer. b. Rubs hands together until hands are completely dry.	
Open MAR.	
Identify correct resident's MAR.	
Identify medications to be given to the resident.	
Close or cover MAR.	
Greet resident.	
Introduce self by name as a medication assistant.	
Explain procedure to the resident.	
Ask resident to state their name.	
Ask resident to state their date of birth.	
<b>Identify the right resident using an appropriate method of identification (i.e.; picture, wrist band or facility appropriate method of identification).</b>	
Listen to apical heart rate for 60 seconds with teaching stethoscope.	
Record apical heart rate on the MAR.	
<b>Recorded apical heart rate is within 5 beats of the RN Test Observer's recorded apical heart rate.</b>	
<b>Verbalize whether or not to proceed with medication administration based upon apical heart rate obtained.</b>	
Obtain correct medications from the medication cart.	
<b>For each medication, identify the correct drug label for the correct resident's MAR.</b>	
<b>Identify the right drugs as obtaining the medications from the medication cart. (Show medication to the RN Test Observer.)</b>	
<b>For each medication, identify the right dose and compare the labels to the right resident's MAR.</b>	
<b>Medications selected are for the correct time.</b>	
<b>Medications selected are for the correct routes.</b>	
If proceeding with tablet administration, open container.	
If proceeding with tablet administration, do not contaminate lid during removal, replacement or while off container.	
If proceeding with tablet administration, pour correct number of prescribed tablets into the medication cup without touching the medication.	
Lock medication cart.	
Close or cover MAR.	
If proceeding with tablet administration, give resident a glass of water.	
If proceeding with tablet administration, assist resident to take medication.	
If proceeding with tablet administration, watch the resident until the medication is swallowed.	
Inspect resident's correct forearm skin area where medication is to be applied.	
Open container.	
Do not contaminate lid during removal, replacement or while off container.	
Instruct resident to turn face away while spraying medication.	

	Spray one spray on area on resident's forearm.	
	Return medication to the medication cart.	
	Lock medication cart.	
	<b>Document administration on the medication administration record (MAR) on the correct day.</b>	
	Initial and sign MAR.	
	Close or cover MAR.	
	Maintain respectful, courteous interpersonal communications during drug administrations.	
	Place call light within easy reach of the resident.	
	Performs hand hygiene with hand sanitizer. <ul style="list-style-type: none"> <li>a. Covers all surfaces of hands with hand sanitizer.</li> <li>b. Rubs hands together until hands are completely dry.</li> </ul>	