



**D&S Diversified Technologies LLP**

**Headmaster LLP**

# **Tennessee Medication Aide Candidate Handbook**

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*EFFECTIVE: July 15, 2021*

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Version 2

## Contact Information

<b>Questions regarding applications, test scheduling and eligibility to test: (877) 851-2355</b>		
<b>Questions about Medication Aide certification: (615) 741-1943</b>		
<b>D&amp;S Diversified Technologies, LLP</b> 333 Oakland Avenue Findlay, OH 45840  Email: <a href="mailto:hdmastereast@hdmaster.com">hdmastereast@hdmaster.com</a> Web Site: <a href="http://www.hdmaster.com">www.hdmaster.com</a>	Monday through Friday 7:00AM – 7:00PM (CST) 8:00AM – 6:00PM (EST)	Phone #: (877) 851-2355  Fax #: (406) 442-3357
<b>Tennessee State Board of Nursing</b> 665 Mainstream Drive Nashville, TN 37243  Web Site: <a href="https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board.html">https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board.html</a>	Monday through Friday 8:00 AM – 4:30 PM (CST)	Phone #: (615) 741-1943 or Phone #: (615) 741-2563

## Table of Contents

**INTRODUCTION ..... 1**

**AMERICANS WITH DISABILITIES ACT (ADA) ..... 1**

    ADA COMPLIANCE ..... 1

**THE TENNESSEE MEDICATION AIDE COMPETENCY EXAM ..... 1**

    PAYMENT INFORMATION ..... 1

    SCHEDULE AN EXAM ..... 1

*Medication Aide Training Program Candidates ..... 1*

    TIME FRAME FOR TESTING FROM TRAINING PROGRAM COMPLETION ..... 3

    EXAM CHECK-IN ..... 3

    TESTING ATTIRE ..... 3

    IDENTIFICATION ..... 4

    INSTRUCTIONS FOR THE KNOWLEDGE AND SKILL TESTS ..... 4

    TESTING POLICIES ..... 5

    INCLEMENT WEATHER AND UNFORESEEN CIRCUMSTANCES POLICIES ..... 6

    SECURITY ..... 6

    RESCHEDULES ..... 7

    REFUND OF TESTING FEES PAID ..... 7

*Scheduled in a Test Event ..... 7*

*Not Scheduled in a Test Event ..... 8*

    NO SHOWS ..... 8

*No Show Exceptions ..... 8*

    TEST RESULTS ..... 9

    TEST ATTEMPTS ..... 10

    APPLYING FOR A TENNESSEE MEDICATION AIDE CERTIFICATION ..... 10

*Expediting your Medication Aide Application for Certification with the Tennessee Board of Nursing ... 10*

    RETAKE THE MEDICATION AIDE TEST ..... 11

    TEST REVIEW REQUESTS ..... 11

# Tennessee Medication Aide Candidate Handbook

---

<b>THE KNOWLEDGE TEST .....</b>	<b>12</b>
KNOWLEDGE TEST CONTENT .....	12
SAMPLE QUESTIONS .....	13
<b>THE MANUAL SKILL TEST .....</b>	<b>14</b>
SKILL TASKS LISTING.....	14
Oral Liquid / Ear Drops Administration.....	15
Topical Spray Medication / Unit Dose Administration.....	16
Topical Ointment / Oral Capsule Medication Administration.....	17
Oral Tablet / Eye Drop Administration.....	18
Oral Capsule Administration.....	19
Oral Liquid / Ointment Administration.....	20
Ear Drops / Tablet Administration.....	21
Nasal Spray / Tablet Administration.....	22
Eye Drops / Unit Dose Administration.....	23
Controlled Substance.....	24
<b>KNOWLEDGE TEST VOCABULARY LIST .....</b>	<b>26</b>
<b>NOTES: .....</b>	<b>31</b>

# Tennessee Medication Aide Candidate Handbook

## 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 Tennessee Board of Nursing (TBON) to be certified as a Medication Aide in Tennessee.

The Tennessee Board of Nursing 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 toll free at (877)851-2355 or go to [www.hdmaster.com](http://www.hdmaster.com). The information in this handbook will help you prepare for your examination.

## Americans with Disabilities Act (ADA)

### ADA Compliance

If you have a qualified disability, you may request special accommodations for examination. Accommodations must be approved by the Tennessee Board of Nursing (TBON) in advance of examination. The request for ADA Accommodation Form 1404TM is available on the Tennessee Medication Aide page of the D&SDT website under the Candidate Forms column at [www.hdmaster.com](http://www.hdmaster.com). This form must be submitted to D&SDT-Headmaster with the required documentation listed on the second page of the ADA application in order to be reviewed for a special accommodation.

## The Tennessee Medication Aide Competency Exam

### Payment Information

Exam Description – <b>EFFECTIVE JULY 1, 2021</b>	Price
Knowledge Test or Retake	\$42.50
Skill Test or Retake	\$95.00

### Schedule an Exam

In order to schedule an examination date, candidates must have successfully completed a Tennessee Board of Nursing (TBON) approved, medication aide (MA) training program or have a TBON-approved MA Education Waiver. In addition, all medication aide certification exam candidates must be registered with D&S Diversified Technologies-Headmaster by their training program, unless a waiver is granted by the TBON. Your registration information will be transmitted to the TBON upon passing both portions of the MA-C exam.

### Medication Aide Training Program Candidates

Your training program will enter your initial training information into the WebETest© database. Your training program instructor/program will verify the name entered into WebETest© against the

## Tennessee Medication Aide Candidate Handbook

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identification you will present when you sign in at a test event. Your ID must be a US government issued, non-expired, signed photo bearing ID. If you discover your ID name doesn't match your name as listed in WebETest®, please call D&SDT-Headmaster at (877)851-2355. Once your instructor or training program enters the date you successfully complete training into WebETest®, you may schedule your exam date online at [www.hdmaster.com](http://www.hdmaster.com) (click on Tennessee MA-C, click on Schedule under "now available", click on Select Test Event/Reschedule) and then log-in with your secure Test ID# and Pin# provided to you by your training program or from D&SDT-Headmaster at (877)851-2355.

Securely processed Visa or MasterCard credit card or debit card information is required when scheduling online. After paying you will be able to schedule and/or reschedule any time up to close of business the business day preceding a scheduled test date of your choice and receive your test confirmation notification online or on the screen while you are logged in. D&SDT-Headmaster is open Monday through Friday, 7:00AM – 7:00PM (Central Standard time)/8:00AM – 8:00PM (Eastern Standard time, excluding holidays). You may login with any Internet connected device. You will be scheduled to take your initial knowledge and skill tests on the same day.

To change or reschedule your test date, login to WebETest® at [www.hdmaster.com](http://www.hdmaster.com), choose Tennessee MA-C, any time up to close of business the business day preceding a scheduled test date. If you are unable to schedule/reschedule on-line, please call D&SDT-Headmaster at (877)851-2355 for assistance with rescheduling online. If you request that D&SDT-Headmaster staff reschedule you, there is a D&SDT Staff Assisted Reschedule fee of \$45.00.

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

You may also schedule a test date and pay your testing fees by emailing, [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com), mailing P.O. Box 6609, Helena, MT 59604, or faxing, (406)442-3357, a \$5.00 fax fee applies, to D&SDT-Headmaster the paper application forms known as the 1101TM and 1402TM forms. For paper applications (Form 1101TM), please print neatly and remember to double check your address, phone number, and social security number before signing the application. If it is not signed, your application will be returned. A listing of Regional (fixed) test dates is available on our web site at [www.hdmaster.com](http://www.hdmaster.com).

Complete the Scheduling and Payment Form 1402TM by including first and second date choices for your testing along with your payment (money order, cashier's check, facility check, Visa or MasterCard). No personal checks or cash are accepted. ***Please make money orders or cashier checks payable to D&SDT.*** We cannot schedule you for a regional test date if we do not receive your form at least ten (10) business days from receipt of your paper application. All D&SDT-Headmaster forms can be found on the Tennessee MA-C page of our website at [www.hdmaster.com](http://www.hdmaster.com).

Paper applications must be received in the D&SDT-Headmaster Helena, Montana office (P.O. Box 6609, Helena, MT 59604 or if paying with a credit/debit card, via fax at (406)442-3357) ten (10) business days before the requested test date. If you do not hear from D&SDT-Headmaster within 5 business days of sending a paper application, please call D&SDT-Headmaster at (877)851-2355. ***Forms with missing information, payment or signatures will be returned to the candidate.***

## Tennessee Medication Aide Candidate Handbook

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If we are able to schedule you to test in less than 10 business days of your requested test date a \$15.00 Express Service Fee and a \$39.50 Overnight Express Shipping Fee per candidate may apply. Candidates can also view their confirmation notice any time by logging into their WebETest© account at [www.hdmaster.com](http://www.hdmaster.com) and choose Tennessee MA-C.

**D&SDT-Headmaster does not send postal mail test confirmation letters to candidates. You will be notified via email of your confirmed test date.**

### *Time Frame for Testing from Training Program Completion*

You will be scheduled to take your knowledge and skill tests on the same day. You must schedule a test **within one year of your date of training program completion**. After one year, you must complete another TBON approved training program in order to be eligible to schedule testing.

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 has already scheduled and/or prepaid for your test. Regional test seats are open to all candidates. Regional test dates are posted on the Tennessee MA-C page of our website, [www.hdmaster.com](http://www.hdmaster.com) under the “Candidate Forms” column. Click on the button “Three Month Test Schedule”. Be sure to read the important notes at the top of the first calendar.

If you have any questions regarding your test scheduling, call D&SDT-Headmaster at (877)851-2355, Monday through Friday 7:00AM to 7:00PM Central Standard time/8:00AM to 6:00PM Eastern Standard time, excluding holidays.

### *Exam Check-In*

You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your exam is scheduled to start. (*For example: if your test start time is 8:00AM – you need to be at the test site for check-in no later than 7:30 to 7:40AM.*)

### *Testing Attire*

The required testing attire applies to both the knowledge and skills exams.

- You must be in full clinical attire including clinical shoes.
  - No opened toed shoes (example; flip-flops or sandals) are allowed.
  - Scrubs and shoes can be any color/design.
- No wrist watches, smart watches or fitness monitors are allowed.
- Long hair must be pulled back.

***Please note: You will not be admitted for testing if you are not wearing scrubs attire, the appropriate shoes and long hair pulled back. You will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.***

## Tennessee Medication Aide Candidate Handbook

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### Identification

You must bring a **US GOVERNMENT ISSUED, PHOTO-BEARING, SIGNED, NON-EXPIRED FORM OF IDENTIFICATION**. Examples of the forms of US government issued, signed, non-expired photo ID's that are acceptable are:

- Driver's License
- State Issued Identification Card
- US Passport (Foreign Passports and Passport Cards *are not* acceptable)
  - *Exception: A Foreign Passport that contains a US VISA is acceptable.*
- Military Identification (must meet criteria for ID – picture, signature, non-expired expiration date, US-government issued)
- Alien Registration Card (must meet criteria for ID – picture, signature, non-expired expiration date, US-government issued)
- Tribal Identification Card (must meet criteria for ID – picture, signature, non-expired expiration date, US-government issued)
- Work Authorization Card (must meet criteria for ID – picture, signature, non-expired expiration date, US-government issued)

**Please note:** A driver's license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID. You will not be admitted for testing and you will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.

The **FIRST** and **LAST** names listed on the ID presented to the RN Test Observer during sign-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in the Tennessee medication aide WebETest© database by your training program/instructor. You may call D&SDT-Headmaster at (877)851-2355 to confirm that your name of record matches your US government issued ID, or log in to the TN MA webpage at [www.hdmaster.com](http://www.hdmaster.com) using your Test ID# and PIN# to check on or change your demographic information.

**Please note:** *You will not be admitted for testing if you do not bring proper ID, your ID is invalid (see note above) or if your FIRST and LAST printed names on your US government issued photo ID do not match your current name of record. You will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.*

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.

### Instructions for the Knowledge and Skill Tests

Test instructions for the knowledge and skill tests will be provided in written and oral format in the waiting area when you sign-in for your test. Oral and PDF versions are also available anytime from your smart phone via the link on D&SDT-Headmaster's Tennessee Medication Aide website at [www.hdmaster.com](http://www.hdmaster.com). These instructions detail the process and what you can expect during your exams. Please read through the instructions (or listen to them on your smart phone) **before** entering the knowledge test room or skill demonstration lab. 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 you questions about the instructions you read when you enter the knowledge test room and/or skill test lab.

## Tennessee Medication Aide Candidate Handbook

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### Testing Policies

The following policies are observed at each test site—

- Plan to be at the test site up to four (4) hours.
- If you arrive late for your confirmed exam (you need to be at the test site to check in at least 20-30 minutes before your scheduled start time – if you 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 and any exam fees paid *will NOT be refunded*.
- If you do not bring valid and appropriate US government issued, non-expired, signed photo ID, 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, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you do not wear full clinical scrubs and the appropriate clinical shoes 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 on-line in your own record using your ID and PIN# or submit Form 1402TM (Scheduling and Payment Form) to schedule another exam date.
- Cell phones, smart watches, fitness monitors, electronic recording devices, Bluetooth connected devices and personal items (such as briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. You will be informed by the testing team of the designated area to place your personal items and electronic devices and you are to collect these items when you complete your test(s).
- All electronic devices must be **turned off**. Any smart watches or fitness monitors must be removed from your wrist and turned off.
- Anyone caught using any type of electronic recording device during testing will be removed from the testing room(s), have their test scored as a failed test, forfeit all testing fees, will be reported to your training program and the Tennessee Board of Nursing and will not be permitted to test for 6 months or without the approval of the Tennessee Board of Nursing.
- You may, however, use personal devices during your free time in the waiting area.
- You may bring a jacket, snack, drink or study material to have while waiting to test.
- Word-for-word language translation dictionaries are allowed during testing. You must show the foreign translation dictionary to the RN Test Observer/Knowledge Test Proctor before you start your knowledge exam. No documentation or writing can be in the translation dictionary, if there is, it will not be allowed.
  - Electronic translation dictionaries or dictionaries with definitions are not allowed during testing.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, smoke, use e-cigarettes or vape during the exam.
- You are not allowed to leave the testing room (knowledge test 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 of any kind, engaging in any kind of misconduct or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your exam will be scored as a failed attempt and you will reported to your training



## Tennessee Medication Aide Candidate Handbook

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program and the Tennessee Board of Nursing. You will not be allowed to retest without clearance from the Tennessee Board of Nursing.

- No visitors, guests, pets (including companion animals) or children are allowed.
- Test sites, RN Test Observers, Knowledge Test Proctors and Actors are not responsible for candidate personal belongings at the test site.
- ***Please refer to this Tennessee Medication Aide Candidate Handbook before your test day for any updates to testing and/or policies.***

### ***Incident Weather and Unforeseen Circumstances Policies***

If an exam date is cancelled due to weather or other unforeseen circumstances, D&SDT-Headmaster staff will make every effort to contact you via email and phone call using the contact information we have on file to reschedule you, for no charge, to a mutually agreed upon new test date. Therefore, you must keep your contact information up to date in case we need to contact you.

In the event of incident weather, you will be expected to attend your schedule exam date unless:

- The county you reside in or the county of the testing site is placed on a weather emergency.
- The test site closes.
- The test observer cancels the test event.
- There is an accident due to weather or other cause on your route to the test site, in which case:
  - Documentation from the Department of Transportation Services or a Police report is required within 3 business days of your scheduled exam day to qualify for a free reschedule.

If the above listed circumstances are not met, failure to attend your scheduled test date will result in a No Show status and any exam fees paid *will NOT be refunded*. See more information under No Show Exceptions.

### ***Security***

If you refuse to follow directions, use abusive language 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 and a report of your behavior will be given to your training program and the TBON. You will not be allowed to retest without clearance from the TBON.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to your training program and the TBON 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 will need to obtain permission from TBON in order to be eligible to test again.

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, etc., or browsing to other sites during your test), 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. You will be reported to your training program and the Tennessee Board of Nursing (TBON) and you may need to obtain permission from the TBON in order to be eligible to test again.

## Tennessee Medication Aide Candidate Handbook

### Reschedules

All candidates may reschedule for free online at the Tennessee MA-C webpage at [www.hdmaster.com](http://www.hdmaster.com) any time up until one (1) business day before a scheduled test day, excluding Saturdays, Sundays and Holidays. All candidates are entitled to one free D&SDT-Headmaster staff assisted reschedule during the two-attempt testing cycle up until **one (1) business day** prior to a scheduled test day, **excluding** Saturdays, Sundays and Holidays. Additional reschedules are subject to a \$35 fee that must be paid in full prior to a D&SDT-Headmaster staff assisted reschedule.

- Example: If you are scheduled to take your exam on a Saturday, Sunday or Monday, you would need to reschedule by close of business (D&SDT-Headmaster is open until 7:00PM Central Standard/8:00PM Eastern Standard time, Monday-Friday excluding holidays) the Thursday before your scheduled exam.

Scheduled test date is on a:	Reschedule the previous:
Monday	The previous Thursday (by 7:00PM Central time/ 8:00PM Eastern time)
Tuesday	The previous Friday (by 7:00PM Central time/ 8:00PM Eastern time)
Wednesday	The previous Monday (by 7:00PM Central time/ 8:00PM Eastern time)
Thursday	The previous Tuesday (by 7:00PM Central time/ 8:00PM Eastern time)
Friday	The previous Wednesday (by 7:00PM Central time/ 8:00PM Eastern time)
Saturday	The previous Thursday (by 7:00PM Central time/ 8:00PM Eastern time)
Sunday	The previous Thursday (by 7:00PM Central time/ 8:00PM Eastern time)

**Please note: Reschedules will not be granted less than one (1) business day (excluding Saturdays, Sundays and Holidays) 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 Tennessee medication aide certification 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 Fillable Form 1405](#) on D&SDT- Headmaster’s main webpage at [www.hdmaster.com](http://www.hdmaster.com) at least **one (1) full business day** prior to 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 Saturday, Sunday or Monday, you would need to request a refund by filling out and submitting the Refund Request Fillable Form on the D&SDT-Headmaster main webpage at [www.hdmaster.com](http://www.hdmaster.com) by close of business (D&SDT-Headmaster is open until 7:00PM Central Standard/ 8:00PM Eastern Standard time Monday-Friday excluding holidays) the Thursday 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.

## Tennessee Medication Aide Candidate Handbook

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- 3) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT-Headmaster. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT-Headmaster will not be issued.

### *Not Scheduled in a Test Event*

- 1) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT-Headmaster. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT-Headmaster will not be issued.
- 2) A refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at [www.hdmaster.com](http://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 fee.

### *No Shows*

If you are scheduled for your exam and do not show up without notifying D&SDT-Headmaster one (1) business day preceding your scheduled testing event, **excluding** Saturday, Sunday 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**. You will forfeit all fees paid and must submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-Headmaster cost incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day prior to a scheduled test event, excluding Saturdays, Sundays and Holidays (see examples under Reschedules and Refund of Testing Fees Paid), a NO SHOW status will exist and 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, test fees will be refunded or a free reschedule will be authorized to the remitter of record **with appropriate documentation provided within the required time frame**.

- **Car breakdown or accident:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a tow bill, police report or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.
- **Weather or road condition related issue:** D&SDT-Headmaster must be contacted within one business day via phone call, 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 the 3-business day time frame you will have to pay as though you were a No Show.
- **Medical emergency or illness:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **three (3)**

## Tennessee Medication Aide Candidate Handbook

**business days** of the missed exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.

- **Death in the family:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and an obituary for **immediate family only** submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame you will have to pay as though you were a No Show. (Immediate family includes parents, grand and great-grand parents, siblings, children, spouse or significant other.)

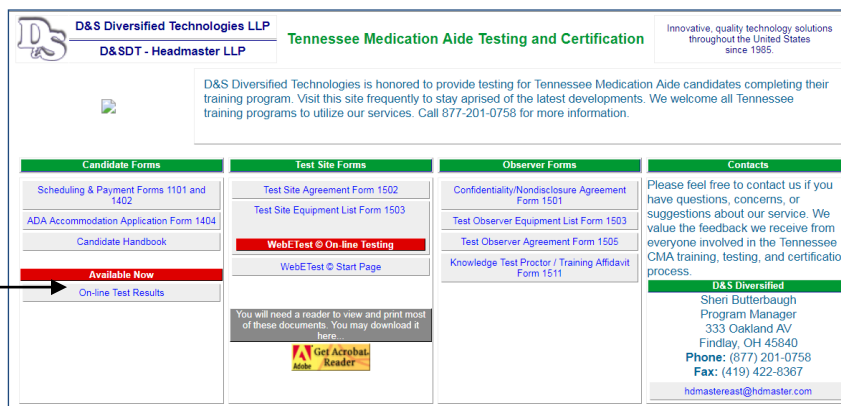
### Test Results

After you have completed both the Knowledge Test and Skill Test components of the competency exam, your test results will be officially scored and double checked. Official test results are available to you the day tests are scored. You will be able to access your test results online after 7:00PM Central Standard/8:00PM Eastern Standard time at [www.hdmaster.com](http://www.hdmaster.com).

You will be emailed your test results to the email in your record and/or a copy of your test results can be printed from D&SDT's Tennessee MA website any time after your test has been officially scored. Your device must have an RTF reader to open emailed test results.

**HEADMASTER does not send postal mail test result letters to candidates.**

To check your test results on-line, go to [www.hdmaster.com](http://www.hdmaster.com), click on Tennessee CMA and click on On-Line Test Results.



- 1) Type in your social security number
- 2) Type in your test date
- 3) Type in your birth date
- 4) Click on Submit Score Report Request



333 Oakland Av  
 Findlay, OH 45840  
 Phone: 877-851-2355  
 Fax: 419-422-8328  
**Tennessee CMA  
 Score Report Login**

| Headmaster |

Directions

To receive your online score report you must complete the fields as indicated below using the **required formats**. If you are certain that you have completed the fields correctly, and you do not receive a score report, it is likely that your tests have not been scored. Electronic tests require 1 day for official scoring, while paper tests require 1 to 4 days depending on mail service. If you do not receive a score report, please return at a later date and submit your request.

Required Login Fields

Please enter your <b>social security # or test ID</b>	<input type="text"/>	
Please enter the <b>test date</b>	<input type="text"/>	(mm/dd/yyyy)
Please enter your <b>birthdate</b>	<input type="text"/>	(mm/dd/yyyy)
Submit Score Report Request		

1

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3

4

## Tennessee Medication Aide Candidate Handbook

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### *Test Attempts*

You have **two (2) attempts** to pass the knowledge and skill test portions of the exam within one (1) year from your date of medication aide training program completion. If you do not complete testing within one year from completion of training, you must complete a new TBON approved training program in order to become eligible to further attempt Tennessee medication aide examinations.

- An attempt means checking in for the competency evaluation and receiving the knowledge test booklet or the skill test instructions including the skills that are to be performed. If a candidate decides to not complete the test after receiving the knowledge test booklet or the skill test instructions, the attempt will be scored as a failure.

### *Applying for a Tennessee Medication Aide Certification*

After you have successfully passed both the Knowledge Test and Skill Test components of the medication aide exam, your test results will be sent electronically to the Tennessee Board of Nursing by D&SDT-Headmaster. The Tennessee Board of Nursing will officially notify you when you have met all the criteria to be a certified medication aide in Tennessee. One part of those requirements includes passing both the knowledge and skill test components of the TBON approved, D&SDT-Headmaster delivered, medication aide test. If you fail either test component, you must reapply to retake the component that you failed.

### *Expediting your Medication Aide Application for Certification with the Tennessee Board of Nursing*

You may be able to expedite your Medication Aide application for certification with the Tennessee Board of Nursing by following the steps outlined below:

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

## Tennessee Medication Aide Candidate Handbook

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

### *Retaking the Medication Aide Test*

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 on-line at [www.hdmaster.com](http://www.hdmaster.com) with a VISA or MASTERCARD (click on Tennessee MA-C, click on Schedule/Reschedule and then log-in with your secure Test ID# and Pin#), you will need to pay with a VISA or MASTERCARD first and then will be able to schedule. Call D&SDT-Headmaster at (877)851-2355 if assistance is needed or to get your ID# and Pin#.

You may schedule a re-test by completing the Scheduling and Payment Form 1402TM available on our website:

- Fill out Exam types and Fee payment on a new Scheduling and Payment Form 1402TM and choose test dates from the Three-Month Test Schedule (Form 1700) and write them on the Scheduling and Payment Form 1402TM under Option 1 (Regional Test Site Schedule).
- You will need to submit your Scheduling and Payment Form 1402TM to D&SDT-Headmaster either by email to [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com) (scan or image and attach); fax to (406)442-3357, a \$5.00 extra fax fee applies, or send via regular mail to P.O. Box 6609, Helena, MT 59604.

If you need assistance scheduling your re-test, please call D&SDT-Headmaster at (877)851-2355 during regular business hours 7:00AM to 7:00PM Monday through Friday, CST, or 8:00AM to 6:00PM, EST, excluding Holidays. We are able to 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 condition of your testing. **There is a \$25 test review deposit fee.** To request a review, you must submit the PDF fillable [Test Review Request and Payment Form 1403](#) available on D&SDT-Headmaster's main webpage at [www.hdmaster.com](http://www.hdmaster.com) (before you get to the Tennessee MA webpage). Submit the Test Review Fee of \$25 (MasterCard, Visa or debit card) and a detailed explanation of why you feel your dispute is valid (upload with Form 1403) via the PDF fillable Test Review Request and Payment Form 1403 **within three (3) business days** from official scoring of your test (excluding Saturdays, Sundays and Holidays). Late requests or requests missing review fees will be returned and will not be considered.

**Note:** Please call D&SDT-Headmaster at (877)851-2355 during regular business hours 7:00AM to 7:00PM Monday through Friday, CST, or 8:00AM to 6:00PM EST, excluding Holidays, and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit. Many times, once you have further details about the scoring of your test, you will understand the scoring process and learn how you can 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. If, after investigation, the finding of the review is in your favor, you will not be charged the \$25 test review deposit.

## Tennessee Medication Aide Candidate Handbook

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Since one qualification for certification as a medication aide in Tennessee is demonstration by examination of minimum medication aide knowledge and skills, the likely outcome of your review will determine who pays for your re-test. If the results of the review are in your favor, D&SDT-Headmaster will pay for your re-test fee and refund your review fee. 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. D&SDT-Headmaster will re-check the scoring of your test and may contact you and/or the RN Test Observer for any additional recollection of your test(s). After a candidate reaches the age of 18, D&SDT-Headmaster will only discuss test results or test disputes with the candidate or the candidate's training program. D&SDT-Headmaster will not review test results or disputes with family members or anyone else on behalf of the candidate once the candidate is 18 years of age. D&SDT-Headmaster will complete your review request within 10 business days of the receipt of your timely review request and will email the review results to your email address of record and to the Tennessee Board of Nursing.

### The Knowledge Test

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 55 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?") For paper tests, fill in only one (1) oval on the answer sheet for each question. Do not mark in the testing booklet. Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet.

**You must have a score of 85% or better to pass the knowledge portion of the exam.**

- For paper Knowledge tests, you must bring several sharpened Number 2 pencils with erasers. Do not bring or use ink pens.

Electronic testing called WebEtest® using Internet connected computers is utilized at several sites in Tennessee. For electronic tests, the Knowledge test portion of your exam will be displayed on a computer screen for you to read and key in your answers. Testing online with WebEtest® allows next business day scoring of tests and eliminates examination material shipping time so test results are available days sooner than with traditional paper and pencil testing.

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 Tennessee Board of Nursing.

### *Knowledge Test Content*

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

## Tennessee Medication Aide Candidate Handbook

Subject Area	# Of Questions
Affects of Medication on Body Systems	9
Allowable Routes	5
Body Systems – A&P	3
Documentation	5
Error Reporting	3
Medication Administration	9
Regulation of Controlled Substances	4
Role and Responsibility	7
Six Rights of Medication Administration	5
State Regulations	2
Terminology	3

### 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](http://www.hdmaster.com).

*The following are a sample of the kinds of questions that you will find on the Knowledge test.*

1. An order for Colace qd would require that you to administer this medication to a resident
  - a. once a week
  - b. every day
  - c. on an empty stomach
  - d. when the resident complains of constipation
  
2. If a resident refuses to take the medication you bring to him you should
  - a. make a mental note and plan to come back and try again later
  - b. try to get the resident to take his medication anyway
  - c. leave the medication on the resident's bedside stand and instruct him to take it later
  - d. document the refusal and report it to the nurse
  
3. The following medication is not allowed to be administered by a medication aide
  - a. a regularly scheduled oral hypertensive agent
  - b. an antibiotic cream applied to the skin
  - c. a laxative to be administered by rectal suppository
  - d. a schedule III controlled substance timed for every night

ANSWERS: 1-B 2-D 3-C



### The Manual Skill Test

- The purpose of the Skill Test is to evaluate your performance when demonstrating Tennessee approved medication aide skill tasks. You will find a complete list of skill tasks in this handbook.
- 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.
  - One of the tasks will be a controlled substance administration task.
- Each of your randomly selected tasks will have scenarios associated with them. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- 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 **85%** 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 in order to receive credit.

## Tennessee Medication Aide Candidate Handbook

The steps that are listed for each task are the steps required for a medication assistant 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, one of which will be a controlled substance task. 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 she/he sees 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 Tennessee 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.

### Oral Liquid / Ear Drops Administration

- 1) Candidate washes hands. (May verbalize for testing purposes.)
- 2) Opens MAR. Finds resident for the scenario that was read.
- 3) **For the oral liquid (1<sup>st</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 4) Unlocks medication box.
- 5) **For the oral liquid (1<sup>st</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR verbally identifying all five rights (resident, drug, dose, time and route).**
- 6) Sets medication cup on level surface.
- 7) **Pours correct amount of medication.**
- 8) Checks for correct amount of medication at eye level.
- 9) Returns unused medication to the medication box.
- 10) Does not contaminate the medication.
- 11) **For the ear drop (2<sup>nd</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 12) **For the ear drop (2<sup>nd</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR verbally identifying all five rights (resident, drug, dose, time and route).**
- 13) **For the ear drop medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 14) Greets resident.
- 15) Introduces self as Medication Aide.
- 16) **Verifies right resident by comparing to the MAR with appropriate method of identification i.e.; picture, wrist band, or facility appropriate method of identification.**
- 17) Explains procedure.
- 18) Assists resident to take oral medication.
- 19) Lowers head of the bed.
- 20) Head is turned toward right with left ear upward.
- 21) Holds external ear flap and pulls up and back.
- 22) **Instill two drops of medication into the ear.**
- 23) Dropper tip does not touch inside of ear canal.
- 24) Tells resident to not move his/her head for a few minutes.

## Tennessee Medication Aide Candidate Handbook

- 25) Replaces all unused medications back in the medication box.
- 26) Locks medication box.
- 27) Secures medication box keys on person.
- 28) Documents administration correctly on the MAR (resident, drug, dose, time and route).  
[Sixth right]**
- 29) Initials and signs MAR in the signature area. [Sixth right]**
- 30) Closes MAR.
- 31) Maintains interpersonal communications during administration.
- 32) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 33) Candidate washes hands. (May verbalize for testing purposes.)

### Topical Spray Medication / Unit Dose Administration

- 1) Candidate washes hands. (May verbalize for testing purposes.)
- 2) Opens MAR. Finds resident for the scenario that was read.
- 3) For the unit dose (1<sup>st</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 4) Greets resident.
- 5) Introduces self as Medication Aide.
- 6) Verifies right resident by comparing to the MAR with appropriate method of identification i.e.; picture, wrist band, or facility appropriate method of identification.**
- 7) Explains procedure.
- 8) Listens to apical heart rate for 60 seconds with teaching stethoscope.
- 9) Records heart rate on the MAR.
- 10) Recorded heart rate is within 5 beats of the RN Test Observer's.
- 11) Verbalizes whether or not to proceed with unit dose medication administration based upon heart rate obtained, administers if at an appropriate level.**
- 12) Unlocks medication box.
- 13) If administering the unit dose (1<sup>st</sup>) medication, obtain correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 14) If administering, opens container or pops medication from bubble pack.
- 15) If administering, puts correct number of tablets into the medication cup.**
- 16) If administering the unit dose medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 17) If administering, returns the unit dose medication to the correct resident's drawer in the medication box.
- 18) If administering, does not contaminate the unit dose medication.
- 19) For the spray (2<sup>nd</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 20) For the spray (2<sup>nd</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 21) For the spray medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 22) If candidate proceeded with unit dose, gives resident glass of water.

## Tennessee Medication Aide Candidate Handbook

- 23) If candidate proceeded with unit dose, assists resident to take the medication one tablet at a time.
- 24) If candidate proceeded with unit dose, observes resident swallow the tablet(s).
- 25) Puts on at least one glove.
- 26) Inspects right forearm skin area where medication is to be applied.
- 27) Instructs resident to turn face away while spraying.
- 28) One spray on area on right forearm.**
- 29) Removes glove(s) turning inside out.
- 30) Disposes of glove(s) in appropriate container.
- 31) Returns spray bottle to the medication box.
- 32) Locks medication box.
- 33) Secures medication box keys on person.
- 34) Documents administration correctly on the MAR (resident, drug, dose, time and route).  
[Sixth right]**
- 35) Initials and signs MAR in the signature area. [Sixth right]**
- 36) Closes MAR.
- 37) Maintains interpersonal communications during administration.
- 38) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 39) Candidate washes hands. (May verbalize for testing purposes.)

### Topical Ointment / Oral Capsule Medication Administration

- 1) Candidate washes hands. (May verbalize for testing purposes.)
- 2) Opens MAR. Finds resident for the scenario that was read.
- 3) For the capsule (1<sup>st</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 4) Unlocks medication box.
- 5) For the capsule (1<sup>st</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 6) Opens container or pops medication from bubble pack.
- 7) Pours correct amount of medication.**
- 8) Does not contaminate the medication.
- 9) Returns unused medication to the medication box.
- 10) For the ointment (2<sup>nd</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 11) For the ointment (2<sup>nd</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 12) For the ointment (2<sup>nd</sup>) medication, match the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 13) Greets resident.
- 14) Introduces self as Medication Aide.
- 15) Verifies right resident by comparing to the MAR with appropriate method of identification i.e.; picture, wrist band, or facility appropriate method of identification.**
- 16) Explains procedure.

## Tennessee Medication Aide Candidate Handbook

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- 17) Gives resident a glass of water.
- 18) Assists the resident to take the capsule medication one capsule at a time.
- 19) Observes resident swallow the capsule(s).
- 20) Inspects right forearm skin area where medication is to be applied.
- 21) Puts on at least one glove.
- 22) Opens ointment.
- 23) Does not contaminate lid.
- 24) Applies ointment with gloved hand to right forearm.
- 25) Spreads ointment to cover area to be treated.
- 26) Replaces ointment lid.
- 27) Removes glove(s) turning inside out.
- 28) Discards glove(s) in appropriate container.
- 29) Places all unused medications back in the medication box.
- 30) Locks medication box.
- 31) Secures medication box keys on person.
- 32) Documents administration correctly on the MAR (resident, drug, dose, time and route).  
[Sixth right]**
- 33) Initials and signs MAR in the signature area. [Sixth right]**
- 34) Maintains interpersonal communications during administration.
- 35) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 36) Candidate washes hands. (May verbalize for testing purposes.)

### Oral Tablet / Eye Drop Administration

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

## Tennessee Medication Aide Candidate Handbook

- 15) Introduces self as Medication Aide.
- 16) Verifies right resident by comparing to the MAR with appropriate method of identification i.e.; picture, wrist band, or facility appropriate method of identification.**
- 17) Explains procedure.
- 18) Gives resident a glass of water.
- 19) Assists the resident to take the tablet medication one capsule at a time.
- 20) Observes resident swallow the tablet(s).
- 21) Gently tilts resident's head back with chin up.
- 22) Pulls down on lower eye lid of the right eye making a pocket.
- 23) Asks resident to look up toward forehead.
- 24) Drops one drop of medication into the pocket.**
- 25) Dropper tip does not touch eye.
- 26) Uses tissue to remove any excess fluid from around eye.
- 27) Places all unused medications back in the medication box.
- 28) Locks medication box.
- 29) Secures medication box keys on person.
- 30) Documents administration correctly on the MAR (resident, drug, dose, time and route).  
[Sixth right]**
- 31) Initials and signs MAR in the signature area. [Sixth right]**
- 32) Closes MAR.
- 33) Maintains interpersonal communications during administration.
- 34) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 35) Candidate washes hands. (May verbalize for testing purposes.)

### Oral Capsule Administration

- 1) Candidate washes hands. (May verbalize for testing purposes.)
- 2) Opens MAR. Finds resident for the scenario that was read.
- 3) For the 1<sup>st</sup> medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 4) Unlocks medication box.
- 5) For the 1<sup>st</sup> medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 6) Opens first container or pops medication from bubble pack.
- 7) Pours two capsules in medication cup.
- 8) Does not touch the medication.
- 9) For the 1<sup>st</sup> medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 10) Returns first drug to the correct resident's drawer in the medication box.
- 11) For the 2<sup>nd</sup> medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 12) For the 2<sup>nd</sup> medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 13) Opens second container or pops medication from bubble pack.

## Tennessee Medication Aide Candidate Handbook

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- 14) Pours one capsule into a medication cup.
- 15) Does not touch the medication.
- 16) For the 2<sup>nd</sup> medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 17) Returns second drug to the correct resident's drawer in the medication box.
- 18) Locks medication box.
- 19) Secures medication box keys on person.
- 20) Greets resident.
- 21) Introduces self as Medication Aide.
- 22) Verifies right resident by comparing to the MAR with appropriate method of identification i.e.; picture, wrist band, or facility appropriate method of identification.**
- 23) Explains procedure.
- 24) Gives resident a glass of water.
- 25) Assists the resident to take the medication one capsule at a time.
- 26) Verifies medication has been swallowed.
- 27) Documents administration correctly on the MAR (resident, drug, dose, time and route).  
[Sixth right]**
- 28) Initials and signs MAR in the signature area. [Sixth right]**
- 29) Closes MAR.
- 30) Maintains interpersonal communications throughout administration.
- 31) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 32) Candidate washes hands. (May verbalize for testing purposes.)

### Oral Liquid / Ointment Administration

- 1) Candidate washes hands. (May verbalize for testing purposes.)
- 2) Opens MAR. Finds resident for the scenario that was read.
- 3) For the oral liquid (1<sup>st</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 4) Unlocks medication box.
- 5) For the oral liquid (1<sup>st</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 6) Sets medication cup on level surface.
- 7) Pours correct amount of medication.**
- 8) Checks for correct amount of medication at eye level.
- 9) Returns unused medication to the medication box.
- 10) Does not contaminate the medication.
- 11) For the ointment (2<sup>nd</sup>) medication, verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 12) For the ointment (2<sup>nd</sup>) medication, obtains correct drug from the correct resident's drawer in the medication box matching the label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 13) For the ointment (2<sup>nd</sup>) medication, matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 14) Greets resident.

## Tennessee Medication Aide Candidate Handbook

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

### Ear Drops / Tablet Administration

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



## Tennessee Medication Aide Candidate Handbook

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

### Nasal Spray / Tablet Administration

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

## Tennessee Medication Aide Candidate Handbook

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

### Eye Drops / Unit Dose Administration

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

## Tennessee Medication Aide Candidate Handbook

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

### Controlled Substance

- 1) Candidate washes hands. (May verbalize for testing purposes.)
- 2) Candidate locates the correct individual in the MAR from the scenario that was read.
- 3) Check #1: Verbally verifies the MAR contains the correct resident, drug, dose, time and route (five rights).**
- 4) Unlocks the controlled substance medication file box.
- 5) Candidate obtains the correct medication from the controlled substance medication box.**
- 6) Check #2: Matches the drug label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 7) Opens container or pops medication from bubble pack.

## Tennessee Medication Aide Candidate Handbook

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- 8) **Pours the correct number of tablets.**
- 9) Does not contaminate the medication.
- 10) **Check #3: Matches the drug obtained and prescription label to the MAR, verbally identifying all five rights (resident, drug, dose, time and route).**
- 11) Returns drug to the controlled substance medication box.
- 12) Locks controlled substance medication box.
- 13) Secures medication box keys on person.
- 14) Opens count book to correct page.
- 15) Documentation Count Book: Candidate records the appropriate date format (month/day/year) on the correct page in the count book.
- 16) Documentation Count Book: Candidate records the right time on the correct page in the count book.
- 17) Documentation Count Book: Candidate records the right route on the correct page in the count book.
- 18) Documentation Count Book: Candidate records the right number of tablets on hand on the correct page in the count book.
- 19) Documentation Count Book: Candidate records the right number of tablets used on the correct page in the count book.
- 20) Documentation Count Book: Candidate records the right number of tablets remaining on the correct page in the count book.
- 21) Documentation Count Book: Candidate signs name on correct page in the count book.
- 22) Closes count book.
- 23) Greets resident.
- 24) Introduces self as Medication Aide.
- 25) Verifies right resident by comparing to the MAR with appropriate method of identification, i.e.; picture, wrist band, or facility appropriate method of identification.
- 26) Explains procedure.
- 27) Gives resident a glass of water.
- 28) Assists the resident to take the medication one capsule/tablet at a time.
- 29) Verifies medication has been swallowed.
- 30) **Documentation Med Sheet: Candidate initials the correct medication sheet under the right date after administering the medication.**
- 31) **Documentation Med Sheet: Candidate initials the correct medication sheet across from the right time after administering the medication.**
- 32) **Documentation Med Sheet: Candidate initials the correct medication sheet across from the right medication after administering the medication.**
- 33) **Initials and signs MAR in the signature area. (Sixth right)**
- 34) Closes MAR.
- 35) Maintains interpersonal communications throughout administration.
- 36) Places call light within reach, or verbalizes verification of call light for wrist/necklace call devices.
- 37) Candidate washes hands. (May verbalize for testing purposes.)



## Tennessee Medication Aide Candidate Handbook

### Knowledge Test Vocabulary List

abbreviation	antihistamines	carbidopa/levodopa (Sinemet)
absorption	antihypertensives	cardiovascular
abuse	anti-infective	carisoprodol
ac	anti-lipemics	catapres (clonidine)
accountability	anti-neoplastics	cecum
acetaminophen/hydrocodone	antiparkinsonian agents	central nervous system
administering medication	antipruritic	certificate renewal
administration considerations	antipsychotic	certification process
administration error	antitussives	chain of command
administration procedures	aorta	changing condition
administration protocols	apical	chemical
adrenal insufficiency	applying anti-fungal cream	chewable tablets
adverse effects	aspiration	cholesterol
adverse reaction	aspirin	cirrhosis
Advil	asthma	Clonidine
affects of medication	astringents	codeine
aging	Ativan	Colace
Albuterol	authorized medication administration	communication
allergic reactions	bacterial infections	confidentiality
allowable routes	benzodiazepine	congestive heart failure
Alzheimer's disease	benztropine (Cogentin)	conjugated estrogens (Premarin)
amber-colored containers	benztropine mesylate (Cogentin)	constipation
analgesics	bid	Controlled Substance Act
anaphylactic reactions	bipolar disorder	controlled substances
anemia	blood pressure	coronary artery disease
angina pectoris	body mechanics	correct administration
antacids	bradycardia	corticosteroid therapy
antianginals	brain	corticosteroids
antiarrhythmics	broad spectrum	coumadin
antiarthritics	bronchiole	crushing medications
antibiotic	bulk-forming laxative	current information
anticholinergic	Calamine/diphenhydramine	Cushing's syndrome
anticoagulant	calcium	cystitis
anticonvulsants	calcium carbonate	Darvocet
antiemetic		

## Tennessee Medication Aide Candidate Handbook

decongestant	estradiol (Estrace)	hydrochlorothiazide (Hydrodiuril)
delegation	estrogen	Hydrocodone
Demerol	excretion	hydrocortisone
Depakote	expected adverse affects	hypercalcemia
depression	expectorants	hyperglycemia
detoxifier	expiration date	hyperkalemia
diabetes	extrapyramidal symptoms (EPS)	hybernatremia
digitalis	eye drop administration	hypertension
digoxin	eye drop drainage	hypoglycemia
digoxin (Lanoxin)	eye medications	hypothyroidism
Dilantin	facility policy	ibuprofen
disciplinary action	fat soluble	incontinence
discoloration	FDA requirement	infections
discontinued medication	five rights	inflammation
diuretics	found pills	inhalant medications
diverticulitis	garlic	inhalants
documentation	gastrointestinal/alimentary system	integumentary system
dosage	generic name	intended effect
drug abuse	ginger	international time
drug classification	gingko biloba	iodine
drug dependence	glaucoma	iron
Drug Enforcement Agency	glipizide (Glucotrol XL)	iron sulfate
drug interaction	Glucotrol	jurisdiction
drug metabolism	gout	Lanoxin
drug orders	gtt	Lasix
drug references	haloperidol	lethal dose
drug standards	hand washing	levaquin
Dulcolax	hawthorn	levothyroxine sodium (Synthroid)
dyspnea	heart rate	Librium
ear drops	herbal medications	Lipitor
edema	histamine	liquid medication
emphysema	hormones	liquid medications
enteric coatings	hs	lisinopril
epiglottis		
error correction		

## Tennessee Medication Aide Candidate Handbook

lithium	Milk of Magnesia	osteoporosis
lithium carbonate	mineralocorticoid	OTC
Lomotil	missed dose	otic
lotion	missing pills	otic medications
malabsorption	monamine oxidase inhibitor	over-the-counter
MAR	morphine	OxyContin
medication administration	MS Contin	pain medication
medication administration documentation	muscle relaxants	pancreatin (Entozyme)
medication administration record	myocardial infarction	pancrelipase (Pancrease)
medication amount	naproxen (Naprosyn)	Parkinson's disease
medication aide's role	narcotics	pathogens
medication calculation	narrow-spectrum antibiotic	Paxil
medication categories	nasal medication	pc
medication documentation	neomycin sulfate	pediculicide
medication effects on body	nitrofurantoin (Furadantine)	penicillin
medication error	nitroglycerin	penicillinase
Medication forms	nose drops	Percocet
medication frequency	NSAIDs	Percodan
medication interaction	Nurse Practice Act	peripheral vascular disease
medication inventory	Nursing Drug Reference manual	peristalsis
medication label	observing and reporting	pernicious anemia
medication names	OD	pharmacy label
medication occurrence	ointment administration	pharynx
medication order	omeprazole (Prilosec)	phenazopyridine (Pyridium)
medication package	ophthalmic medications	phenergan (diphenhydramine)
medication route	optic	phenytoin sodium (Dilantin)
medication sheet	oral antibiotic	physiological actions
medication strength	oral hypoglycemics	pituitary
medication use	oral medication administration	placebo
meningitis	oral medications	platelets
menopause	oral preparations	pleurisy
Metamucil	orthopnea	pneumonia
methenamine (Mandelamine)	osteoarthritis	PO
		potassium

## Tennessee Medication Aide Candidate Handbook

potassium loss and diuretics	renal/urinary system	storing medications
potassium sparing diuretics	reporting changes	stroke
prednisone	reporting medication errors	sublingual
prescription label	resident requests another pill	superinfection
priority of duties	resident rights	suppository
PRN medication	respiratory system	suspension of medications
PRN medication documentation	responsibilities	swallowing medications
PRN order	riboflavin	systolic
Prolixin (fluphenazine)	rifampin	tablet color
proper medication administration	right resident	tablet disposal
proper training	role and responsibility	tachycardia
prothrombin	routes	Tegretol
Proventil	scabies	tetracyclines
Prozac	schedule II medication	theophylline
psoriasis	schedule V drug	therapeutic dose
psychotropic	scheduled medication lock box	Thiazide diuretics
pyelonephritis	scheduled narcotic	thyroid
pyorrhea	scope of work	ticlodipine (Ticlid)
q2h	scurvy	tid
qam	sedatives	TID medications
qd	seizures	timed oral medication procedure
QD administration	sensitivity to medications	tinnitus
qid	sensory system	topical medication
qod	serotonin reuptake inhibitors	toxic
quinolones	side effects	toxic dose
rebound effect	six rights	trade name
recognizing toxicity from antibiotics	skin disorder	transdermal patch
recommended daily allowances (RDA)	skin patches	Triamcinolone (aristocort)
rectal suppository	skin rashes	tuberculosis
rectum	soluble vitamins	Tylenol
reddened intact area	St. John's wort	types of orders
refusing medication	standard precautions	uncomfortable resident
	state regulations	unconscious resident
	stimulants	unit dose packaging



## Tennessee Medication Aide Candidate Handbook

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uric acid	Vasotec	vitamin D
uricosuric agents	violation of professional boundaries	vomiting
urinary antibacterial	vitamin A	Zantac
vaginal dryness	vitamin B12	zestril
vaginal medication	vitamin C	Zoloft
Valium		

