

# OHIO MEDICATION AIDE

D&S DIVERSIFIED TECHNOLOGIES LLP (D&S DT)

DBA HEADMASTER LLP

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**Providing Medication Aide testing solutions for Ohio**  
**Effective October 1<sup>st</sup>, 2013 VERSION 4.5**

## Contact Information

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

**D&S Diversified Technologies**

**333 Oakland Ave**

**PO Box 418**

**Findlay, OH 45840**

8:00am-6:00pm Monday-Friday 8:00am-2:00pm Saturday

Toll Free- (877) 851-2355 or Local- (419) 420-1605

Fax- (419) 422-8328 or (419) 422-8367

Questions about Medication Aide training or certification status:

**Ohio Board of Nursing**

**17 South High Street, Suite 400**

**Columbus, OH 43215-7410**

Ohio Medication Aide Certification 8:00 am to 5:00 pm M-F

Phone- (614) 466-6966 Fax (614) 466-0388

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## Introduction

The purpose of a medication aide competency evaluation program is to ensure that candidates who are seeking to be medication aides understand the standards and can competently and safely perform the job of an entry-level medication aide.

This handbook describes the process for taking the medication aide competency test and is designed to help prepare candidates for testing. There are two (2) parts to the medication aide competency test—a multiple-choice written test and a skill test. Candidates must pass both parts of the test to be identified in Ohio as a Certified Medication Aide. The Ohio Board of Nursing has approved D&S Diversified Technologies to provide tests and scoring services for medication aide testing. To learn how to apply to take medication aide tests, please use this handbook or contact D&S Diversified Technologies at [www.hdmaster.com](http://www.hdmaster.com) or call local (419) 420-1605 or toll free (877) 851-2355. This handbook should be kept for future reference. Expect to spend no more than four (4) hours total at the test site on your testing day.

## The Written Test

A written test proctor will hand out materials and give instructions for taking the written test. You will have a maximum of sixty (60) minutes to complete the fifty (50) questions on the written test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the written test (such as “What does this question mean?”). 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 if you are taking a paper test. For WEBETEST®, electronic testing, you will use either the mouse or keyboard to choose your correct answers. You must have a score of 80% or better on the written portion of the test to pass the written portion. **The cost of the written test is \$25.00 and an oral test is \$35.00 effective 10/1/2013.**

## Written Test Content Outline

The written test consists of fifty (50) multiple-choice items/questions. Questions are selected from subject areas based on Ohio law and rules and include questions from all the required categories as defined in the Ohio law and rules. The subject areas and number of items are as follows:

Six Rights (6 items)	Error Reporting (2 items)
Medication Effects (10 items)	Role and Responsibilities (8 items)
Allowable Routes (2 items)	Terminology (4 items)
Controlled Substances (4 items)	State Regulations (2 items)
Medication Administration (10 items)	
Documentation (2 items)	

## The Skill Test

The purpose of the skill test is to evaluate your medication aide clinical skills. You will find a complete list of skill tasks groupings printed in this handbook. Two (2) task groupings will be randomly selected from the list for you to perform on your skill test. The steps that are listed for each skill task grouping are the steps required for a medication aide to completely perform the skill. You will be scored on these steps. You must successfully complete each of your two (2) skill task groupings **without missing any key steps (the bolded steps) and score above an 80%** to pass the skill portion of the test. If you fail a single skill task grouping you will have to take another skill test with two skill task groupings on it. **The cost of the skill test is \$75.00 effective 10/1/2013.**

## What to Expect

- Each of two (2) scenarios associated with your two (2) assigned task groupings will be read to you immediately before you do each grouping.
- After hearing a scenario you will use the MAR book to determine what medications to obtain from the locked medication cart and you will administer the medications obtained to a live resident actor.
- Listen carefully to all instructions given by the test observer. You may request to have either of the two (2) scenarios repeated anytime during your skill test.
- Be sure you understand all instructions before you begin your skill test because you may not ask questions once the skill test begins.
- You will be given twenty-five (25) minutes to complete the two (2) task groupings. You must correctly perform both groupings in order to pass the skill test. You will be told when fifteen (15) minutes remain.
- If you believe you made a mistake while performing a task, say so and then repeat the task or the step on the task you believe you performed incorrectly. You may repeat any step or steps you believe you have performed incorrectly until the

medication has been administered within the allotted twenty-five (25) minutes or you tell the test observer you are finished with the skill test. You may ask for the scenario to be re-read at anytime during the skill test. The test observer may not answer any questions once the skill test has begun, so be sure to clarify all instructions before starting.

- ◆ Please remember that you must take both the written and the skill test on the same day, if you are a retest you will be taking only the portion of the test that you failed.

## **ADA Accommodations**

The Ohio Board of Nursing and D&S Diversified Technologies medication aide testing program provide reasonable accommodations for applicants with disabilities or limitations that may affect their ability to take the medication aide competency exam. Accommodations are granted in accordance with the Americans with Disabilities Act. If you are a candidate with a disability or limitation for which you wish to request an accommodation, please complete forms 1404OM located on our web site at [www.hdmaster.com](http://www.hdmaster.com). Return completed forms to D & S Diversified Technologies along with your initial application and supporting documentation (i.e. IEP and/or letter from physician showing your limitation), or call (877) 851-2355 for information. Please allow an additional two (2) weeks to your normal testing time frames if requesting an ADA accommodation.

## **Testing Requirements**

In order to sit for the Ohio Medication Aide state exam you must meet one of the following requirements:

- 1.) Be a current State Tested Nursing Assistant and have successfully completed an Ohio Board of Nursing Approved Medication Aide training program within the last sixty (60) days. The approved training program must include at least one hundred and twenty (120) hours (eighty (80) classroom hours and forty (40) supervised clinical hours). You must receive a certificate of successful completion from your training program.
- 2.) Be a Residential Care Aide with one year experience and have successfully completed an Ohio Board of Nursing Approved Medication Aide training program within the last sixty (60) days. The approved training program must include at least one hundred and twenty (120) hours (eighty (80) classroom hours and forty (40) supervised clinical hours). You must receive a certificate of successful completion from your training program.

## **Test Day**

You should arrive at your confirmed test site twenty to thirty (20-30) minutes before your test is scheduled to start. You must bring a **SIGNED, NON-EXPIRED, GOVERNMENT ISSUED, PHOTO ID (i.e. state ID, Drivers License, passport, conceal carry, or military ID)**. ***You will not be admitted for testing if you do not bring proper ID and you will have to reapply for a new test date and repay all required testing fees.*** Your test notification letter and map should be with you, although they are not required. You must bring several sharpened Number 2 pencils with erasers if you are taking a paper written test. **DO NOT BRING or USE INK PENS.** Ink will not allow your scan form to be processed by the scanner.

## **Testing Policy**

The following policies are observed at each test site:

- ◆ If you arrive late for your confirmed test, or if you do not bring appropriate ID, you will not be admitted to the test and your test fee *will NOT be refunded*. **If you NO SHOW for your testing day you will forfeit all testing fees paid and you will have to reapply for a new test date and repay all required testing fees.**
- ◆ Cellular phones, beepers or any other electronic devices are not permitted during testing and in the testing room. There is no place for storage of personal belongings. The testing team and facility accepts no responsibility for any items lost or stolen.
- ◆ You may not wear hooded attire during testing (i.e. hats, hoods, hooded sweatshirts, coats etc.)
- ◆ You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. You may not take any notes or other materials from the testing room.
- ◆ You are not permitted to eat, drink, or smoke during the test.
- ◆ If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your training program and the Ohio Board of Nursing. You will not be permitted to test again until ruled eligible to test by the Ohio Board of Nursing.
- ◆ No visitors, guests, instructors, pets or children are allowed at the testing site. If you bring unauthorized persons or items you will be asked to leave and will forfeit all fees paid.

## **Reschedule/Cancellation Policy**

**Reschedules-** For written tests, an individual may reschedule once within seven (7) business days prior to a scheduled testing date excluding Sundays and Holidays during their two (2) attempt testing cycle to a new mutually agreed upon test date and site for no charge. **Less than seven (7) business days advance notice would incur a \$35 reschedule fee.** Any further reschedules after the one (1) free allotted reschedule will be charged at the rate of \$35 for each reschedule. For WEBETEST® (electronic test events) four (4) business days advance notice prior to a scheduled testing date is required excluding Sundays and holidays.

**Cancellations-** A request may be made to cancel a test any time up to twenty four (24) hours prior to a scheduled test date and time excluding Sundays and holidays to qualify for a **full refund minus a \$25 cancellation fee.**

**No Shows-** If you are scheduled for your test and don't show up without notifying D&S Diversified Technologies prior to 3:00pm EST the business day prior to your scheduled test date you will be considered a **NO SHOW** and will forfeit all testing fees paid. You must submit a new application with all required fees to be scheduled for a new test date.

If you **No Show** for any of the following reasons please provide the following documentation:

**Car breakdown:** A tow bill faxed within **forty-eight (48) hours** of the test date excluding Sundays and holidays is required. If we do not receive proof within the forty-eight (48) hour time frame you will remain a No Show.

**Medical emergency:** Doctor's excuse within **five (5) business days excluding Sundays and holidays is required.** If we do not receive proof within the five (5) business day time frame you will remain a No Show.

**Death in the family:** Obituary for **immediate family only** within **fourteen (14) business days excluding Sundays and holidays** from a missed test date, otherwise you will remain a No Show.

**Test Dispute-** If you dispute your test results, a **step-by step explanation of skill steps demonstrated** must be faxed, emailed, or sent to D&S Diversified Technologies within **ten (10) days of your test event with a \$25.00 dispute fee attached.**

## **Security**

All testing material must remain in the testing room. Anyone who removes or tries to remove test material or information from the test site is subject to prosecution to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six (6) months and/or being ruled eligible to test by the Ohio Board of Nursing. Study materials may **not** be brought to the test or used during testing. If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room and your name will be reported to the appropriate agencies.

## **Test Results**

After you have successfully passed both the written test and clinical skill test, the Ohio Board of Nursing will be notified and your certification will be processed by the Ohio Board of Nursing. If you fail, you must reapply to retake the medication aide test. Procedures for reapplying are included with failure notification letters. Detailed test results are supplied in all test result notification letters.

## **Certification**

The Ohio Board of Nursing regulates certified medication aides in Ohio. Anyone may contact the Ohio Board of Nursing to inquire about his or her certification status as a medication aide, including questions regarding lapsed certification.

Additional applications and ADA forms are available on our web site at [hdmaster.com](http://hdmaster.com) or simply scan the QR code using a Smartphone to be taken directly to our webpage.



**THE FOLLOWING IS A LIST OF REQUIRED FORMS TO PREVENT YOUR APPLICATION FROM BEING DELAYED FOR PROCESSING:**

**FIRST TIME TESTERS**

1. FORM 1402
2. FORM 1101
3. Training Program affidavit verifying the candidate's eligibility to take a Board approved examination
4. Applicable PAYMENT OPTION
5. If ADA is requesting supporting documentation such as physicians letter or IEP must be attached with the signed 1404

**REPEAT TESTERS**

1. FORM 1402
2. COPY OF RESULTS LETTER (FORM 1301)
3. Applicable PAYMENT OPTION

**Sample Questions**

The following questions are samples of the kinds of questions that you will find on the written test. Check your answers to these questions using the answer box below.

1. The medication aide cannot have access to
  - a. drug reference materials and dictionaries
  - b. keys to a medication cart where schedule II controlled substances are stored
  - c. the resident's record
  - d. a copy of his/her medication skills checklist
  
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 an open wound
  - c. a laxative to be administered by rectal suppository
  - d. a schedule III controlled substance timed for every night

**ANS: 1b, 2d, 3b**

# Manual Skill Tasks Listing

## SKILL-1 Oral Liquid / Ear Drops Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens container without contaminating lid (if applicable)
- 11) Sets medication cup on a level surface
- 12) **Pours correct amount of medication and replaces lid (if applicable)**
- 13) Checks for correct amount of medication at eye level
- 14) Returns all medications not being taken into resident's room back into the medication cart
- 15) Locks medication cart
- 16) Closes MAR
- 17) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 18) Provides privacy (must verbalize)
- 19) Assists resident to take medication
- 20) Lowers head of the bed
- 21) Puts on gloves
- 22) Assists resident to turn head to correct side with correct ear upward
- 23) Holds external ear flap and pulls up and back
- 24) **Instills correct amount of medication into the correct ear**
- 25) Dropper tip does not touch inside of ear canal
- 26) Instructs resident not to move their head for a few minutes
- 27) Removes gloves
- 28) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 29) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 30) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 31) Maintains interpersonal communication with resident during medication administration
- 32) Returns any remaining medication to the medication cart
- 33) Uses hand sanitizer to clean hands
- 34) Locks medication cart
- 35) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 36) Closes MAR

## SKILL-2 Topical Medication Spray / Tablet Unit Dose Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Provides privacy (must verbalize)
- 7) Listen to apical heart rate for sixty (60) seconds with teaching stethoscope
- 8) Opens MAR
- 9) Records heart rate on MAR
- 10) Recorded heart rate is within five (5) beats of the observer's
- 11) Verbalizes whether or not to proceed with medication administration based upon heart rate obtained
- 12) Unlocks medication cart
- 13) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 14) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 15) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 16) If proceeds with administration, opens container without contaminating lid (if applicable)
- 17) If proceeds with administration, places correct number of tablets into medication cup without touching medication and replaces lid (if applicable)
- 18) Returns all medications not being taken into the resident's room back to the medication cart
- 19) Locks medication cart
- 20) Closes MAR
- 21) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 22) If proceeds with administration, gives resident glass of water
- 23) If proceeds with administration, assists resident to take medication
- 24) Puts on at least one glove
- 25) Inspects correct forearm skin area where medication is to be applied
- 26) Instructs resident to turn face away while spraying
- 27) Applies correct number of sprays on correct forearm
- 28) Removes and discards glove(s)
- 29) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 30) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 31) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 32) Maintains interpersonal communication with resident during medication administration
- 33) Returns any remaining medication to the medication cart
- 34) Uses hand sanitizer to clean hands
- 35) Locks medication cart
- 36) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 37) Closes MAR



## SKILL-3 Topical / Oral Capsule Medication Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens container without contaminating lid (if applicable)
- 11) Puts correct number of capsules in medication cup without touching the medication and replaces lid (if applicable)
- 12) Returns all medication not being taken into resident's room back into the medication cart
- 13) Locks medication cart
- 14) Closes MAR
- 15) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 16) Provides privacy (must verbalize)
- 17) Gives resident a glass of water
- 18) Assists resident to take medication
- 19) Inspects correct forearm where medication is to be applied
- 20) Puts on at least one glove
- 21) Opens container without contaminating lid (if applicable)
- 22) Applies ointment with gloved hand to the correct forearm
- 23) Spreads ointment to cover entire area that is to be treated
- 24) Remove and discard glove(s)
- 25) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 26) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 27) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 28) Maintains interpersonal communication with resident during medication administration
- 29) Returns any remaining medication to the medication cart
- 30) Uses hand sanitizer to clean hands
- 31) Locks medication cart
- 32) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 33) Closes MAR

## SKILL 4 Oral Tablets / Eye Drop Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Provides privacy (must verbalize)
- 7) Listen to apical heart rate for sixty (60) seconds with teaching stethoscope
- 8) Opens MAR
- 9) Records heart rate on MAR
- 10) Recorded heart rate is within five (5) beats of the observer's
- 11) Verbalizes whether or not to proceed with medication administration based upon heart rate obtained
- 12) Unlocks medication cart
- 13) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 14) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 15) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 16) If proceeds, opens container without contaminating lid (if applicable)
- 17) If proceeds, places correct amount of medication into the medication cup without touching medication and replaces lid (if applicable)
- 18) Returns all medications not being taken into the residents room back into the medication cart
- 19) Locks medication cart
- 20) Closes MAR
- 21) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 22) If proceeds, gives resident a glass of water
- 23) If proceeds, assists resident to take the medication
- 24) Puts on gloves
- 25) Gently tilts resident's head back with chin up
- 26) Pulls down on lower eye lid of the correct eye making a pocket
- 27) Asks resident to look up toward forehead
- 28) Drops correct amount of drops into the pocket
- 29) Dropper tip does not touch eye
- 30) Uses tissue to remove any excess fluid from around eye
- 31) Removes gloves
- 32) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 33) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 34) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc)
- 35) Maintains interpersonal communication with resident during medication administration
- 36) Returns any remaining medication to the medication cart
- 37) Uses hand sanitizer to clean hands
- 38) Locks medication cart
- 39) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 40) Closes MAR

## SKILL-5 Oral Capsule Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens first container without contaminating lid (if applicable)
- 11) Puts correct amount of medication in medication cup without touching the medication and replaces lid on medication
- 12) Opens second container without contaminating lid (if applicable)
- 13) Puts correct amount of medication in medication cup without touching the medication
- 14) Returns all medication not being taken into resident's room back into the medication cart
- 15) Locks medication cart
- 16) Closes MAR
- 17) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 18) Provides privacy (must verbalize)
- 19) Gives resident a glass of water
- 20) Assists resident to take the medication one capsule at a time
- 21) Stays with the resident until the medication has been swallowed
- 22) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 23) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 24) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 25) Maintains interpersonal communication with resident during medication administration
- 26) Uses hand sanitizer to clean hands
- 27) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 28) Closes MAR

## SKILL 6 Oral Liquid / Ointment Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens container without contaminating lid (if applicable)
- 11) Sets medication cup on level surface
- 12) Pours correct amount of medication and replaces lid (if applicable)
- 13) Checks for correct amount of medication at eye level
- 29) Returns all medication not being taken into resident's room back into the medication cart
- 14) Locks medication cart
- 15) Closes MAR
- 16) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 17) Provides privacy (must verbalize)
- 18) Assists resident to take medication
- 19) Puts on at least one glove
- 20) Inspects correct forearm where medication is to be applied
- 21) Opens container without contaminating lid (if applicable)
- 22) Applies ointment with gloved hand to the correct forearm
- 23) Spreads ointment to cover entire area that is to be treated
- 24) Removes and discards glove(s)
- 25) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 26) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 27) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 28) Maintains interpersonal communication with resident during medication administration
- 29) Returns any remaining medications back to medication cart
- 30) Uses hand sanitizer to clean hands
- 31) Locks medication cart
- 32) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 33) Closes MAR

## SKILL 7 Ear Drops / Tablet Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens container without contaminating lid (if applicable)
- 11) Puts correct number of tablets into medication cup without touching the medication and replaces lid (if applicable)
- 12) Puts all medications not being taken into resident's room back into the medication cart
- 13) Locks medication cart
- 14) Closes MAR
- 15) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 16) Provides privacy (must verbalize)
- 17) Gives resident a glass of water
- 18) Assists the resident to take the medication
- 19) Lowers head of bed
- 20) Puts on gloves
- 21) Head is turned toward correct side with correct ear upward
- 22) Holds external ear flap and pulls up and back
- 23) Instill correct amount of drops into correct ear
- 24) Ensures dropper tip does not touch ear canal
- 25) Instructs resident to not move their head for a few minutes
- 26) Removes gloves
- 27) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 28) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 29) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 30) Maintains interpersonal communication with resident during medication administration
- 31) Returns any remaining medications to medication cart
- 32) Uses hand sanitizer to clean hands
- 33) Locks medication cart
- 34) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 35) Closes MAR

## SKILL-8 Nasal Spray / Tablet Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens container without contaminating lid (if applicable)
- 11) Puts correct number of tablets into the medication cup without touching the medication and replaces lid (if applicable)
- 12) Returns all medication not being taken into the resident's room back into the medication cart
- 13) Locks medication cart
- 14) Closes MAR
- 15) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 16) Provides privacy (must verbalize)
- 17) Gives resident a glass of water
- 18) Assists resident to take medication
- 19) Puts on gloves
- 20) Has resident blow nose
- 21) Tilts head back
- 22) Instructs resident to hold head back
- 23) Administers correct amount of sprays into correct nostril
- 24) Removes and discards gloves
- 25) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 26) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 27) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 28) Maintains interpersonal communication with resident during medication administration
- 29) Returns any remaining medication to the medication cart
- 30) Uses hand sanitizer to clean hands
- 31) Locks medication cart
- 32) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 33) Closes MAR

## SKILL-9 Eye Drops / Tablet Administration

- 1) Greets resident
- 2) Identifies the correct resident by name
- 3) Introduces self as Medication Aide
- 4) Explains procedure
- 5) Uses hand sanitizer to clean hands
- 6) Opens MAR and unlocks medication cart
- 7) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) to the correct Resident's MAR**
- 8) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while obtaining correct medication from medication cart**
- 9) **Verbally identifies all five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route) while comparing each drug label to the correct resident's MAR**
- 10) Opens container without contaminating lid (if applicable)
- 11) Puts correct number of tablets into the medication cup without touching the medication and replaces lid (if applicable)
- 12) Returns all medication not being taken into the resident's room back into the medication cart
- 13) Locks medication cart
- 14) Closes MAR
- 15) **Verbally identifies correct resident by using facility appropriate method of identification (i.e. picture, wrist band, or according to facility policy)**
- 16) Provides privacy (must verbalize)
- 17) Gives resident a glass of water
- 18) Assists resident to take medication
- 19) Puts on gloves
- 20) Gently tilts resident's head back with chin up
- 21) Pulls down on lower eye lid of the correct eye making a pocket
- 22) Asks resident to look up toward forehead
- 23) Instills correct amount of drops into the pocket
- 24) Dropper tip does not touch eye
- 25) Uses tissue to remove any excess fluid from around eye
- 26) Removes gloves
- 27) **Medication(s) selected support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 28) **Medication(s) administered support the five rights (Right Drug, Right Time, Right Dose, Right Resident, Right Route)**
- 29) Places call light within reach or verbally identifies verification of facility appropriate call device (i.e. wrist, necklace, etc.)
- 30) Maintains interpersonal communication with resident during medication administration
- 31) Returns any remaining medication to the medication cart
- 32) Uses hand sanitizer to clean hands
- 33) Locks medication cart
- 34) **Documents administration on the MAR for the Right Resident, Right Time, Right Dose, Right Route, Right Drug**
- 35) Closes MAR

## Ohio Medication Aide Written Test Vocabulary List

absorption  
abuse  
ac  
Acarbose (Precose)  
acetaminophen/hydrocodone  
acidifiers  
administering medication  
administration procedures  
administration protocols  
adrenal insufficiency  
adverse effects  
Advil  
aging  
airborne precautions  
Albuterol  
allergic reactions  
Alzheimer's disease  
amber-colored containers  
aminoglycosides  
analgesics  
anemia  
angina pectoris  
antacids  
antianginals  
antiarrhythmics  
antiarthritics  
antibiotic  
antibodies  
anticholinergic  
anticoagulants  
anticonvulsants  
antiemetic  
anti-emetic administration  
antihistamines  
antihypertensives  
antiinfective  
antilipemics  
antineoplastics  
antiparkinsonian agents  
antipruritic  
antipsychotic  
antitussives  
aorta  
apical  
anti-fungal cream  
aspiration  
aspirin  
asthma  
astringents  
Ativan  
authorized medication  
administration  
bacterial infections  
benzodiazepine  
benztropine (Cogentin)  
benztropine mesylate  
(Cogentin)  
bid  
bipolar disorder  
blood pressure  
Board of Nursing  
body mechanics  
bradycardia  
brain  
bronchiole  
bulk-forming laxative  
burn prevention  
Calamine/diphenhydramine  
calcium  
calcium carbonate  
carbidopa/levodopa  
(Sinemet)  
cardiovascular  
carisoprodol  
catapres (clonidine)  
cecum  
central nervous system  
certificate renewal  
certification process  
chain of command  
chemical  
cholesterol  
cimetidine (Tagamet)  
cirrhosis  
Clonidine  
codeine  
Colace  
communication  
confidentiality  
congestive heart failure  
conjugated estrogens  
(Premarin)  
constipation  
contact dermatitis  
Controlled Substance Act  
controlled substance  
administration  
controlled substances  
coronary artery disease  
corticosteroid therapy  
corticosteroids  
coumadin  
crushing medications  
culture and sensitivity  
test  
Cushing's syndrome  
cystitis  
Darvocet  
decongestant  
delegation  
dementia  
Demerol  
Depakote  
depression  
detoxifier  
diabetes mellitus  
digitalis  
digoxin  
Digoxin administration  
Dilantin  
disciplinary action  
discoloration  
discontinued medication  
diuretics  
diverticulitis  
documentation  
dosage  
drug abuse  
drug build-up  
drug classification  
drug dependence  
Drug Enforcement Agency  
drug interactions  
drug metabolism  
drug orders  
drug references  
drug standards  
Dulcolax  
dyspnea  
ear drops  
edema  
emphysema  
enteric coatings  
epiglottis  
estradiol (Estrace)  
estrogen  
excretion  
expectorants  
expiration date  
extrapyramidal symptoms  
(EPS)  
eye drop administration  
eye drop drainage  
eye medications  
facility policy  
fat soluble  
FDA requirement  
fludrocortisone (Florinef)  
folic acid deficiency  
found pills  
garlic  
gastrointestinal/alimentary  
system  
ginger  
gingko biloba  
glaucoma  
glipizide (Glucotrol XL)  
Glucotrol  
gout  
gtt  
haloperidol  
hand washing  
hawthorn  
heart rate  
herbal medications  
histamine  
hormones  
hs  
hydrochlorothiazide  
(Hydrodiuril)



Hydrocodone	muscle relaxants	prothrombin
hydrocortisone	myocardial infarction	Proventil
hypercalcemia	naproxen (Naprosyn)	Prozac
hyperglycemia	narcotics	psoriasis
hyperkalemia	narrow-spectrum antibiotic	psychotropic
hypernatremia	nasal medication	pyelonephritis
hypertension	neomycin sulfate	pyorrhea
hypoglycemia	nitrofurantoin (Furadantine)	q2h
hypothyroidism	nitroglycerin	qam
ibuprofen	nose drops	qd
incontinence	NSAIDs	QD administration
infections	Nursing Drug Reference	qid
inflammation	manual	qod
inhalants	OD	quinolones
integumentary system	omeprazole (Prilosec)	rebound effect
intended effect	ophthalmic medications	recommended daily
iodine	optic	allowances (RDA)
Ipecac syrup	oral antibiotic	rectal suppository
iron	oral hypoglycemics	rectum
iron sulfate	oral medication	reddened intact area
keratolytic agent	administration	refusing medication
kidneys	oral medications	renal/urinary system
Lanoxin	oral preparations	reporting changes
Lasix	orthopnea	reporting medication errors
laxatives	osteoarthritis	resident requests another
levaquin	osteoporosis	pill
levothyroxine sodium	OTC	resident corrects
(Synthroid)	otic	respiratory system
Librium	otic medications	reverse isolation
Lipitor	OxyContin	riboflavin
lisinopril	pancreatin (Entozyme)	rifampin
lithium	pancrelipase (Pancrease)	correct resident
lithium carbonate	Parkinson's disease	route of medication
Lomotil	pathogens	scabies
lotion	Paxil	schedule II medication
malabsorption	pc	schedule V drug
MAR	pediculicide	scheduled medication lock
medication administration	penicillin	box
documentation	penicillinase	scheduled narcotic
medication administration	Percocet	scurvy
record	Percodan	sedatives
medication aide's role	peripheral vascular disease	seizures
medication calculation	peristalsis	sensory system
medication error	pernicious anemia	serotonin reuptake
medication inventory	pharmacy label	inhibitors
medication label	pharynx	sertraline (Zoloft)
medication names	phenergan (diphenhydramine)	side effects
medication order	phenytoin sodium (Dilantin)	six corrects of medication
medication package	physiological actions	administration
meningitis	pituitary	skin disorder
menopause	placebo	skin patches
Metamucil	platelets	skin rashes
Metformin (glucophage)	pleurisy	soluble vitamins
methenamine (Mandelamine)	pneumonia	St. Johns wort
Milk of Magnesia	PO	stimulants
mineralocorticoid	potassium	storing medications
missed dose	prednisone	strict isolation
missing pills	prescription label	stroke
monamine oxidase inhibitor	priority of duties	sublingual
morphine	PRN order	sulfonyleureas
MS Contin	Prolixin (fluphenazine)	superinfection

suppository  
suspension of medications  
swallowing medications  
systolic  
tablet disposal  
tachycardia  
Tegretol  
tetracyclines  
theophylline  
thyroid  
ticlodipine (Ticlid)  
tid  
TID medications  
timed oral medication  
procedure  
tinnitus

topical medications  
topical sprays  
toxic  
trade name  
transdermal nitroglycerin  
patch  
Triamcinolone (aristocort)  
tuberculosis  
Tylenol  
uncomfortable resident  
unconscious resident  
unit dose packaging  
universal/standard  
precautions  
uric acid  
uricosuric agents

vaginal dryness  
vaginal medication  
valerian  
Valium  
Vasotec  
venlafaxine (Effexor)  
violation of professional  
boundaries  
vitamin A  
vitamin B12  
vitamin C  
vitamin D  
vomiting  
Zantac  
zestril  
Zoloft

# Diversified

