

## Steps to success on the MAP skills tests

To be successful in the **Medication Administration** demonstration part of the MAP Test:

- Follow the medication administration process found in the MAP Curriculum
- Point with your finger as you are verbalizing the 3 Checks of the 5 Rights as shown in the Medication Administration Demonstration video at:
  - [www.hdmaster.com](http://www.hdmaster.com)
  - Click on “Massachusetts Medication Admin.”
  - Click on “Medication Administration Video”
- Be sure to document the administration in the medication book and subtract the tablet(s) in the count book
- Secure the medications when finished

To be successful in the **Transcription** part of the MAP test:

- Follow the D/C and the transcription process outlined in the MAP Curriculum.
- Remember when transcribing a medication you are not administering the medication. So don't initial the grid [portion of the medication sheet.
- Spelling counts
- Copy information exactly as it is printed.
- Write or print clearly. If the person scoring your test cannot be certain of what you have written, it will be marked “wrong”.
- Be careful when writing 12 o'clock that you enter “am” or “pm” correctly. **Noon is not a valid time.**
- There is a practice mock transcription exercise available at:
  - Hdmaster.com
  - Click on “MA Medication Admin.”
  - Click on “Sample Transcription Medication Sheet” and “Sample Transcription Documents”.
    - Or download the “Transcription Workbook 1&2” available at: [www.mass.gov/dph/MAP](http://www.mass.gov/dph/MAP)
    - Workbooks are available under ”MAP Trainer Tools”