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# OKLAHOMA MEDICATION AND INSULIN INJECTION AIDE CANDIDATE HANDBOOK *EFFECTIVE 09-01-2019*

## **CONTACT INFORMATION**

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**Questions regarding exam applications / exam scheduling / eligibility to test:**

**Contact your Training Facility**

- Applications to take the Medication or Insulin Injection Aide test
- Exam Dates & Location Options
- Cancellations or Rescheduling
- Pre-exam Name or Address Changes

8:00 am to 6:00 pm M-F (Mountain Time)

**Headmaster LLP - D&S Diversified Technologies LLP** ..... (800) 393-8664

P.O. Box 6609

Helena, MT 59604

- Questions about your Exam Results
- Cancellations or Rescheduling

**Questions about Oklahoma Medication or Insulin Injection Aide**

8:00 am to 5:00 pm M-F (Central Time)

**Oklahoma State Department of Health (ODH)** ..... (405) 271-4085 or (800) 695-2157

1000 NE 10<sup>th</sup> Street Room 1111

Oklahoma City, OK 73117-1299

- Medication or Insulin Injection Aide Registry
- State & Federal Regulations
- Post-exam Name or Address Changes

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## **INTRODUCTION**

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A Medication or Insulin Injection Aide competency evaluation program provides specific standards for Medication or Insulin Injection Aide related knowledge and skills. The purpose of a Medication or Insulin Injection Aide competency evaluation program is to ensure that candidates who are seeking to be Medication or Insulin Injection Aides understand these standards and can competently and safely perform the job of an entry-level Medication or Insulin Injection Aide. This handbook describes the process of taking the Medication or Insulin Injection Aide competency exam in Oklahoma and is designed to help prepare candidates for testing. There is a 50 question multiple-choice knowledge test that must be passed with a 70% or better for Medication Aide and an 80% for Insulin Injection to be eligible for placement on the Medication or Insulin Injection Aide registry in Oklahoma. Candidates must pass the exam and meet all requirements of the Oklahoma State Department of Health for Medication or Insulin Injection Aide certification in Oklahoma and to have his/her name placed on the Oklahoma Medication or Insulin Injection Aide Registry. Oklahoma has approved HEADMASTER, LLP to provide the certification examination and scoring services for Medication or Insulin Injection Aide examinations. For questions not answered in this handbook, please contact HEADMASTER toll free at 800-393-8664 or go to [www.hdmaster.com](http://www.hdmaster.com). This handbook should be kept for future reference.

## **APPLYING TO TAKE THE MEDICATION OR INSULIN INJECTION AIDE**

### **EXAM**

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To apply to take the Oklahoma Medication or Insulin Injection Aide Exam, contact your Training Program or please contact Headmaster at 1-800-393-8664.

## **RETAKE THE MEDICATION OR INSULIN INJECTION AIDE**

### **EXAM**

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To apply to retake the Oklahoma Medication or Insulin Injection Aide Exam, please contact your Training Program.

## **THE KNOWLEDGE EXAM**

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The Knowledge Test Proctor will give instructions for taking the Knowledge Exam using a computer work station. You will have a maximum of sixty (60) minutes to complete the 50question knowledge exam. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the knowledge exam (such as "What does this question mean?") You must have a score of 70% or better for the Medication Aide and 80% or better for the Insulin Injection Aide to pass the knowledge portion of the exam. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law.

## **KNOWLEDGE EXAM CONTENT OUTLINE**

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The Knowledge Exam consists of 50 multiple-choice questions. You must score at least a 70% in order to pass the Medication Aide and 80% or better for the Insulin Injection Aide Knowledge Exam. Questions are selected from subject areas based on the Oklahoma test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas are as follows:

Six Rights of Medication Administration (4)	Affects of Medication on Body Systems (5)
Allowable Routes (3)	Regulation of Controlled Substances (2)
Medication Administration (12)	Documentation (3)
Error Reporting (2)	Role/Responsibilities (7)
Terminology (10)	State Regulations (2)
Advanced Insulin Administration (0)	

## **EXAM DAY**

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- ☞ You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your exam is scheduled to start.
- ☞ You must bring a **SIGNED, NON-EXPIRED, PHOTO ID (mandatory)**, a second signature ID and your **\*Training Verification Form** that you were given by your Trainer at the completion of the training program. **You will not be admitted for testing if you do not bring proper ID and your Training Verification Form.** Examples of accepted identification include a CURRENT (NOT EXPIRED), SIGNED AND DATE BEARING:
  - Driver's license
  - State issued identification card
  - Passport
  - Alien registration card
  - Tribal identification card

- Social Security card
- Credit card or Debit card
- 1<sup>st</sup> Aid or CPR card
- Hunting or fishing license

☞ When you take the exam at a computerized site you will answer your questions using a computer.

## **TESTING POLICY**

*The following policies are observed at each test site:*

- ☞ If you arrive late for your confirmed exam, do not bring appropriate ID, or do not have your Training Verification Form than you will not be admitted to the exam. You will be considered a NO SHOW and any exam fees paid will NOT be refunded. **If you NO SHOW for your testing day you will have to repay your testing fees before being allowed to test again.**
- ☞ Cellular phones, smart watches, beepers, etc. or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings.
- ☞ You are NOT permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. The only exception is a non-electronic language word-for-word translation dictionary that you must show to the knowledge test proctor before you start the knowledge exam.
- ☞ You may not take any notes or other materials from the testing room.
- ☞ You are not permitted to eat, drink, smoke or take a break during the exam.
- ☞ If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the exam and reported to your training program and the Oklahoma State Department of Health.
- ☞ No visitors, guests, pets or children are allowed or will be provided for during testing.

## **RESCHEDULE / CANCELLATION / NO SHOW POLICIES**

**Reschedules**– All candidates can reschedule 1 full business day before the test (excluding Saturdays, Sundays and Holidays) before your scheduled exam day. For example, if you are scheduled to take an exam on Saturday and you need to reschedule, you will need to notify Headmaster no later than 6pm Mountain Standard Time on the Thursday preceding your exam. **Reschedules will not be granted if requested outside of that time frame.**

**Cancellations**– Cancellation requests must be made within six (6) months of payment of testing fees with Headmaster. A request must be made *in writing* to cancel a test any time up until 1 business day preceding a scheduled test day, **excluding** Saturdays, Sundays, and Holidays, to qualify for a full refund of any testing fees paid, minus a \$25 cancellation fee. We accept faxed or emailed requests for cancellation.

**No Shows**– Candidates are considered a No Show for the following reasons:

- \*They are late to their exam or do not go at all
- \*They do not bring proper ID
- \*They do not bring their Training Verification Form

Candidates that NO SHOW for the scheduled exam will forfeit their test fee and MUST apply for a new exam date and pay another test fee.

**No Show fees partially offset Headmaster costs incurred for services requested and resulting work that is performed.**

If you No Show for any of the following reasons please provide the requested documentation to be considered for a free reschedule:

**Car breakdown:** A tow bill or other appropriate documentation must be submitted to Headmaster within **2 business days** of the missed exam.

**Medical emergency:** A doctor's note must be submitted to Headmaster within **5 business days** of the missed exam date.

**Death in the family:** An obituary for **immediate family only**. Must be submitted to Headmaster within **14 business days** of the missed exam.

*If the required documentation is not received within the specified time frame than the No Show will stand and the candidate will have to repay their testing fees.*

## SECURITY

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Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as an exam failure, and will not be allowed to retest for a minimum period of six months. Study materials, other than this candidate handbook, may not be brought to the test site. If you give or receive help from anyone during testing, the exam will be stopped, your exam will be scored as a failed exam, you will be dismissed from the testing room, you will forfeit any testing fees paid, will have a NO SHOW status in our computer scoring system, and your name will be reported to the appropriate agency.

## EXAM RESULTS

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After you have completed the knowledge exam your exam results will be sent to the Oklahoma Department of Health. If you fail the exam, you must contact your training program about retaking the Medication or Insulin Injection Aide exam. If you fail a third attempt of the knowledge exam you must retrain before any additional testing attempts are allowed. Results are available after 6:00 pm mountain time the following business day. We do mail a test results letter via the United States Postal Service the same day exams are scored or you may securely access your results at [www.hdmaster.com](http://www.hdmaster.com)

You may request an official re-scoring of your exam if you believe there has been a scoring error. Submit a detailed written request along with a \$25 test review fee. This request must be received by Headmaster within 10 days of the date the exam was taken. We will hand score and double check your exam based on the evidence you submit. If there is an error discovered your \$25 test review fee will be refunded.

## KNOWLEDGE PRACTICE EXAM

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Available on our web site at [www.hdmaster.com](http://www.hdmaster.com), you may also purchase complete practice tests that are randomly generated, based on the Oklahoma Medication or Insulin Injection Aide test plan, and each practice test taken will be unique. A mastery learning testing method is used. 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 discounted group purchase plans are available. Visit [www.hdmaster.com](http://www.hdmaster.com) for more details.

## OKLAHOMA MA KNOWLEDGE EXAM VOCABULARY WORDS STUDY LIST

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absorption	antipruritic	certificate renewal
abuse	antipsychotic	certification process
ac	antitussives	changing condition
acetaminophen	apical	cholesterol
acetaminophen(APAP)/hydrocodone	applying anti-fungal cream	circulation
administering medication	aspiration	Clonidine
administration protocols	aspirin	codeine
adverse effect	asthma	Colace
Advil	astringents	confidentiality
airborne precautions	Ativan	congestive heart failure
Albuterol	Axid	constipation
alcohol wipe	bacterial infections	contraindicated
allergic reactions	benztropine (Cogentin)	controlled substances
analgesic	benztropinemesylate (Cogentin)	coronary artery disease
analgesics	bid	corticosteroid therapy
anaphylactic	bipolar disorder	corticosteroids
anaphylaxis	bleeding	coumadin
anemia	blood pressure	crushing medications
anorexia	bowel movement	current information
antacids	bradycardia	Darvocet
antianginals	broad spectrum	decongestant
antiarrhythmics	bulk-forming laxative	delegation
antibiotic	c (with)	dentists
anticoagulants	Calamine/diphenhydramine	Depakote
anticonvulsants	capsule	deterioration
antiemetic	cardiac drugs	diabetes
anti-emetic administration	cardiovascular	diabetes mellitus
antihistamines	carisoprodol	digitalis
antihypertensives	catapres (clonidine)	digoxin
antiparkinsonian agents	central nervous system	Digoxin administration

Dilantin  
 discoloration  
 discontinued medication  
 diuretic  
 diuretics  
 diverticulitis  
 documentation  
 dosage  
 dosage schedules  
 drowsiness  
 drug abuse  
 drug dependence  
 drug interactions  
 drug metabolism  
 drug orders  
 Duo Derm  
 duragesic  
 dyspnea  
 ear drops  
 edema  
 elixir  
 emphysema  
 empty stomach  
 enteric coatings  
 enteric-coated tablets  
 estrogen  
 excretion  
 exercise  
 expectorants  
 expiration date  
 extrapyramidal symptoms (EPS)  
 eye medications  
 eyes  
 facility policy  
 fast sugar  
 fever  
 fiber  
 Flexeril  
 fluoxetine  
 Fosamax  
 furosemide  
 gastric mucosa  
 gastrointestinal  
 glaucoma  
 glipizide (Glucotrol XL)  
 glucometer  
 Glucotrol  
 gout  
 gtt  
 habit forming  
 Halcion  
 hallucinations  
 hand washing  
 heart rate  
 hemoptysis  
 herbal medications  
 histamine  
 hives  
 hs  
 hyperglycemia  
 hyperkalemia  
 hyperpnea  
 hypertension  
 hypoglycemia  
 hypothyroidism  
 ibuprofen  
 impactions  
 infections  
 inflammation  
 inhalants  
 injection site  
 insect sting  
 insulin  
 intestinal  
 iron sulfate  
 itching  
 IV  
 kidneys  
 Lanoxin  
 laryngeal  
 Lasix  
 laxatives  
 legally permitted to write  
 prescriptions  
 levaquin  
 levothyroxine sodium (Synthroid)  
 Librium  
 Lipitor  
 lisinopril  
 lithium  
 Lomotil  
 lorazepam  
 Lortab  
 macular degeneration  
 malabsorption  
 medication absorption  
 medication administration record  
 medication aide's role  
 medication calculation  
 medication error  
 medication inventory  
 medication names  
 medication order  
 medication stability  
 Metamucil  
 mg  
 Milk of Magnesia  
 muscle relaxants  
 myocardial infarction  
 naproxen (Naprosyn)  
 narcotics  
 nebulizer  
 needles  
 neomycin sulfate  
 nitrates  
 nitrofurantoin (Furadantine)  
 nitroglycerin  
 nitroglycerine  
 nonpharmacologic  
 nose drops  
 NSAIDs  
 nursepractioners  
 Nursing Drug Reference manual  
 OD  
 ointment  
 Oklahoma Medication Aide  
 older adults  
 ophthalmic medications  
 ophthalmic  
 optic  
 oral antibiotic  
 oralhypoglycemics  
 oral medications  
 oral preparations  
 Orinase  
 orthopnea  
 osteoarthritis  
 osteoporosis  
 OTC  
 otic  
 otic medications  
 OxyContin  
 parenteral  
 Parkinson's disease  
 Paxil  
 pc  
 pediculicide  
 penicillin  
 Percocet  
 peripheral vascular disease  
 peristalsis  
 pharmacists  
 pharmacy label  
 phenazopyridine (Pyridium)  
 phenytoin sodium (Dilantin)  
 physicians  
 physiological actions  
 placebo  
 pneumonia  
 PO  
 potassium  
 Potassium sparing diuretics  
 prednisone  
 prescription label  
 prescription refills  
 prescription warnings  
 priority of duties  
 prn  
 PRN order  
 Proventil  
 providers  
 Prozac  
 psychotropic  
 pyorrhea  
 q2h  
 qam  
 qd  
 QD administration  
 qid  
 qod  
 rectal suppositories  
 rectal suppository  
 refuse medication

refusing medication  
reporting changes  
resident's rights  
rifampin  
right resident  
route of medication  
routine medication  
scabies  
schedule V drug  
scheduled medication lock box  
scheduled narcotic  
sedatives  
seizures  
sensory system  
Seroquel  
sharps container  
shock  
side effects  
six rights of medication  
administration  
skin disorder  
skin patches

skin rashes  
skin tears  
sterility  
storing medications  
subcutaneous  
sublingual  
sublingually  
Sulfonamides  
suppository  
suspension of medications  
swallowing  
symptoms  
tablet disposal  
tachycardia  
Tagamet  
Tegretol  
tetracycline  
tetracyclines  
theophylline  
therapy  
Thiazide diuretics  
tid

TID medications  
tinnitus  
topical medications  
toxic  
transdermal nitroglycerin patch  
Transderm-Nitro patches  
Tylenol  
unit dose packaging  
unit dose packaging  
universal/standard precautions  
uric acid  
urinary antibacterial  
vaginal medication  
valid prescriptions  
Valium  
Vasotec  
vitals  
vomiting  
Xanax  
Zantac  
zestril  
Zoloft