

# **D&S Diversified Technologies LLP**

# **Headmaster LLP**

# Oregon Medication Aide Candidate Handbook

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Version 7.0

# **Contact Information**

Questions regarding testing process, test scheduling and eligibility to test: (800) 393-8664 Questions about Medication Aide certification, renewals or Registry: (971) 673-0685 Headmaster, LLP Phone #: (800) 393-8664 PO Box 6609 Monday through Friday Helena, MT 59604-6609 8:00AM - 6:00PM (MST) (406) 442-3357 Fax #: Email: hdmaster@hdmaster.com Web Site: www.hdmaster.com **Oregon State Board of Nursing** Phone #: (971) 673-0685 17938 SW Upper Boones Ferry Road Monday through Friday Portland, OR 97224-7012 7:30AM - 4:00PM (PST) Fax #: (971) 673-0684 Email: www.oregon.gov/OSBN Web Site: www.osbn.gov

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#### Introduction

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for Medication Aides who work in such facilities. Each state is responsible for following the terms of this federal law.

As defined in the OBRA regulations, a Medication Aide competency evaluation program provides specific standards for Medication Aide related knowledge and skills. The purpose of a Medication Aide competency evaluation program is to ensure that candidates who are seeking to be Medication Aides understand these 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 examination and is designed to help prepare candidates for testing. There is one part to the Medication Aide competency examination—a multiple-choice, knowledge. Exam candidates must be registered, complete approved training, pass the knowledge exam and meet all other requirements of the Oregon State Board of Nursing (OSBN) for certification in Oregon and to have his/her name placed on the Oregon Medication Aide Registry.

Oregon has approved D&S Diversified Technologies-Headmaster LLP to provide tests and scoring services for Medication Aide Testing. For questions not answered in this handbook please contact Headmaster at (800)393-8664 or go to <a href="https://www.hdmaster.com">www.hdmaster.com</a>. The information in this handbook will help you prepare for your examination and should be kept for future reference.

# **Application to Obtain Oregon Medication Aide Certification**

Complete the Oregon State Board of Nursing (OSBN) Medication Aide application available on the OSBN website, <a href="www.oregon.gov/OSBN">www.oregon.gov/OSBN</a>. The name entered on your application must be your current legal name. The two forms of identification you will present at the exam site for admission must match the name entered on your application. Remember to use the same name on the application and all forms, type or print the information clearly, answer all questions, provide written explanations of all YES responses to the background questions, and sign and date the application. Double-check your application for accurate and complete information before submission.

#### Exam Fees

# Americans with Disabilities Act (ADA)

## **ADA Compliance**

If you have a qualified disability, you may request special accommodations when you apply for the certification examination. Accommodations must be approved by the Oregon State Board of Nursing in advance of examination. The request for ADA Accommodation is available on the OSBN website or by calling OSBN. This form must be submitted with your application packet.

# The Oregon Medication Aide Competency Exam

## Released to Test by OSBN

You will receive an email once you are released to test by OSBN. Candidates will be scheduled to take the knowledge test at either an approved Oregon State Board of Nursing regional exam site or at an approved OSBN in-facility exam site.

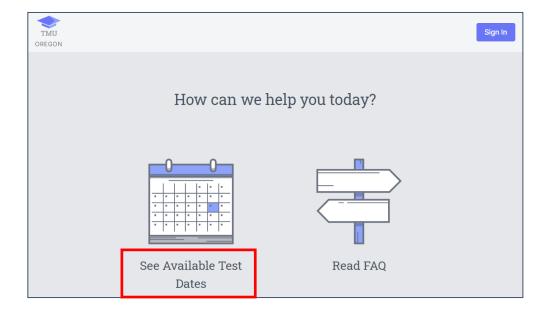
You must apply for the state competency exam within one year of your date of training program completion. Your exam date can be scheduled online at <a href="https://or.tmuniverse.com">https://or.tmuniverse.com</a>. (See instructions under 'Schedule/Reschedule into a Test Event'.) If you need help with exam scheduling, please call Headmaster at (800)393-8664 during regular business hours 8:00AM to 6:00PM (Mountain Standard time), Monday through Friday, excluding Holidays.

**Please note:** In-facility exam dates are normally arranged by training program instructors. Check with your training program instructor to see if your training site has been approved for in-facility testing. If your training site is an approved in-facility examination site, your training program instructor will tell you the exam date that has been scheduled for you when you complete medication aide training.

#### Viewing Available Exam Dates

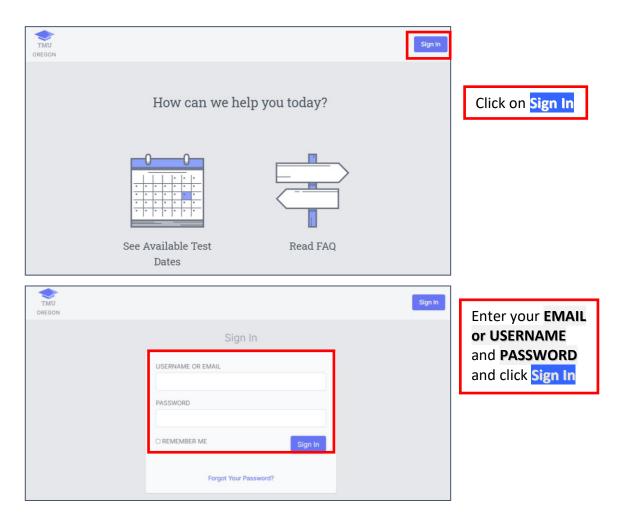
Approved exam dates can be obtained:

- from your instructor
- or by visiting the Oregon TMU© webpage at <a href="https://or.tmuniverse.com">https://or.tmuniverse.com</a> to view the available examination dates in real time



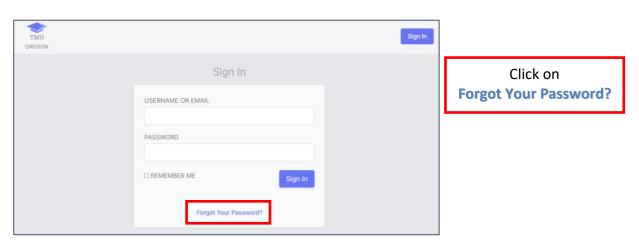
# Oregon TMU© Home Page

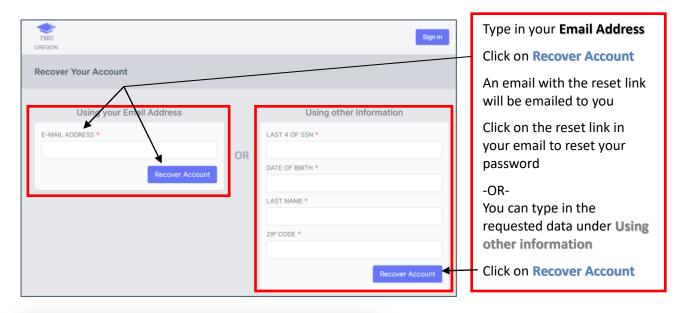
This is the Oregon TMU© home page:

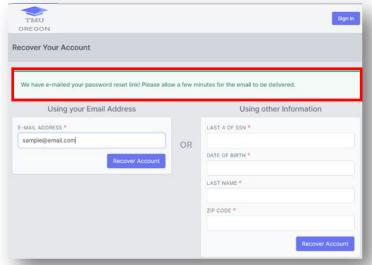


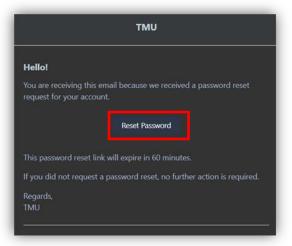
If you do not remember your password, follow the instructions under 'Forgot Password and Recover Account'.

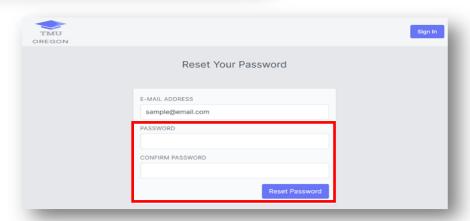
# Forgot Password and Recover Account











# Schedule/Reschedule into a Test Event

This is the home screen you will see once you have signed in:



Click on Testing

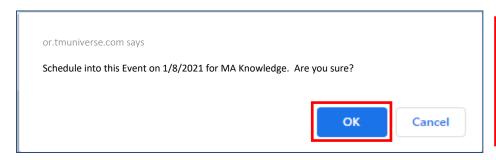


Certified Medication Aide test events will appear in this format.

To select a test, click on Schedule.



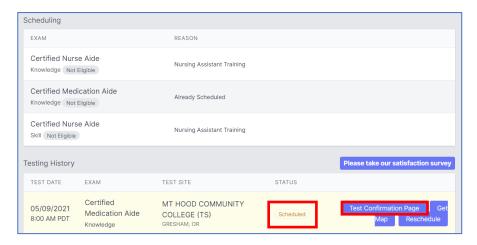
To select a test site and date, click on Schedule next to the corresponding desired test site and date.



Click OK on the screen that pops up confirming this is the date and site you wish to schedule into.

## **Test Confirmation Notice**

Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation notice on the screen at the time they are scheduled online. Candidates can view, verify and print their test confirmation notice any time by logging into their TMU© account at <a href="https://or.tmuniverse.com">https://or.tmuniverse.com</a> and clicking on the "Test Confirmation Page". Your test confirmation notice is not required for exam admission.

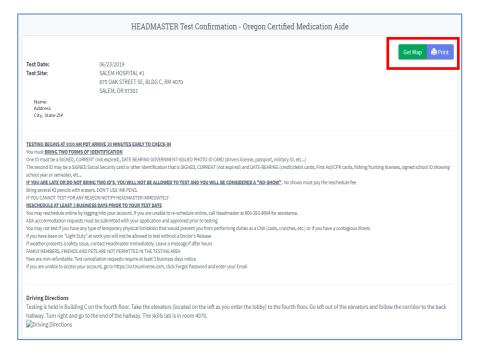


This screen confirms you are scheduled into a test date to take your knowledge exam.

Your status shows Scheduled.

Click on Test Confirmation
Page to see your test confirmation with important

reminders for testing.



Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time and address). It can be accessed at any time.

You can print your confirmation letter by clicking on **Print**.

Click on **Get Map** to get directions to the test site.

The body of the test confirmation letter will give you specific instructions on what time to arrive by, ID requirements, dress code, etc.

It is important you read this letter!

#### HEADMASTER does not send postal mail test confirmation letters to candidates.

If you have any questions regarding your test scheduling, call Headmaster at (800)393-8664, during regular business hours, Monday through Friday 8:00AM to 6:00PM Mountain Standard time, excluding Holidays.

#### Exam Check-In

You should arrive at your confirmed test site between 20 to 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**

Wear comfortable, appropriate, clothing and non-skid shoes to your examination. You may wear medication aide attire, such as scrubs if you wish. You will not be allowed to test if you wear inappropriate or revealing clothing.

No smart watches or fitness monitors are allowed.

## **Identification**

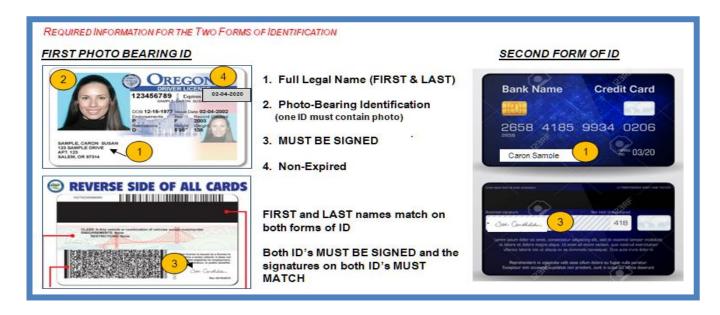
You must bring two forms of original (no photo copies), signature-bearing, current (not expired) proper identification to test. At least one of the signature ID's must contain your photograph. Examples of the forms of accepted identification that are current (not expired) and include a signature are:

- Driver's License (non-expired from any state is acceptable)
- State-issued Identification Card (non-expired from any state is acceptable)
- Passport (Passport Cards are not acceptable)
- Military Identification Card (that meets all identification requirements)
- Alien Registration Card (that meets all identification requirements)
- Tribal Identification Card (that meets all identification requirements)
- Work Authorization Card (that meets all identification requirements)
- Social Security Card (there is not an expiration date, but must be signed to be acceptable)
- Credit or Debit Card (that meets all identification requirements)
- 1st Aid or CPR Card (that meets all identification requirements)
- School or high school ID for current year with signature

Please note: \*A driver's license or state-issued ID card that has a hole punched in it is <u>NOT VALID</u> 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.

The name on your two forms of identification must match the name on your medication aide application packet submitted to OSBN. If you have had a legal name change since submitting your application packet, you must bring an official document proving your legal name has changed such as a marriage certificate or divorce decree. You must notify OSBN whenever you have a name or address change.

Please note: You will not be admitted for testing if you do not bring two proper ID's, either of your ID's is invalid (\*see note above) or if your FIRST and LAST printed names on your original, signature-bearing, current proper ID's 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.



# *Instructions for the Knowledge Test*

Test instructions for the knowledge test 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 TMU© knowledge test instructions link under the 'Candidates' column on Headmaster's Oregon Medication Aide webpage.

These instructions detail the process and what you can expect during your exam. Please read through the instructions (or listen to them on your smart phone) **before** entering the knowledge test room. The instructions will be left in the waiting area and in between the knowledge test work stations during testing for you to refer to throughout your time at the test site. The RN Test Observer and/or Knowledge Test Proctor will ask you questions about the instructions you read when you enter the knowledge test room.

#### **Testing Policies**

The following policies are observed at all test sites—

- Plan to be at the test site up to three hours. Please plan your day accordingly.
- 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 two valid current, signature-bearing with at least one containing a photo, forms of 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 NO SHOW for your exam day, any test fees paid will NOT be refunded. You must re-pay your testing fees to the Oregon State Board of Nursing and be released to test in order to schedule another exam date.

- Cell phones, smart watches, fitness monitors, electronic recording 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 in the
  designated area and you are to collect these items when you complete your test. All
  electronic devices must be turned off. Any smart watches or fitness monitors must be
  removed from your wrist.
- Anyone caught using any type of electronic recording device during testing will be removed, forfeit all testing fees and will not be permitted to test for 6 months. You may, however, use personal devices during your free time in the waiting area.
- Headmaster and examination sites are not responsible for your personal belongings.
- You are encouraged to bring a jacket, snack, drink or study material to have while waiting to test.
- No translation dictionaries are allowed, either paper format or electronic.
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, smoke or vape during the exam.
- You are not allowed to leave the testing room 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 and reported to your training program and the Oregon State Board of Nursing.
- No visitors, guests, pets (including companion animals) or children are allowed.
- You may not test if you have any type of physical limitation (excluding pre-arranged ADA's) that would prevent you from performing your duties as a medication aide or hinder your test. (examples: sickness, etc.) Call Headmaster at least three (3) business days prior to your scheduled test to reschedule a new test date. You must fax a doctor's order within three (3) business days of your scheduled exam day to qualify for a free reschedule.
- After check-in and ID verification, the knowledge test will be administered to candidates. After candidates finish their Medication Aide knowledge exam, they are free to leave the test site.
- Please review this Oregon Medication Aide handbook before your test day for any updates to testing and/or policies.

# Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, your test will be stopped and scored as a failure. 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 the OSBN. You will not be allowed to retest without OSBN approval.

Anyone who removes or tries to remove test material or take notes or information from the test site will be reported to OSBN and is subject to prosecution to the full extent of the law. Your test will be scored as a test failure and you will forfeit any testing fees paid. You will not be allowed to retest without OSBN approval.

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.), your test will be stopped and scored as a failure. You will be dismissed from the testing room and will forfeit any testing fees paid. You will be considered a No Show status and your name will be reported to OSBN and you will not be allowed to retest without OSBN approval.

#### Reschedule and No Show Policies

#### Reschedule

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date up until three (3) business days, **excluding** Saturdays, Sundays and Holidays, before your scheduled exam date online or by calling Headmaster at (800)393-8664. Reschedule your test event online at or.tmuniverse.com.

• Example: If you are scheduled to take your exam on a Saturday, Sunday or Monday, you would need to reschedule by close of business the Tuesday before your scheduled exam. Headmaster is open until 6:00PM Mountain Standard time, Monday through Friday, excluding Holidays.

Scheduled test date is on a:	Reschedule by 6:00PM Mountain Standard Time on the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday
Saturday	Tuesday
Sunday	Tuesday

Please note: Reschedules will not be granted less than three (3) full business days previous to a scheduled test date.

#### No Shows

If you are scheduled for your exam and do not show up without notifying Headmaster at least three (3) full business days prior to your scheduled testing event, **excluding** Saturdays, Sunday, and Holidays, OR if you are turned away for lack of proper identification 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 OSBN and be released to test to schedule yourself into a new test event.

These fees partially offset Headmaster costs incurred for services requested and resulting work that is performed. If you do not reschedule online before three (3) business days preceding a scheduled test event, a No Show status will exist.

#### 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, a free reschedule will be authorized to the remitter of record providing the required documentation is received within the appropriate time frames outlined below:

- <u>Car breakdown</u>: Headmaster must be contacted within one business day via phone call, fax or email and a tow bill 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.
- <u>Medical emergency</u>: 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) 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.
- <u>Death in the family</u>: Headmaster must be contacted within one business day via phone call, fax or email and an obituary for <u>immediate</u> <u>family only</u> submitted within <u>seven (7)</u> <u>business days</u> 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 is parents, grand and great-grand parents, siblings, children, spouse or significant other.)

## Inclement Weather and Unforeseen Circumstances Policy

If an exam date is cancelled due to weather or other unforeseen circumstances, Headmaster staff will make every effort to contact you using the contact information we have on file, via an email or text from the TMU© software, to reschedule you, for no charge, to a mutually agreed upon new test date. Therefore, you must keep your contact information up to date and be diligent about checking your email and text messages.

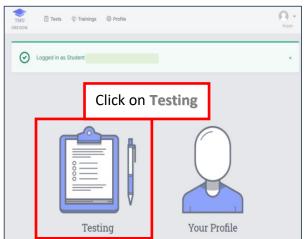
#### Candidate Feedback - Exit Survey

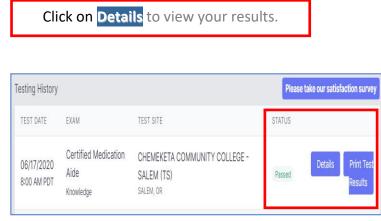
Candidates are required to complete an exit survey to receive their test results online. The survey is confidential and will not have any bearing on the outcome of any test. You are encouraged to honestly complete the survey questions regarding the examination process to help improve the testing process.

#### **Exam 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 by scoring teams in Headmaster's Helena, Montana office. You may securely access your results in your own record in TMU© at <a href="https://or.tmuniverse.com">https://or.tmuniverse.com</a>. Official test results are available to you after 6:00PM Mountain Standard time the day tests are scored.

To view your test results, sign in to your record in TMU© at <a href="https://or.tmuniversie.com">https://or.tmuniversie.com</a>. (Refer to the screen shots on the next page.)





OSBN will receive your results for state record the day your test is scored. *Headmaster and OSBN cannot release results over the phone.* Exam results are normally available online after 6:00PM Mountain Standard time (excluding Saturdays, Sundays and Holidays) one business day after the exam date.

When you pass your exam, you may be certified and listed on the Oregon Medication Aide Registry **ONLY AFTER** you have met all OSBN requirements. **One** of those requirements includes passing the knowledge test component of the Oregon medication aide examination.

HEADMASTER does not send postal mail letters or email test results to candidates.

#### **Test Attempts**

An attempt means checking in for the competency evaluation and signing in to the TMU© knowledge test. If a candidate decides to not complete the test after signing in to the knowledge test, the attempt will be scored as a failure.

#### **Retaking the Medication Aide Test**

In the event that your test results inform you that you failed the knowledge exam and when you want to apply for a retest, you will need to repay the appropriate non-refundable fees to OSBN. You can call OSBN at (971)673-0685 to make a payment. Once your payment is processed by OSBN and they authorize (release) you to test, you will receive an email and then you can schedule a new exam date. Follow the instructions for 'Schedule/Reschedule a Test Event' found on page 5.

#### **Test Review Requests**

You may request a review of your test results or dispute any other condition of your testing. To request a review, you must provide a detailed explanation of why you feel your dispute is valid via email, fax or mail within three (3) business days from official scoring of your test (excluding Saturdays, Sundays and Holidays). Late requests will be returned and will not be considered. Since one qualification for certification as a medication aide in Oregon is demonstration by examination of minimum medication aide knowledge, the likely outcome of your review will determine who pays for your re-test. If the results of the review are in your favor, Headmaster will pay your re-test fee. Headmaster will review your detailed recollection and your knowledge test markings. 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, Headmaster will only discuss test results or test disputes with the candidate or the candidate's training program/instructor. 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. Headmaster will complete your review request within ten business days of the receipt of your timely review request and will email or mail the review results to your email address or physical address of record and to the Oregon State Board of Nursing.

# The Knowledge Test

The Knowledge Test Proctor or RN Test Observer will hand out materials and give instructions for taking the Knowledge Test. You will have a maximum of ninety (90) minutes to complete the 80 question Knowledge Test. You will be told when fifteen minutes remain. You may not ask questions about the content of the Knowledge Test (such as "What does this question mean?").

#### You must have a score of 80% or better to pass the knowledge portion of the exam.

Electronic TMU© testing using Internet connected computers is utilized at all sites in Oregon. Your exam will be displayed on a computer screen for you to read and key in your answers.

The knowledge test is in English. No other language is approved by OSBN for examination. Translation dictionaries or devices are not allowed during 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 the Oregon State Board of Nursing.

#### Knowledge Test Content

The Knowledge Test consists of 80 multiple-choice questions. Questions are selected from subject areas based on the OSBN approved Oregon test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas and number of questions from each subject area are as follows:

Subject Area	Number of Questions
Authorized Duties	8
Error Reporting	4
Medication Administration / Client Rights	18
Medication Effects	25
Regulation	6
Terminology	4
Role and Responsibilities	12
Documentation	3

# **Knowledge Test Vocabulary List**

abbreviations abnormal response to medication abuse
medication
abuse
accountability
acetaminophen
acid
acidify
action of medication
adding fractions
administration
administration error
adverse effect
agents
agitation
allergic reactions
aminoglycosides
analgesic
anaphylactic
anaphylactic reaction
anaphylaxis
anemia
antacid
antacids
antianginal
anti-anxiety
anti-arrhythmia
antibiotic
antibiotic side effects
anticoagulants
anticonvulsants
antidepressants
antidiabetic

пу шас
antidysrhythmic drugs
anti-emetic
antiglaucoma
antigout
antihistamines
antihypertensives
anti-infectives
anti-inflammatory
antilipemics
anti-neoplastics
antipruritics
antipsychotic
antitussive
antiviral
apical
arthritis
aspiration
aspirin
authorized duties
authorized duty
bacterial infections
between meals
blood clotting
blood pressure
blood thinning
Board of Nursing
bowel suppository
bradycardia
broad spectrum
bronchodilator
bruising
buccal medication

calculation

depression	extended release	interactions
dermatological medication	eye medication	international time
deterioration	feeding tubes	itching
diabetes	fever	jurisdiction
diarrhea	five rights	labeling
digoxin	fraction	lancet
discoloration	fraud	laxative
discontinue administration	gastrointestinal	leave of absence
disposing of medications	gastrostomy tube	lethal dose
diuretic	gout	liniments
dizziness	habit forming	liquid medications
documentation	heart disease	liver damage
dosage	heart failure	loose stools
dosage calculation	heart rate	MAOI
drowsiness	hemoglobin	measurement equivalents
drug allergy	hormone imbalance	measuring device
drug clearance	hs	medication absorption
drug disposal	hyperglycemia	medication action
Drug Enforcement Agency	hyperkalemia	medication administration
drug standards	hypersensitivity	medication administration
dysrhythmics	hypertension	procedure
ear drops	hypoglycemia	medication administration
edema	hypotension	record medication aide employer
effects	hypothyroidism	of record
electronic documentation	Ibuprofen	medication aide role
endocrine system	immune system	medication classification
enteric	impactions	medication effects
enteric-coated medications	inactive substance	medication error
error	infection control	medication occurrence
error prevention	infections	medication order
error reporting	inflammation	medication refusal
errors	inhalant medication	mentor
excretion	inhalant medications	metabolism
expected results	inhaler	mg

missed medications	prescribed	sedatives
multiplying fractions	prescription	seizures
musculoskeletal drugs	prescription refills	self terminating
nasal medication	prescriptions	sensitivity to medications
nasal spray	prescriptive authority	setting up medications
nausea	priorities	seven rights
nebulizer	PRN	single-unit dose packaging
negligence	prn medications	six rights
nitroglycerin	prothrombin	skin patches
administration	psoriasis	skin rashes
nonsteroidal anti-	pulse	skin tears
inflammatory	rectal medication	spacer
nose drops	rectal suppository	staining
NSAID	refusal	standard precautions
Nurse Practice Act	refuse medication	stat order
nurse practioners	renew CMA	statins
nurse supervision	renewal	stool softeners
Nursing Drug Reference manual	renewal requirements	storing medications
observation	reporting	sublingual
ointments	respiratory drugs	sublingual medications
opthalmic	respiratory medications	supervision
optic	responsibilities	suppository
oral medication	revoked certificate	suppressant
order of administration	right drug	suspension of medications
orthopnea	rights	suspensions
osteoporosis	role	swallowing
OTC	roman numeral	symptoms
otic	route	synergism
palliative drugs	route administration	tablet color
pathogen	safety	tachycardia
pediculicide	safety checks	tapering
penicillin	safety rules	terminology
pharmacy label	scheduled medication	tetracycline
potassium	security	therapeutic dose

therapy	trade name	urinary system
thyroid	transdermal patch	vaginal medication
timing	types of orders	valid prescriptions
topical	unclear medication order	vitamins
toxic	unit dose packaging	vitamins and minerals

Notes	