

Headmaster LLP

Oregon Medication Aide Candidate Handbook

EFFECTIVE: August 1, 2019

Version 5.0



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D&S Diversified Technologies LLP Headmaster LLP Oregon Medication Aide Candidate Handbook

EFFECTIVE: August 1, 2019

Contact Information

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

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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 toll free 800-393-8664 or go to <u>www.hdmaster.com</u>. 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, <u>www.oregon.gov/OSBN</u>. 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 (OSBN) 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.

Scheduling an Exam Date

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 (OSBN) regional exam site or at an approved OSBN in-facility exam site.

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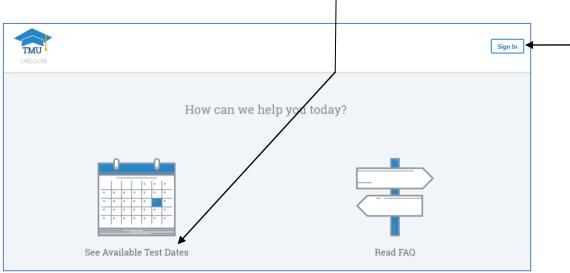
You must apply for the state competency exam within one year of your date of training program completion. Your exam date can be scheduled online at <u>https://or.tmuniverse.com</u>. If you need help with exam scheduling please call Headmaster at 800-393-8664.

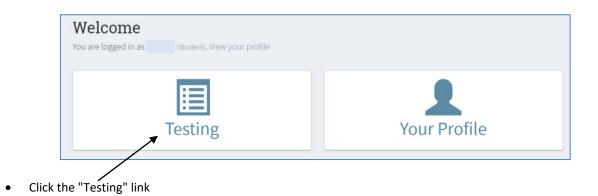
Please note: In-facility exam dates are normally arranged by training program instructors. Check with your training program instructor to see if your training site has been approved for in-facility testing. If your training site is an approved in-facility examination site, your training program instructor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

Obtaining an Exam Date

Approved exam dates can be obtained:

- from your instructor
- by visiting the Oregon webpage at <u>https://or.tmuniverse.com</u> to view the available examination dates in real time
- Sign in with the USERNAME or EMAIL and PASSWORD given to you by your Instructor (or by calling Headmaster at 800-393-8664).







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Click on "Schedule"

Scheduling Showing all a	available Tests	<u> </u>	
Exam	Status	Reason	
Certified Nurse Aide Knowledge	Not Eligible	Nursing Assistant Training	
Certified Medication Aide Knowledge	Ready		Schedule
Certified Nurse Aide Skill	Not Eligible	Nursing Assistant Training	

• Select the test event you would like to schedule for by clicking on "Schedule" to the right of the event

Test Date	Test Site	Scheduling For
06/27/2019 9:00 AM PDT	CAREGIVER TRAINING INSTITUTE #1 Portland, or Paper	Knowledge Schedule
06/30/2019 8:00 AM PDT	SALEM HOSPITAL #1 SALEM, OR Paper	Knowledge Schedule
07/14/2019 8:00 AM PDT	SALEM HOSPITAL #1 SALEM, OR Paper	Knowledge Schedule
07/28/2019 8:00 AM PDT	SALEM HOSPITAL #1 SALEM, OR Paper	Knowledge Schedule
08/11/2019 8:00 AM PDT	SALEM HOSPITAL #1 SALEM, OR Paper	Knowledge Schedule
08/25/2019 8:00 AM PDT	SALEM HOSPITAL #1 SALEM, OR	Knowledge Schedule

Please Confirm	×
Schedule into this Event on 06/27/2019 for these exams? Certified Medication Aide Knowledge Are you sure?	
	Cancel OK

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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 https://or.tmuniverse.com and clicking on the "Test Confirmation Page". Your test confirmation notice is not required for exam admission.

'esting com	plete testing history			
Test Date	Exam	Test Site	Status	•
06/23/2019 8:00 AM PDT	Certified Medication Aide Knowledge	SALEM HOSPITAL #1 SALEM, OR	Scheduled Paper Test	Test Confirmation Page Get Map

	HEADMASTER Test Confirmation - Oregon Certified Medication Aide
Test Date: ASHLEY MARIE SMITH 12901 NE 28th St # 327 VANCOUVER, WA 98682	06/23/2019 SALEM HOSPITAL #1 875 OAK STREET SE, BLDG C, RM 4070 SALEM, OR 97301
You must BRING TWO FORMS OF J One ID must be a SIGNED, CURREN The second ID may be a SIGNED, CURREN school year or semester, etc IF YOU ARE LATE OR DO NOT BRIN Bring several #2 pencils with erase IF YOU CANNOT TEST FOR ANY REA RESCHEDULE AT LEAST 3 BUSINE You may reschedule online by logg ADA accommodation requests mu: You may not test if you have any ty If you have been on "Light Duty" at If weather presents a safety issue, FAMILY MEMBERS, FRIENDS AND P Fees are non-refundable. Test canc	IT (not expired), DATE BEARING GOVERNMENT-ISSUED PHOTO ID CARD (drivers license, passport, military ID, etc) scial Security card or other identification that is SIGNED, CURRENT (not expired) and DATE-BEARING (credit/debit cards, First Aid/CPR cards, fishing/hunting licenses, signed school ID showing NG TWO ID'S, YOU WILL NOT BE ALLOWED TO TEST AND YOU WILL BE CONSIDERED A "NO-SHOW". No shows must pay the reschedule fee
	n the fourth floor. Take the elevators (located on the left as you enter the lobby) to the fourth floor. Go left out of the elevators and follow the corridor to the back the end of the hallway. The skills lab is in room 4070.

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, Monday through Friday 8 AM to 6 PM Mountain Standard time.

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The Oregon Medication Aide Competency Exam

Exam Check-In

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

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 (that meet these criteria)
- Alien Registration card
- Tribal Identification card (that meet these criteria)
- Work Authorization card
- Social Security card
- Credit or Debit card
- 1st Aid or CPR card
- School or high school ID for current year with signature

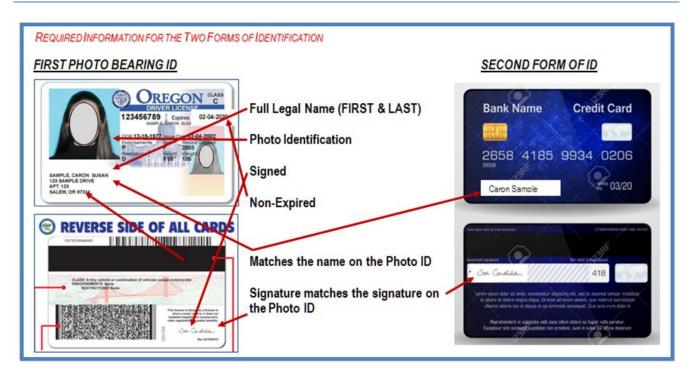
Please note: *A driver's license or state-issued ID card that has a hole punched in it is <u>NOT VALID</u> and will not be accepted as an acceptable form of ID. You will not be admitted for testing and you will be considered a NO SHOW.

The name on your two forms of identification must match the name on your medication aide application packet submitted to the 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 the OSBN whenever you have a name or address change.

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

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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 link on Headmaster's Oregon Medication Aide website at <u>www.hdmaster.com</u>. 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 each test site-

- 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 8:00 AM, you need to be at the test site by 7:40 AM 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. Oregon MA Candidate Handbook | Effective August 1, 2019 Page 6

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- 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, or smoke 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 5 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.

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 takes 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 in your record or by calling Headmaster at 800-393-8664. Reschedule your test event online in TMU© at <u>or.tmuniverse.com</u>.

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

Scheduled test date is on a:	Reschedule by 6:00 PM 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.

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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 **with appropriate documentation provided within the required time frame.**

- <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 **2 business days** of the exam date, if we do not receive proof within the 2 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 **5 business days** of the missed exam date, if we do not receive proof within the 5 business days time frame you will have to pay as though you were a No Show.
- <u>Death in the family</u>: Headmaster must be contacted and an obituary for <u>immediate</u> family only submitted within 14 business days from a missed exam date. (Immediate family is parents, grand and great-grand parents, siblings, children or spouse.)

Inclement Weather 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 to reschedule you, for no charge, to a mutually agreed upon new test date. You must, therefore, keep your contact information up to date in case we need to contact you.

Exam Results

After you have completed the Knowledge Test component 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 <u>https://or.tmuniverse.com</u>. Official test results are available to you after 6:00 PM Mountain Standard time the day tests are scored.

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

When you pass your exam, you may be certified and listed on the Oregon Medication Aide Registry **ONLY AFTER** you meet 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.

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Test Attempts

An attempt means checking in for the competency evaluation and receiving the knowledge test booklet. If a candidate decides to not complete the test after receiving the knowledge test booklet, 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 OSBN authorizes (releases) you to test, you will receive an email and then you can schedule a new exam date.

Once you are released to test by OSBN, you will receive an email from the TMU© software letting you know you are eligible to schedule a test date. Follow the instructions for "obtaining an exam date" on page 3.

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 a detailed explanation of why you feel your dispute is valid via email, fax or mail **within 10 business days** of your test date (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 for 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). Headmaster will complete your review request within 10 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 75 question Knowledge Test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Test (such as "What does this question mean?") For paper tests, fill in only one (1) oval on the answer sheet for each question. Do not mark in the testing booklet. Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet. You must have a score of 80% or better to pass the knowledge portion of the exam.

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

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

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 75 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:

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SUBJECT AREA	NUMBER OF QUESTIONS
Authorized Duties	8
Error Reporting	3
Medication Administration / Client Rights	18
Medication Effects	25
Regulation	4
Terminology	3
Role and Responsibilities	12
Documentation	2

Knowledge Test Vocabulary List

accountability	anti-neoplastics	depression
acetaminophen	antipruritics	diarrhea
acid	antipsychotic	digoxin
action of medication	antipsychotic	diuretic
adding fractions	antitussive	dizziness
administration	apical	documentation
administration error	arthritis	dosage
adverse effect	aspirin	dosage calculation
agents	authorized duties	drowsiness
agitation	bruising	drug clearance
allergic reactions	calculation	drug disposal
analgesic	cardiac	ear drops
anemia	cardiac medication	edema
antacid	cardiac medications	effects
antianginal	cardiovascular system	error
anti-arrhythmia	certification	errors
antibiotic	cholesterol	expected results
anti-coagulants	classification	eye medication
anticonvulsants	CMA eligibility	fever
anti-convulsants	community based care setting	five rights
antidepressants	conduct unbecoming	fraction
antidiabetic	continuing education	fraud
antiglaucoma	controlled substances	hemoglobin
antihistamines	decimals	hs
antihypertensives	dementia medications	hypertension
anti-inflammatory	dependence	hypoglycemia

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hypothyroidism inactive substance infections inflammation interactions international time itching jurisdiction labeling laxative leave of absence lethal dose liquid medications measuring device medication administration medication administration procedure medication aide role medication classification medication effects medication error missed medications multiplying fractions

Nurse Practice Act opthalmic optic oral medication order of administration osteoporosis OTC otic pharmacy label prescribed prescription prescription refills prescriptive authority PRN prn medications prothrombin pulse refusal refuse medication renew CMA renewal requirements reporting

rights roman numeral route safety rules seizures skin rashes statins suppository swallowing symptoms terminology thyroid timing topical toxic trade name transdermal patch types of orders urinary system valid prescriptions vitamins



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Notes: