

# MONTANA

## MEDICATION AIDE II CANDIDATE HANDBOOK

Updated: 06-09-14



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# Montana Medication Aide II Candidate Handbook

Updated: 03-20-13

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## Contact Information

### Contact Headmaster with questions regarding:

- Testing or scheduling/rescheduling an exam date.
- Test results.
- Pre-test name changes or address changes.

**Headmaster, LLP**      Monday – Friday 8:00 am to 6:00 pm      (800)393-8664  
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Helena, MT 59604-6609      Fax      (406)442-3357

### Contact the Montana State Board of Nursing with questions regarding:

- Licensure and applications for licensure.
- State regulations.
- Post-test name and address changes.

**Montana State Board of Nursing**      8:00 am to 5:00 pm      (406)841-2300  
301 S. Park, 4<sup>th</sup> Floor      Website      www.nurse.mt.gov  
PO Box 200513      Email      nurse@mt.gov  
Helena, MT 59620-2340

## **Table of Contents**

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Introduction.....	3
Licensing Process.....	4
Montana Board of Nursing: Rules.....	4-5
Applying to take the Montana Medication Aide II Exam.....	5
The Knowledge Test.....	5-6
Reschedule & Cancellation Policies.....	6
Exam Day.....	6-7
Testing Policies.....	7
Test Results.....	7
Vocabulary Study List.....	8-10
Medication Aide II Curriculum Outline.....	11-15

## **Introduction**

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 exam in Montana and is designed to help prepare candidates for testing.

Montana has approved Headmaster, LLP to provide the certification examination and scoring services for medication 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 candidate handbook should be kept for future reference.

## **Licensing Process for Montana Medication Aide II**

In order to acquire your Medication Aide II license in Montana, you must meet the requirements of the Montana Board of Nursing (MBON) as stated in the Montana Board of Nursing Rules 24.159.911.

Obtaining a Medication Aide II (MA II) license is a two part process. Upon completion of your training program, you will need to take your state board Knowledge Test through Headmaster and also apply for licensure with the Montana Board of Nursing. The application for state licensure can be downloaded from the MBON website at [http://bsd.dli.mt.gov/license/bsd\\_boards/nur\\_board/board\\_page.asp](http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp). This application must be submitted to MBON with all appropriate documentation to be considered for Medication Aide II licensure.

In order to be eligible to take the Montana Medication Aide II Knowledge Test, you must complete a Montana Medication Aide II training course through a Montana Medication Aide II Training Program. Your demographic and training information is entered into the Headmaster online program by your training facility and no **paper** application is required to the Headmaster office. If your test date is not arranged by your training facility, you will need to call Headmaster (406-442-8656) to arrange a test date with Headmaster upon successful completion of training.

Once you have completed a MA II training course, your training does not expire. There is no limit on the number of times you may take the Montana Medication Aide II knowledge test.

### **Montana Board of Nursing** **Rules 24.159.911**

#### **General requirements for licensure as a Medication Aide II**

1. The applicant for licensure as a Medication Aide II Must:
  - a. Submit a completed application and application fee to the Montana Board of Nursing.
  - b. Provide proof of high school diploma or equivalent.
  - c. Hold a valid certificate from the Department of Public Health and Human Services as a Nursing Assistant (CNA).
  - d. Have been employed as a CNA in a long-term care facility for a minimum of 4,000 hours.
  - e. Hold a valid CPR Certificate.
  - f. Provide proof of successful passage of the Board-approved Medication Aide II exam at 80% proficiency.
  - g. Provide a certificate of completion from a Medication Aide II training program as outlined in these rules, or

- h. Hold an unencumbered certification or license in another state or U.S. jurisdiction that is determined by the Board to be reasonably equivalent to the Board-specified program.
2. The application will be kept on file for one year. If the applicant fails to complete the requirements for the application within one year, a new application fee will be required.
3. Licenses shall be issued for one-year periods and shall expire on the date set by ARM 24.101.413.
4. Renewal notices will be sent as specified in ARM 24.101.414, which must be completed and returned to the Board before the date set by ARM 24.101.413, together with the renewal fee.

## **Applying to take the Medication Aide II Knowledge Test**

If you are paying your own test fees, you must mail or fax to Headmaster the 'MA I & II Scheduling and Payment Form 1402' available from our website at [www.hdmaster.com](http://www.hdmaster.com). On the Headmaster home page, click on 'Montana MA I & II' in the 'Medication Assistant' column. On the Montana Medication Aide Testing I & II' page, the left column is all candidate information. The 'MA I & II Scheduling & Payment Form 1402' is listed in this column. This form should be received by Headmaster at least 10 days prior to the candidate's requested test date. Please make note there is an additional \$5.00 processing fee for faxed forms.

Should a test date not be available at your training facility, please call Headmaster at (800)393-8664 to request a test date.

In compliance with the Americans with Disabilities Act (ADA), Headmaster provides reasonable accommodations for applicants with disabilities that may affect their ability to take the Medication Aide Competency Exam. Should you require testing accommodations, you must fill out and submit to Headmaster the 'MA I & II Accommodation Form 1404' from the Headmaster website with appropriate documentation. Your accommodation must be approved by Headmaster before you may schedule a test date. An accommodation request may be submitted to Headmaster prior to the completion of your MA II training program.

## **The Knowledge Test**

The Knowledge Test Proctor (KTP) will give instructions for taking the Knowledge Test prior to beginning the test. You will have sixty (60) minutes to complete the fifty (50) multiple choice questions on the test. You will be given a fifteen (15) minute warning when you have 15 minutes test time remaining. You may not ask questions regarding the content of the exam. (such as "What does this mean?") All Montana MA II tests are taken on a computer. One question will be presented at a time on the computer screen. You may move forward and backward through all fifty test questions until you have answered all the questions. A score of at least 80% on the knowledge test is required to pass the competency test.

The **knowledge** test questions cover the following subject areas:

- Medication Fundamentals – 16 questions.
- Safety – 6 questions.
- Communication and Documentation – 6 questions.
- Medication Administration – 16 questions.
- Ethical and Legal – 6 questions.

## **Reschedule & Cancellation Policies**

### **Rescheduling:**

- Test dates may be rescheduled for free and without penalty 8 or more business days prior to your scheduled test date.
- Reschedule requests made within 7 business days of your scheduled test date must be submitted to Headmaster and are subject to a \$25.00 reschedule fee for each reschedule request. Call Headmaster at (800)393-8664 to reschedule.
- Rescheduling is not an option within one business day of your scheduled test date.

### **Candidate Cancellations:**

- In order to qualify for a full refund of your test fees, you must request your refund and test date cancellation at least 8 business days prior to your scheduled test date.
- Test dates cancelled within 7 business days and up to 1 business day prior to the test date qualify for a full refund minus a \$25.00 cancellation fee.
- No refunds are given for tests cancelled inside one business day of a test event.

### **Headmaster Cancellations:**

- Should Headmaster cancel a test date for any reason, every effort will be made to reschedule candidates to a new test date, in the shortest time possible, to a location and time mutually agreed upon.
- Candidates will not be charged any extra fees for tests cancelled or rescheduled by Headmaster.

### **No Show Fees:**

- Candidates who do not arrive at the appointed time and date for their scheduled exam will forfeit their entire test fee and must repay in order to reschedule another exam date.
- If a reschedule or cancellation request is not received by Headmaster prior to the business day before the candidate's scheduled exam date a "No Show" status will apply and the candidate must repay to schedule another exam.

## **Exam Day**

- You should arrive at the test site 20-30 minutes prior to the scheduled test start time.
- You will not be admitted to the test event, if you arrive late (see testing policies).
- You are required to bring two forms of valid identification

1. One (non-expired), signed, photo identification such as a driver's license, tribal identification card, passport or state issued identification card.
  2. Social Security Card.
- If you do not bring both forms of valid identification to the test site, you will not be allowed to test and will need to repay the test fees and apply for a new test date.
  - Study materials may not be brought **into the test area** or used during testing. If you give or receive help from anyone during testing, the test will be stopped; **your test will be scored as a failure attempt** and you will be dismissed from the testing room. Your name will be reported to the Montana Board of Nursing.
  - Anyone who removes or tries to remove test materials or test information from the test site will be prosecuted to the full extent of the law and reported to the Montana Board of Nursing.

## Testing Policies

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

- If you arrive late for your confirmed test, or do not bring valid photo identification and your social security card, you will not be admitted to the test and any test fees paid will **not** be refunded.
- If you **NO SHOW** for your testing date, you must repay the testing fees in order to schedule a new exam date.
- Cellular phones, beepers or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings at the test site. **Leave your cell phone in your car.**
- You are not permitted to bring study materials, books, notes or papers into the testing **area.**
- You may not remove any notes, papers or testing materials from the testing room.
- You are not permitted to bring personal belongings such as briefcases or large bags to the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. **However, be aware that the test event staff has no responsibility to protect your personal belongings.**
- Eating, drinking and smoking are not permitted during testing.
- No visitors, guests, pets or children are allowed at the test site.
- 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 the Montana Board of Nursing (MBON). MBON staff will make decisions regarding any disciplinary measures. You will not test again without approval to test from MBON.

## Test Results

Tests are scored by Headmaster on the same day they are received in the Headmaster office. Test results are uploaded to the Headmaster website at [www.hdmaster.com](http://www.hdmaster.com) after 6:00 pm mountain time on the day the exam is scored. You can access your results by going to our

website, clicking on “Montana MA I & II” and clicking on “Online Test Results” at the bottom of the left hand column of the “Montana Medication Aide I & II” web page. Test results are normally available after 6:00 pm on the evening of the business day following your exam date.

## **Medication Aide II Vocabulary Study List**

abdomen	aspiration	Digoxin (lanoxin)
abuse	aspirin	Dilantin
accountability	asthma	Dilantin (phenytoin sodium)
acetaminophen	Ativan	discontinue administration
acid	bacterial infections	discontinued medication
administering antacids	bleeding	disposal of controlled substances
administering cardiac drugs	blood glucose	diuretic
administering eye ointment	blood pressure	dizziness
administering medication	bradycardia	documentation
administration	bronchial tree	dosage
administration	bruising	dosage schedules
considerations	capsule	drowsiness
administration error	carbohydrates	Drug Enforcement Agency
administration of ear drops	cardiac drugs	drug interaction
adverse effect	cardiovascular	drug interactions
adverse reaction	Changes in resident's condition	drug references
Advil	cholesterol	duragesic
affects of medication	Cipro (ciprofloxacin)	ear drops
agitation	circulation	edema
allergic reactions	clonidine	enteric coating
allergies	Colace	enteric-coated tablets
amoxicillin	coma	error correction
analgesic	confidentiality	estrogen
anaphylactic	confusion	expectorant
anaphylactic reactions	considerations for antibiotics	expiration date
anaphylaxis	constipation	eye dropper
anorexia	Contin	eye medication
antacids	contraindicated	administration
antianginal medications	contributing factors	eye medications
anti-anxiety	controlled drugs	eyes
antibiotic	controlled substances	fentanyl
anticoagulants	correct administration	fever
anticonvulsants	Coumadin	five rights of drug administration
anti-emetic	Demerol	Flexeril
antihypertensives	deterioration	Fosamax
antilipemics	diabetes	furosemide
antimicrobial	diarrhea	gastrointestinal
antipsychotic	digestion	generic name
apical heart rate	digestive system	generic similarities
application of topical medications	digitalis	germs
arthritis	digoxin	



glaucoma  
glucagon  
glucose  
glucose levels  
hallucinations  
hand washing  
heart rate  
hives  
hormonal  
hormone  
hyperglycemia  
hypertension  
hypoglycemia  
impactions  
infections  
inhalants  
inhaler  
injections  
insect sting  
insulin  
insulin administration  
insulin classification  
insulin potency  
international time  
intestinal  
itching  
lancet  
  
lancets  
laryngeal  
Lasix  
laxative affects  
laxatives  
lethal dose  
Lipitor (atorvastatin)  
lithium  
lung diseases  
macular degeneration  
malabsorption  
maximum dose  
medication absorption  
medication administration  
medication administration  
record  
medication affects  
medication amount  
medication effects on body  
medication error  
medication errors  
medication forms  
medication frequency

medication inventory  
medication names  
medication occurrence  
medication order  
medication order parts  
medication package  
medication refusal  
medication route  
medication sheet  
medication strength  
medications affects  
metabolism  
Metamucil  
mg  
Montana Medication Aide  
II  
morphine  
Naprosyn  
narcotics  
nasal medication  
nausea  
nebulizer  
needle piercing  
needles  
nitroglycerin administration  
nitroglycerine  
nonsteroidal  
antiinflammatory  
nose drops  
Novolin R  
Nursing Drug Reference  
manual  
ointment  
ointment administration  
older adults  
ophthalmic  
ophthalmic medications  
oral medication  
oral medications  
oral preparations  
osteoporosis  
otic  
otic medications  
over-the-counter  
OxyContin  
Paxil  
penicillin  
Percocet  
perineal  
perspiring  
pharmacy label

physicians  
polydipsia  
polyphagia  
polyuria  
poor coordination  
premixed insulin  
prescription refills  
priorities  
PRN medications  
protection  
Prozac  
pulse  
radial  
recognizing antibiotic  
toxicity  
refuse medication  
reporting changes  
respirations  
respiratory rate  
results of medications  
review anti -coagulants  
review class of drugs  
called  
antihistamines  
review classification of  
drugs  
review common disorders  
of  
body systems  
review drug classifications  
rheumatoid  
risk factors  
role  
role & responsibility  
route of medication  
routine medication  
sedatives  
seizures  
sensitivity to medications  
Seroquel  
shaking  
shock  
side effect  
side effects  
six rights  
six rights of medication  
administration  
skin patches  
skin rashes  
slurred speech  
standard precautions

state regulations  
statin  
sterility  
stool softeners  
storing medications  
subcutaneous tissue  
subcutaneously  
sublingual medication  
administration  
sublingually  
sublingually  
suppressant  
suspension of medications  
swallowing  
symptoms  
Synthroid  
syringe units

syringes  
tablet color  
tablet disposal and facility  
policy  
tachycardia  
temperature  
tetracycline  
therapeutic dose  
therapy  
topical medication  
administration  
topical medications  
toxic dose  
transdermal patch  
Tylenol  
Type I diabetes  
types of orders

unconsciousness  
unit dose packaging  
unused medications  
urine  
valid prescriptions  
vomiting  
when to report  
wrong dose  
Xanax  
Zocor (simvastatin)

## **Medication Aide II Curriculum Outline**

The Montana Board of Nursing recommends a curriculum entail 100 hours: 60 hours for didactic training (which includes skills lab) and 40 hours clinical practicum.

### **Module 1: Medication Fundamentals – 20 hours.**

#### **I. Medication Orders, Documentation, Storage and Disposal**

- A. Medication Prescription Order
  - 1. Recorded on patient record.
  - 2. Complete order
    - a. Signed
    - b. Legible
    - c. Drug name
    - d. Dose
    - e. Route
    - f. Time
    - g. Frequency
  - 3. MA will not take verbal or telephone orders.
  - 4. Questioning an incomplete medication order
- B. Medication Documentation System
  - 1. Documentation of orders onto agency's medication document.
  - 2. Medication Administration Record (MAR)
  - 3. Controlled substance medication log.
- C. Medication Storage
  - 1. Storage area
  - 2. Medication Room
  - 3. Medication Cart
  - 4. Medication Tray
- D. Disposal of outdated, contaminated or unused medication.

#### **II. Mathematics, Weights and Measures**

- A. MA does not convert medication dosages.
- B. Systems of measurement.

#### **III. Forms of Medication**

- A. Liquids
  - 1. Aerosol
  - 2. Inhalant
  - 3. Drops
  - 4. Elixir
  - 5. Spray
  - 6. Syrup
  - 7. Tincture
  - 8. Solution
  - 9. Suspension
- B. Solid and Semi-Solid
  - 1. Capsules
  - 2. Tablet
  - 3. Scored v. Un-scored
  - 4. Caplets
  - 5. Time-release
  - 6. Lozenges
  - 7. Ointment
  - 8. Paste
  - 9. Powder
  - 10. Cream/Lotion
  - 11. Covered w/special coating
  - 12. Liniment

#### **IV. Medication Basics**

- A. Terminology
- B. Abbreviations
- C. Dosage Range
- D. Actions
- E. Implications for Administration
- F. Therapeutic Effects
- G. Side Effects
- H. Precautions
- I. Contraindications
- J. Allergic Reactions
- K. Adverse Reactions
- L. Tolerance
- M. Interactions
- N. Additive
- O. Idiosyncratic Effect
- P. Paradoxical Effect

#### **V. Safety and Rights of Medication Administration**

- A. Three Safety Checks
  1. When removing medication package from storage.
  2. When removing medication from package/container
  3. When returning package to where it is stored.
- B. Six Rights of Medication Administration
  1. Right Client
  2. Right Drug
  3. Right Dose
  4. Right Route
  5. Right Time
  6. Right Documentation

#### **VI. Preparation and Actual Medication Administration**

- A. Wash Hands
- B. Review medications that require checking of pulse or blood pressure before administering.
- C. Identify the client
- D. Introduce yourself
- E. Explain what you are going to do.
- F. Glove, if necessary.
- G. Position the client
- H. Do what you explained
- I. Wash your Hands
- J. Special considerations.
- K. Document

### **Module 2: Safety - 7 hours.**

#### **I. Prevention of Medication Errors.**

- A. Know the following before administering Medications.
  1. Name
  2. Purpose
  3. Effect
  4. Length of time to take effect
  5. Side Effect
  6. Adverse effects
  7. Interactions
  8. Special instructions
  9. Where to get help

#### **II. Causes and Reporting of Medication Errors**

- A. Failure to follow prescriber's orders exactly
- B. Failure to follow accepted standards for medication administration
- C. Failure to listen to a client's or family's concerns
- D. Notify the agency's nurse/supervisor/pharmacist/physician or other prescriber
- E. Complete a medication error or incident report

**Module 3: Communication and Documentation – 8 hours.**

**I. Building Relationships**

- A. Review the communication process
- B. Review barriers to effective listening and communication
- C. Setting boundaries
- D. Review team building

**II. Reporting Symptoms or Side Effects**

- A. Observe, monitor and report any change that is different from the client's normal condition.
- B. Notify the nurse as soon as possible with as much information as is available.
- C. Record changes.

**III. Report Any Change from the Normal Condition for the Client**

- A. Temperature
- B. Pulse
- C. Respirations
- D. Blood Pressure
- E. Observe and report complaints of pain
- F. Changes in levels of consciousness
- G. Other changes in condition

**IV. Documentation of Medication Administration**

- A. Identifying initials and time on MAR
- B. Circle and document reasons that client may not take medications
- C. PRN medication issues

**V. Role of Supervising Nurse**

- A. Explain the Responsibilities of the supervising nurse when assigning medication administration to the Medication Aide
- B. Assignment Vs. Delegation

**Module 4: Medication Administration – 20 hours.**

**I. Routes of Administration**

- |               |                  |
|---------------|------------------|
| A. Oral       | H. Ear           |
| B. Buccal     | I. Topical       |
| C. Sublingual | J. Dressing      |
| D. Inhaler    | K. Soaks         |
| E. Nebulizer  | L. Transdermal   |
| F. Nasal      | M. Suppositories |
| G. Eye        |                  |

**II. Factors affecting how the body uses medication.**

- |         |                  |
|---------|------------------|
| A. Age  | C. Family Traits |
| B. Size | D. Diet          |

- E. Disease
- F. Psychological Issues
- G. Gender

- H. Metabolic Rate
- I. Dosage

**III. Classes of Medications Related to Body Systems and Common Actions – Identify the Classifications of Medications and State Common Side Effects.**

- A. Antimicrobials
- B. Cardiovascular
- C. Dermatological
- D. Endocrine
- E. Gastrointestinal
- F. Musculoskeletal
- G. Neurological
- H. Nutrients/Vitamins/Minerals
- I. Respiratory
- J. Sensory
- K. Urinary

**IV. Location of Resources and References – Allows the MA to identify resources for contact and clarification**

- A. Nurse
- B. Pharmacist
- C. Physician
- D. Package/drug insert
- E. Drug Reference Manuals

**Module 5: Ethical and Legal – 5 hours.**

**I. Role of the Medication Aide**

- A. The MA may perform a task involving administration of medications if:
  - 1. The MA's Assignment is to administer medications under the supervision of a licensed nurse in accordance with provisions of the governing act and subsequent rules.
  - 2. The assignment is not prohibited by any provision of the act and rules.
- B. Role of the MA includes medication administration. The following acts shall not be assigned to the MA:
  - 1. Administration of PRN medications must be consistent with ARM 24.159.915.
  - 2. Cannot administer parenteral or subcutaneous medications except for pre-labeled, pre-drawn insulin.
  - 3. Cannot administer medications through nasogastric routes or by gastrostomy or jejunostomy tubes.
  - 4. Cannot take verbal orders.
  - 5. Cannot convert dosages
- C. Any MA who has any reason to believe that he/she has made an error in the administration of medication shall follow facility policy and procedure to report the possible or known error to the appropriate superior and shall assist in completing any required documentation of the medication error
- D. Medication Administration policies – the MA shall report to the supervising nurse:
  - 1. Signs or symptoms that appear life threatening
  - 2. Events that appear health threatening
  - 3. Medications that produce no results or undesirable effects as reported by the client or as observed by the MA

**II. The Responsibility of the MA when Accepting Assignment Tasks**

- A. The MA has the responsibility not to accept an assignment that she/he knows is beyond her/his knowledge and skills
- B. The MA is expected to speak up and ask for training and assistance in performing the assignment or request not to be assigned a particular task/function/activity.

- C. Both the nurse and the MA need the appropriate interpersonal and communication skills and organizational support to successfully resolve assignment issues.

**III. Rights of Individuals**

- A. Maintaining confidentiality
- B. Respecting clients rights
- C. Respecting clients privacy
- D. Respecting client's individuality and autonomy
- E. Communicating respectfully
- F. Respecting client's wishes whenever possible
- G. Right to refuse medication
- H. Right to be informed

**IV. Specific Legal and Ethical Issues**

- A. Abuse and/or Neglect
  - 1. Identify types of abuse
  - 2. Preventive measures
  - 3. Duty to Report
- B. Exposure to medical malpractice/negligence/claims/lawsuits
- C. Fraud
- D. Theft
- E. Diversion

**V. Safety and Rights of Medication Administration**

- A. Review the three safety checks
- B. Review the six rights of medication administration

**Module 6: Practicum – 40 hours.**

- I. **Forty hours of supervised clinical practicum, which should be progressive, where the instructor observes medication administration; gradually, the instructor increases the number of clients to whom the student administers medication.**