

# MONTANA

## MEDICATION AIDE I CANDIDATE HANDBOOK

Updated: 05-01-17



**D&S Diversified Technologies LLP**

**Headmaster LLP**

**PO Box 6609**

**Helena, MT 59604-6609**

**Phone: (800)-393-8664 ---- Fax: (406)442-3357**

**Email: [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com)**

# MONTANA MEDICATION AIDE I CANDIDATE HANDBOOK

Updated: 05-01-17

---

## 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  
PO Box 6609      (406)442-8656  
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](http://www.nurse.mt.gov)  
PO Box 200513      Email      [nurse@mt.gov](mailto:nurse@mt.gov)  
Helena, MT 59620-2340

# TABLE OF CONTENTS

---

Introduction.....	1
Licensing Process .....	1
Montana Board of Nursing: Rules.....	2
Scheduling for the Montana Medication Aide I Exam.....	2
Americans with Disabilities Act (ADA) Compliance .....	2-3
Reschedule & Cancellation Policies.....	3
Exam Day.....	3-4
Testing Policies .....	4
The Knowledge Test.....	4-5
Retaking the Competency Exam .....	5
Test Results .....	5
Vocabulary Study List.....	6-8

## 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 I

---

In order to acquire your Medication Aide I 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 I (MA I) license is a two part process. Upon completion of your training program, you will need to take your state board Knowledge Test through Headmaster. You must also apply for licensure with the Montana Board of Nursing. This application must be submitted to MBON with all appropriate documentation to be considered for Medication Aide I licensure. 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).

In order to be eligible to take the Montana Medication Aide I knowledge test, you must complete an approved Montana Medication Aide I training course through an approved Montana Medication Aide I training program. Your demographic and training information must be entered into the Headmaster testing software program, WebETest, by your training facility. If your test date is not arranged by your training facility, you will need to call Headmaster (406-442-8656) or (1-800-393-8664) to arrange a test date with Headmaster upon successful completion of training.

Once you have completed a MA I training course, you have one year in which to pass the state licensure exam. You are allowed three test attempts within one year of completion of training.

# **MONTANA BOARD OF NURSING RULES 24.159.910**

## **GENERAL REQUIREMENTS FOR LICENSURE AS A MEDICATION AIDE I \_\_\_\_\_**

1. The applicant for licensure may apply to take the Montana Medication Aide I exam if the applicant:
  - a. Has completed a board-approved Medication Aide I training program as outlined in these rules; or
  - b. Holds an unencumbered certification or licensure in another state or U.S. jurisdiction to administer medications.
2. In order to be licensed as a Medication Aide I in Montana, the applicant shall pass the board –approved Medication Aide I exam.
  - a. The applicant may take the examination up to three times. If not successful on the third try, the applicant must retake and pass the Medication Aide I training program before being eligible to take the examination again.
  - b. The applicant must pass the exam within 12 months of satisfactorily completing the medication aide I training program, or else the applicant must complete the training program again before being eligible to take the exam again.
3. The application will be kept on file for one year. If the applicant fails to complete the requirements for application within one year, a new application and fee will be required.
4. Licenses shall be issued for one-year periods and shall expire in the date set by ARM24.101.413.
5. Renewal notices will be sent as specified in ARM24.101.414, which must be completed and returned to the board before the dates set by ARM24.101.413, together with the renewal fee.

## **SCHEDULING TO TAKE THE MEDICATION AIDE I KNOWLEDGE TEST \_\_\_\_\_**

If you are paying your own test fees, you may pay online with your personal PIN which you can obtain from your instructor with your Test ID Number and scheduling instructions. You can also obtain your PIN by calling Headmaster at 1(800)393-8664 or 1(406)442-8656. If you cannot make an online payment, you will need to fill out the Payment & Scheduling Form 1402MA from our website at [www.hdmaster.com](http://www.hdmaster.com). This form must be mailed or faxed to Headmaster. 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 1402MA 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.

## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE \_\_\_\_\_**

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 I training program.

## **RESCHEDULE & CANCELLATION POLICIES \_\_\_\_\_**

### **Rescheduling/Cancelling a test date:**

- Test dates may be rescheduled for free and without penalty up to one (1) business day prior to your scheduled test date. For example, if your exam is scheduled for Saturday, you must reschedule by the

end of the day on Thursday, thus giving the Headmaster office a full business day notice of your intent not to test.

- Rescheduling is not an option within one business day of your scheduled test date. Your test will be scored as a “No Show” and you will forfeit all test fees.

#### **Refunds:**

- If you request a refund of your test fees, you will be charged a \$25.00 refund processing fee. Therefore, you will receive a refund of the fees you paid to take your exam minus the \$25.00 processing fee.
- In order to qualify for a refund of your test fees, you must request your refund and test date cancellation at least one (1) business day prior to your scheduled test date. The request must be made in writing either by mail or email.
- No refunds are given for tests cancelled within one business day of a test event.
- Refund requests must be received in the Headmaster office within 6 months of the fee payment date.

#### **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 last 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, U.S. government issued 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 be considered a No Show for the exam. You will forfeit your test fees 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, smart watches, 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.

# THE KNOWLEDGE EXAM

---

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 I tests are taken on a computer. One question will be presented at a time on the computer screen. You may move forward and may move 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:

- Six Rights – 5 questions
- Purposes of Medications – 4 questions.
- Classification of Medications – 2 questions.
- Allowable Routes – 4 questions.
- Regulation of Controlled Substances – 3 questions.
- Medication Administration – 7 questions.
- Adverse Medication Reactions – 5 questions.
- Documentation – 4 questions.
- Error Reporting – 3 questions.
- Responsibilities – 5 questions.
- Role – 5 questions
- Terminology – 2 questions.
- State Regulations – 1 question.

## RETAKING THE KNOWLEDGE COMPETENCY EXAM

---

If you need to retake your Med Aide I Competency Exam, you will need to repay the test fees in order to schedule a new test date. You may pay your fees online by going to the Montana Medication Aide Testing I & II page of our website at [www.hdmaster.com](http://www.hdmaster.com). In the middle column, above the red bar, click on the tab labeled **WebETest® On-line MA I Testing**. Then, click on the tab on the top right labeled **Select Test Event/Reschedule**. You will be able to log in with your Test ID number or Social Security number and your PIN. After making your payment, you will be able to choose a new test date. If you are unable to pay online with a credit/debit card, you may Print the Payment & Scheduling Form 1402 from the Montana MA I & II Testing home page. Fill it out and mail it with payment to Headmaster at the address at the top of the form.

## EXAM RESULTS

---

Tests are scored by Headmaster on the same day they are received in the Headmaster office. Your Test Results Letter will be mailed to you at your address of record.

# MEDICATION AIDE I VOCABULARY LIST

---

911  
abdomen  
abuse  
accountability  
acetaminophen  
acetaminophen(APAP)/hydrocodone  
acid  
administering antacids  
Administering cardiac drugs  
Administering eye ointment  
administering medication  
administration  
administration considerations  
administration error  
administration of ear drops  
adverse effect  
adverse reaction  
Advil  
affects of medication  
agitation  
allergic reactions  
allergies  
amoxicillin  
analgesic  
anaphylactic  
anaphylactic reactions  
anaphylaxis  
anorexia  
antacids  
antianginal medications  
anti-anxiety  
antibiotic  
anticoagulants  
anticonvulsants  
anti-emetic  
antihypertensives  
antilipemics  
antimicrobial  
antipsychotic  
apical heart rate  
application of topical medications  
arthritis  
aspiration  
aspirin  
asthma  
Ativan  
bacterial infections  
bleeding  
blood glucose  
blood pressure  
bradycardia  
bronchial tree  
bruising  
capsule  
carbohydrates  
cardiac drugs  
cardiovascular  
changes in resident's condition  
cholesterol  
cipro (ciprofloxacin)  
circulation  
clonidine  
colace  
coma  
confidentiality  
confusion  
considerations for antibiotics  
constipation  
Contin  
contraindicated  
contributing factors  
controlled substances  
correct administration  
Coumadin  
Demerol  
dentists  
deterioration  
diabetes  
diarrhea  
digestion  
digestive system  
digitalis  
digoxin  
Digoxin (lanoxin)  
Dilantin  
Dilantin (phenytoin sodium)  
Dilaudid  
discontinue administration  
discontinued medication  
disposal of controlled substances  
diuretic  
dizziness  
documentation  
Dolacet  
dosage  
dosage schedules  
drowsiness  
Drug Enforcement Agency  
drug interaction  
drug references  
duragesic  
ear drops  
edema  
enteric coating  
enteric-coated tablets  
error correction  
estrogen  
expectorant  
expiration date  
eye dropper  
eye medication administration  
eye medications



eyes  
fentanyl  
fever  
five rights of drug administration  
Flexeril  
Fosamax  
furosemide  
gastric mucosa  
gastrointestinal  
generic name  
generic similarities  
germs  
glaucoma  
glucagon  
glucose  
glucose levels  
hallucinations  
hand washing  
heart rate  
hives  
hormonal  
hormone  
hydromorphone  
hyperglycemia  
hypertension  
hypoglycemia  
Ibuprofen  
impactions  
infections  
inhalants  
inhaler  
injections  
insect sting  
insulin  
insulin administration  
insulin classification  
insulin potency  
international time  
intestinal  
itching  
lancet  
laryngeal  
Lasix  
laxative affects  
laxatives  
legally permitted to write prescriptions  
lethal dose  
Lipitor (atorvastatin)  
lithium  
Lorcet  
Lortab  
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 record  
medication refusal  
medication route  
medication sheet  
medication strength  
medications affects  
metabolism  
Metamucil  
mg  
Montana Medication Aide  
morphine  
Naprosyn  
narcotics  
nasal medication  
nausea  
nebulizer  
needle piercing  
needles  
nitroglycerin administration  
nitroglycerine  
nonsteroidal anti-inflammatory  
Norcet  
nose drops  
Novolin R  
NPO  
nurse practioners  
Nursing Drug Reference manual  
ointment  
ointment administration  
older adults  
ophthalmic  
ophthalmic medications  
oral medication  
oral preparations  
osteoporosis  
otic  
otic medications  
over-the-counter  
OxyContin  
Paxil  
penicillin

Percocet  
perineal  
perspiring  
pharmacists  
pharmacy label  
physicians  
polydipsia  
polyphagia  
polyuria  
poor coordination  
premixed insulin  
prescription labelling  
prescription refills  
priorities  
prn  
PRN medications  
protection  
Prozac  
pulse  
radial  
recognizing toxicity from antibiotics  
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  
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  
sublingal medication administration  
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 does packaging  
unused medications  
urine  
valid prescriptions  
Vicodin  
vomiting  
when to report  
wrong dose  
Xanax  
Zocor (simvastatin)  
Zydone