



D&S Diversified Technologies LLP

Headmaster LLP

HEADMASTER LLP

P.O. Box 6609, Helena, MT 59604-6609
625 Barney, Suite A, Helena, MT 59602
800-393-8664 – Fax: 406-442-3357 / www.hdmaster.com
Email: hdmaster@hdmaster.com

*Innovative, quality technology
Solutions throughout the
United States since 1985.*

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

CONTACT INFORMATION

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

Contact your Training Facility

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

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

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

P.O. Box 6609

Helena, MT 59604

- Questions about your Exam Results
- Cancellations or Rescheduling

Questions about Oklahoma Medication or Insulin Injection Aide

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

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

1000 NE 10th Street Room 1111

Oklahoma City, OK 73117-1299

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

TABLE OF CONTENTS

Introduction	2
Applying to take the Oklahoma Medication or Insulin Injection Aide test.....	2
Retaking Medication or Insulin Injection Aide Exam.....	2
The Knowledge Exam	2
Knowledge Exam Content Outline	2
Exam Day	2
Testing Policy	3
Reschedules/Cancellations/No Show Policies	3
Security.....	3
Exam Results.....	4
Knowledge Practice Test.....	4
Vocabulary List	4-6

INTRODUCTION

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

APPLYING TO TAKE THE MEDICATION OR INSULIN INJECTION AIDE

EXAM

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

RETAKE THE MEDICATION OR INSULIN INJECTION AIDE

EXAM

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

THE KNOWLEDGE EXAM

The Knowledge Test Proctor will give instructions for taking the Knowledge Exam using a computer work station. You will have a maximum of fifty-five (55) minutes to complete the 50 question knowledge exam. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the knowledge exam (such as "What does this question mean?") You must have a score of 70% or better for the Medication Aide and 80% or better for the Insulin Injection Aide to pass the knowledge portion of the exam. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law.

KNOWLEDGE EXAM CONTENT OUTLINE

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

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

EXAM DAY

☞ You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your exam is scheduled to start.

☞ You must bring a **SIGNED, NON-EXPIRED, PHOTO ID (mandatory)**, a second signature ID and your ***Training Verification Form** that you were given by your Trainer at the completion of the training program. **You will not be admitted for testing if you do not bring proper ID and your Training Verification Form.** Examples of accepted identification include a CURRENT (NOT EXPIRED), SIGNED AND DATE BEARING:

- Driver's license
- State issued identification card
- Passport
- Alien registration card
- Tribal identification card

- Social Security card
- Credit card or Debit card
- 1st Aid or CPR card
- Hunting or fishing license

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

TESTING POLICY

The following policies are observed at each test site:

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

RESCHEDULE / CANCELLATION / NO SHOW POLICIES

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

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

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

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

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

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

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

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

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

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

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

SECURITY

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

EXAM RESULTS

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

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

KNOWLEDGE PRACTICE EXAM

Available on our web site at www.hdmaster.com, you may also purchase complete practice tests that are randomly generated, based on the Oklahoma Medication or Insulin Injection Aide test plan, and each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are attempting correct before they may move onto the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or discounted group purchase plans are available. Visit www.hdmaster.com for more details.

OKLAHOMA MA KNOWLEDGE EXAM VOCABULARY WORDS STUDY LIST

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

Dilantin
discoloration
discontinued medication
diuretic
diuretics
diverticulitis
documentation
dosage
dosage schedules
drowsiness
drug abuse
drug dependence
drug interactions
drug metabolism
drug orders
Duo Derm
duragesic
dyspnea
ear drops
edema
elixir
emphysema
empty stomach
enteric coatings
enteric-coated tablets
estrogen
excretion
exercise
expectorants
expiration date
extrapyramidal symptoms (EPS)
eye medications
eyes
facility policy
fast sugar
fever
fiber
Flexeril
fluoxetine
Fosamax
furosemide
gastric mucosa
gastrointestinal
glaucoma
glipizide (Glucotrol XL)
glucometer
Glucotrol
gout
gtt
habit forming
Halcion
hallucinations
hand washing
heart rate
hemoptysis
herbal medications
histamine
hives
hs
hyperglycemia
hyperkalemia

hyperpnea
hypertension
hypoglycemia
hypothyroidism
ibuprofen
impactions
infections
inflammation
inhalants
injection site
insect sting
insulin
intestinal
iron sulfate
itching
IV
kidneys
Lanoxin
laryngeal
Lasix
laxatives
legally permitted to write
prescriptions
levaquin
levothyroxine sodium (Synthroid)
Librium
Lipitor
lisinopril
lithium
Lomotil
lorazepam
Lortab
macular degeneration
malabsorption
medication absorption
medication administration record
medication aide's role
medication calculation
medication error
medication inventory
medication names
medication order
medication stability
Metamucil
mg
Milk of Magnesia
muscle relaxants
myocardial infarction
naproxen (Naprosyn)
narcotics
nebulizer
needles
neomycin sulfate
nitrates
nitrofurantoin (Furadantine)
nitroglycerin
nitroglycerine
nonpharmacologic
nose drops
NSAIDs
nurse practitioners

Nursing Drug Reference manual
OD
ointment
Oklahoma Medication Aide
older adults
ophthalmic medications
ophthalmic
optic
oral antibiotic
oral hypoglycemics
oral medications
oral preparations
Orinase
orthopnea
osteoarthritis
osteoporosis
OTC
otic
otic medications
OxyContin
parenteral
Parkinson's disease
Paxil
pc
pediculicide
penicillin
Percocet
peripheral vascular disease
peristalsis
pharmacists
pharmacy label
phenazopyridine (Pyridium)
phenytoin sodium (Dilantin)
physicians
physiological actions
placebo
pneumonia
PO
potassium
Potassium sparing diuretics
prednisone
prescription label
prescription refills
prescription warnings
priority of duties
prn
PRN order
Proventil
providers
Prozac
psychotropic
pyorrhea
q2h
qam
qd
QD administration
qid
qod
rectal suppositories
rectal suppository
refuse medication

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

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

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