D&S Diversified Technologies LLP

Headmaster LLP

Wyoming Medication Aide-Certified (MA-C)

Candidate Handbook

Effective: July 1, 2024 | Updated: August 2024

Version 1

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test: …………………… **(877) 851-2355**		
Questions regarding: MA-C training • certification status: ……………………………………………… **(517) 335-1980**		
D&S Diversified Technologies (D&SDT), LLP-Headmaster, LLP PO Box 6609 Helena, MT 59604 Email: wyoming@hdmaster.com Web Site: www.hdmaster.com	*Monday through Friday* *6:00AM – 6:00PM* *Mountain Standard Time (MST)* Wyoming TMU© Webpage: **wy.tmutest.com**	Phone #: (888) 401-0462 Phone #: (888) 401-0465 Fax #: (406) 442-3357
Wyoming State Board of Nursing (WSBN) 130 Hobbs Avenue, Suite B Cheyenne, WY 82002 Email: wsbn.licensing@wyo.gov Wyoming Nurse Aide Web Site: http://wsbn.wyo.gov	*Monday through Friday* *7:30AM –4:00PM* *Mountain Standard Time (MST)*	Phone #: (307) 777-7601

Table of Contents

Introduction

A medication aide competency evaluation program ensures that candidates seeking to be medication aides understand the state 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 test and is designed to help prepare candidates for it. The test has one part: a multiple-choice knowledge exam. Candidates must pass the knowledge exam and meet all requirements of the Wyoming State Board of Nursing to be certified as a Medication Aide-Certified (MA-C) in Wyoming.

The Wyoming State Board of Nursing has approved D&S Diversified Technologies (D&SDT)-HEADMASTER, LLP, to provide testing and scoring services for medication aide testing. For questions not answered in this handbook, don't hesitate to contact D&SDT-HEADMASTER at (888)401-0462 or go to www.hdmaster.com. The information in this handbook will help you prepare for your examination.

Americans with Disabilities Act (ADA)

ADA Compliance

The Wyoming State Board of Nursing and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the medication aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. D&SDT-HEADMASTER must approve accommodations before the examination. The request for accommodations can be found on the D&SDT-HEADMASTER webpage and by clicking on the PDF Fillable ADA Accommodation Form 1404. Fill out the ADA Request and attach the required documentation found on the second page of the request form to an email to wyoming@hdmaster.com to be reviewed for accommodation.

ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

Please allow additional time for your request to be approved. If you have questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888)401-0462.

-continued on the next page-

Wyoming TestMaster Universe© (TMU©)

Wyoming TMU© Home Page

This is the Wyoming TMU© main page, **wy.tmutest.com**
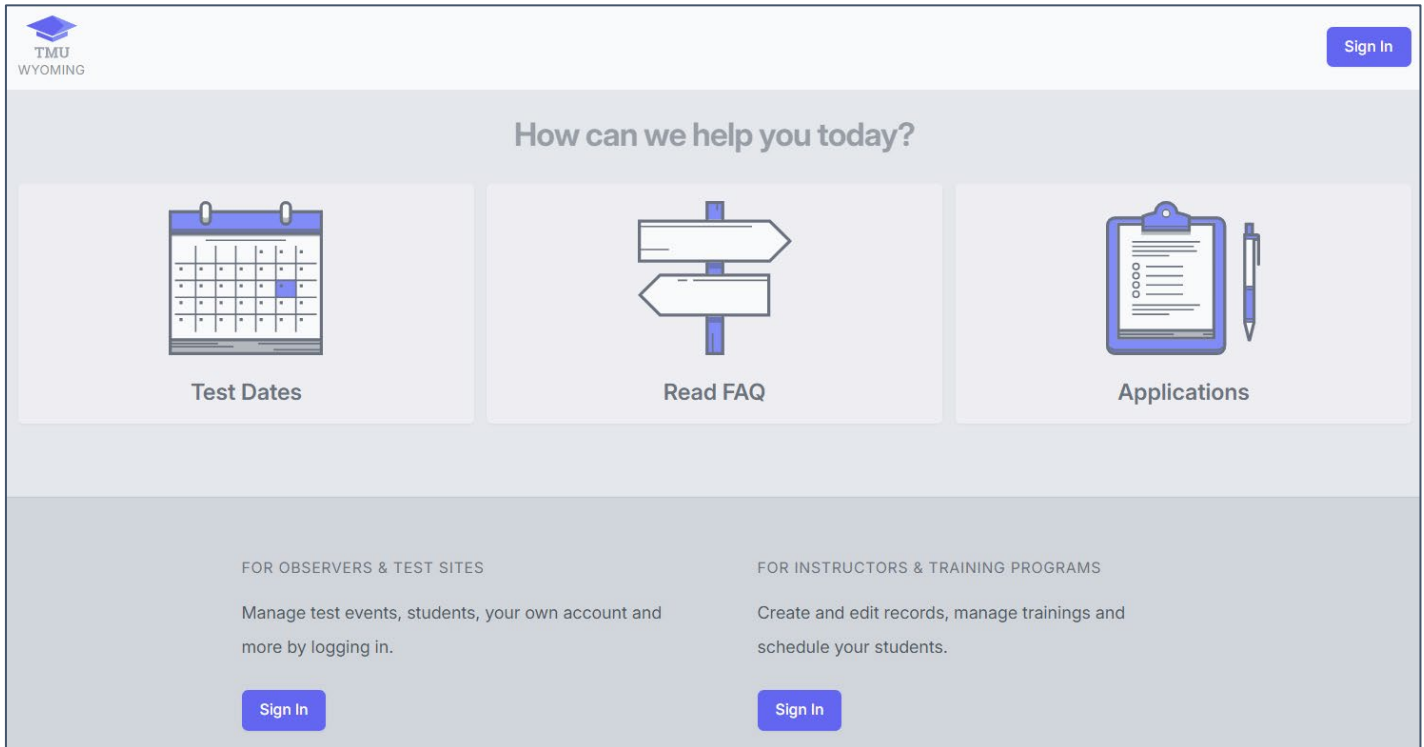
→ *Click on 'Test Dates' to see the calendar of available test events and their location*

→ *Click on 'Read FAQ' for frequently asked questions*

→ *Click on 'Applications' for the Demographic Update Form and other candidate forms*

Complete your TMU© Account

Your initial registration information will be entered in D&SDT-HEADMASTER's Wyoming TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to the Wyoming TMU© at wy.tmutest.com **using your secure Email or Username and Password and complete your demographic information.**

■ It is highly recommended that you sign in to your account, update your password, and complete your demographic information when you receive your confirmation email from TMU© (check your junk/spam mail) that your account has been created.

If you do not know your Email or Username and Password, enter your email address and click "Forgot Your Password?" You will be asked to re-enter your email, and a 'reset password link' will be sent to your email (see instructions under **'Forgot your Password and Recover your Account'**). If you cannot sign in for any reason, contact D&SDT-HEADMASTER at (888)401-0462.

*Screen you will see the first time you sign in to your TMU© account with the **demographic information you need to enter to complete your account***:

Home > Setup Account

Setup Account

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

Enter the blank ***** *fields and then click on-* **Finish Account Setup**

LEGAL FIRST NAME * | MIDDLE | LEGAL LAST NAME * | SUFFIX

Alexander | | Sample |

SSN * | BIRTHDATE * | PHONE *

Encrypted for your safety

ADDRESS *

CITY * | STATE * | ZIPCODE *

| WY |

(!) DISCLAIMER
By completing your account you consent to your name and certification status being publicly listed on the Wyoming registry

Finish Account Setup

You will receive the message,
Thanks, your account has now been set up.

TMU WYOMING | Tests | Trainings | Billing | Downloads | Profile | CANDIDATE

(✓) Thanks, your account has now been set up. ✕

Welcome, CANDIDATE!

Testing

Your Profile

If you have forgotten or do not know your Password, follow the instructions in the next section, **'Forgot Your Password and Recover your Account'**, to Reset your Password and Recover your Account.

FORGOT YOUR PASSWORD AND RECOVER YOUR ACCOUNT

If you do not remember your password, follow the instructions with screenshots in this section.
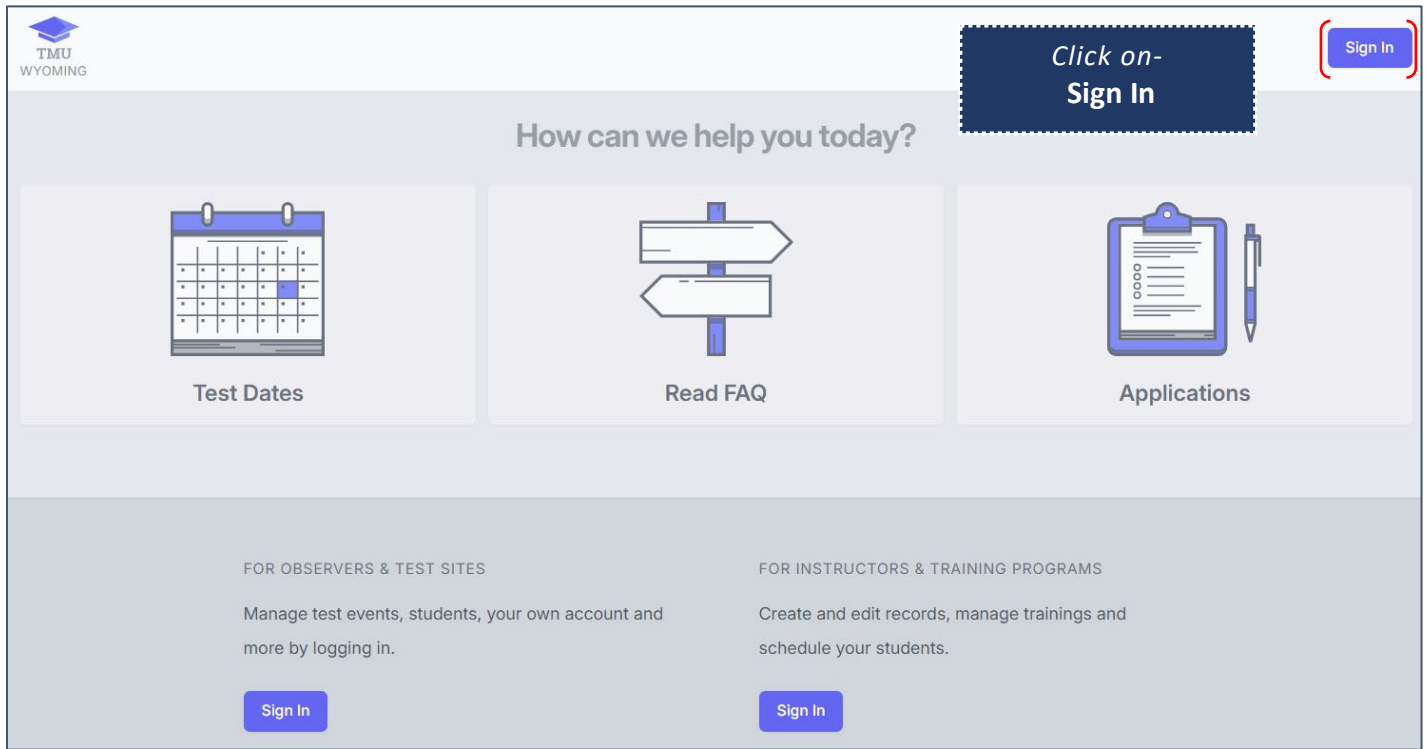
This is the screen you see after you click on Sign In where you will enter your Username/Email and Password:
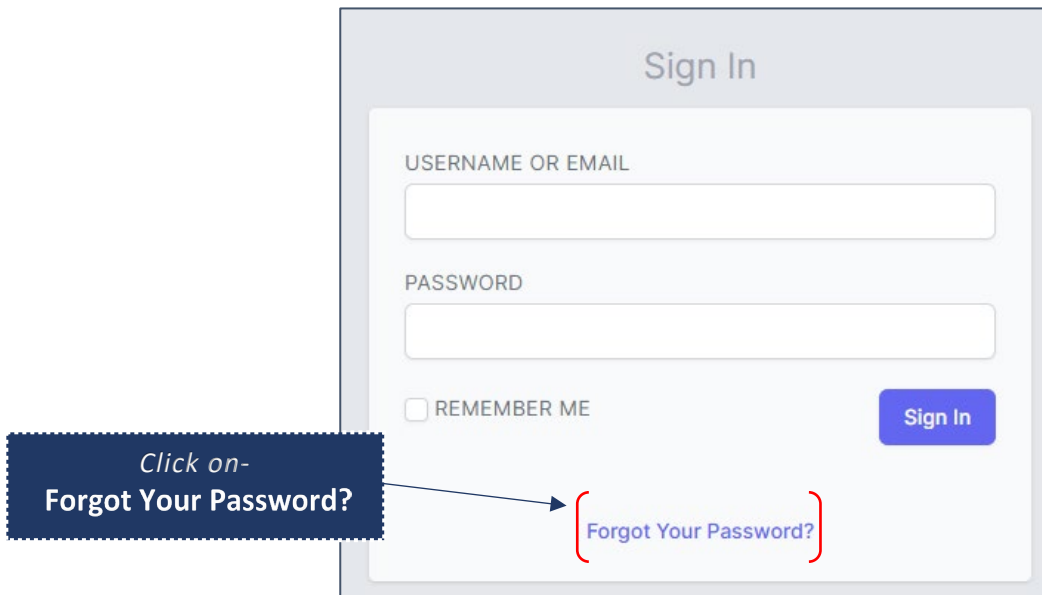
Type in your **Email Address** - Click on – **Recover Account** - An email with the reset link will be emailed to you. Click on the reset link in your email to reset your password.

(-OR- You can type in the requested data under **Using other Information** if you have already updated your demographic information in your account) - Click on - Recover Account

Recover Your Account

Using your Email Address

Using other Information

E-MAIL ADDRESS *

OR

LAST 4 OF SSN *

DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

Recover Account

You will receive the message,
We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Recover Your Account

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

Using other Information

E-MAIL ADDRESS *

OR

LAST 4 OF SSN *

DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

Recover Account

This is what the email will look like (check your junk/spam folder for the email):
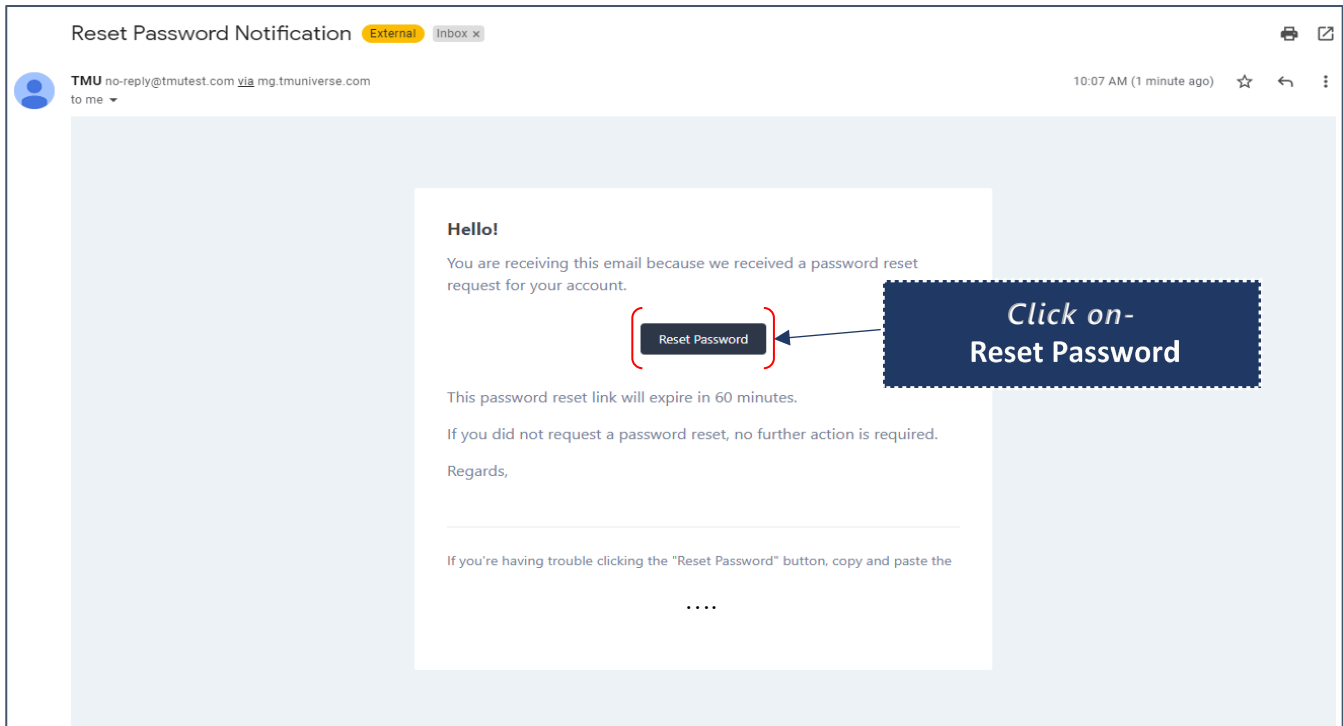
Note: If you do not reset your password right away, the link will expire in 60 minutes, and you will need to request a new link after that time.
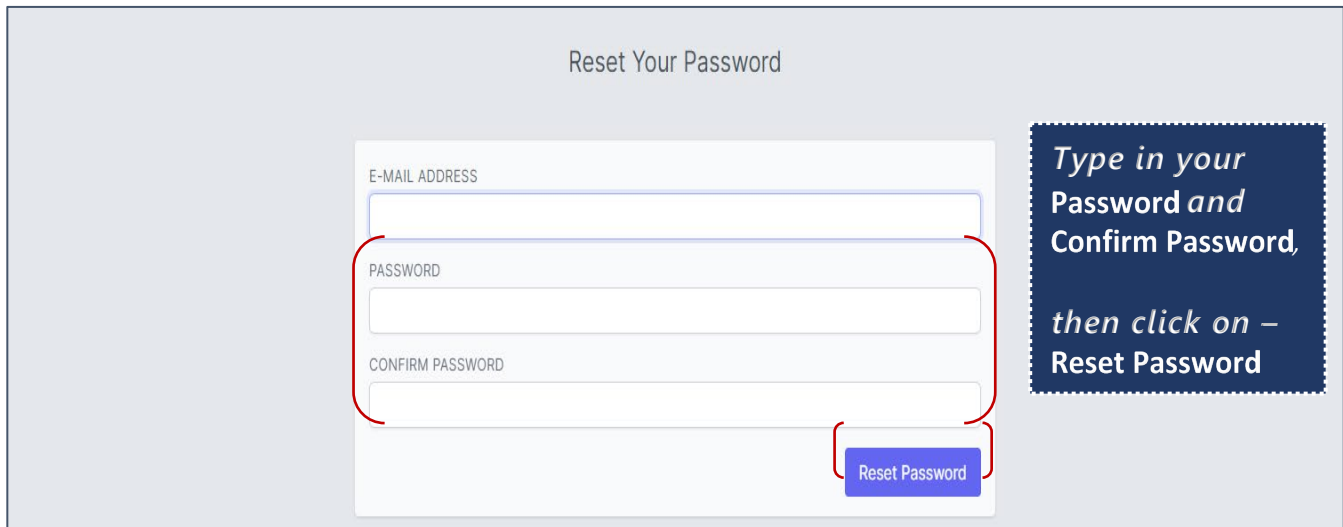
This is the home screen you will see once you have reset your password:
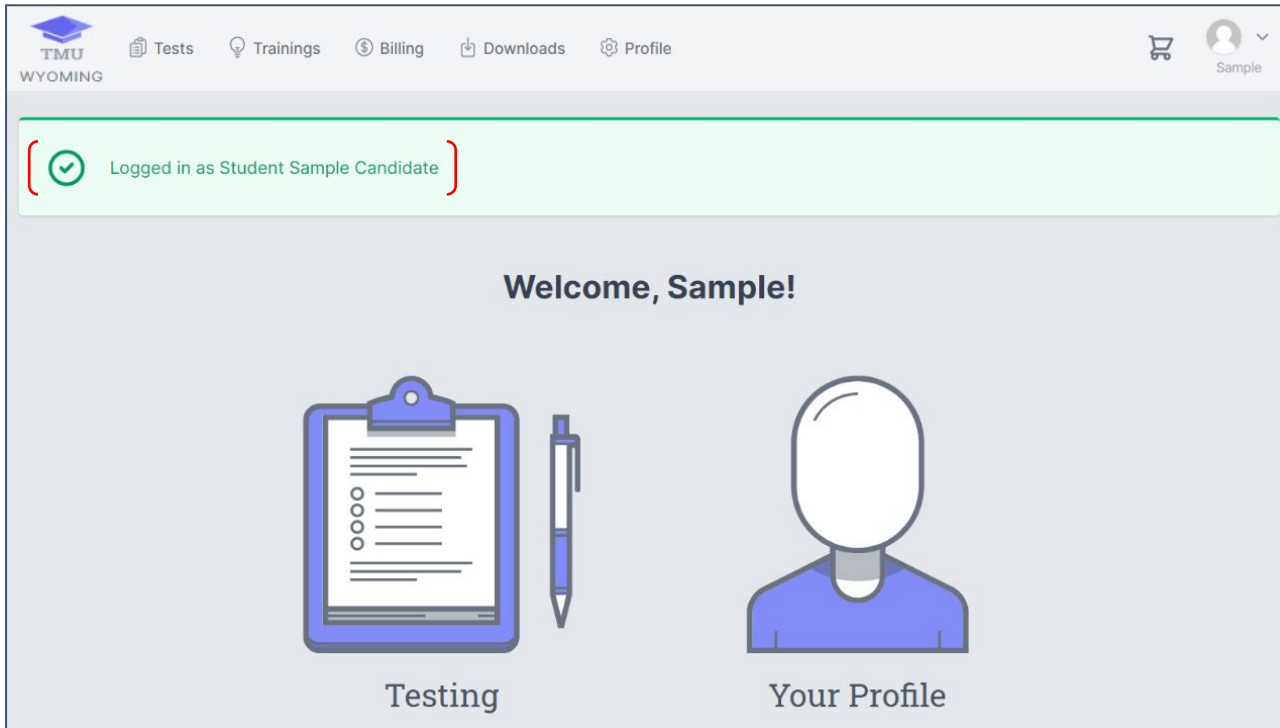
Schedule a Wyoming Medication Aide-Certified (MA-C) Exam

To schedule an examination date, you must be a current, certified, state-tested nursing aide (CNA) who has successfully completed a Wyoming State Board of Nursing-approved medication aide training program.

Your training program will enter your demographic and training information with the completion date into the Wyoming TMU© database. Your instructor or training program will verify the name entered in your TMU© account against the identification you will present when you check in at a test event. Your photo ID must be a US government-issued, *signed (see the 'Identification' section), non-expired, photo-bearing form of identification. If you discover your ID name doesn't match your name as listed in your TMU© account, please call D&SDT- HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, 6:00AM to 6:00PM, Mountain Time (MST), excluding Holidays.

MEDICATION AIDE TRAINING PROGRAM CANDIDATES

Once you have completed your program, your instructor has entered your training record in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database, and your testing fee has been paid (see instructions under **'Self-Pay of Testing Fees'**), you may schedule your exam date online at the Wyoming TMU© webpage at wy.tmutest.com using your email and password (see instructions under **'Schedule/Reschedule a Test Event'**). If you cannot sign in with your email, please call D&SDT-HEADMASTER for assistance at (888)401-0462 during regular business hours, 6:00AM to 6:00PM MST, Monday through Friday, excluding holidays.

Payment Information

Exam Description	Price
Knowledge Exam or Retake	$32.00

- Candidates and facilities can pay testing fees online through TMU©.
  - For candidates:
    - → Please follow the instructions below **'Self-Pay of Testing Fees in TMU©'**.

SELF-PAY OF TESTING FEES IN TMU©

Testing fees must be paid *before* you can schedule a test date.

Once your training program has completed your training record with completion hours and date, you will receive an email and text message, and a notification will be generated in your TMU© account that you are eligible to schedule a test date. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

Securely processed Visa or MasterCard credit card or debit card information is required when paying testing fees online.

Home > Tests
Your Tests

Scheduling
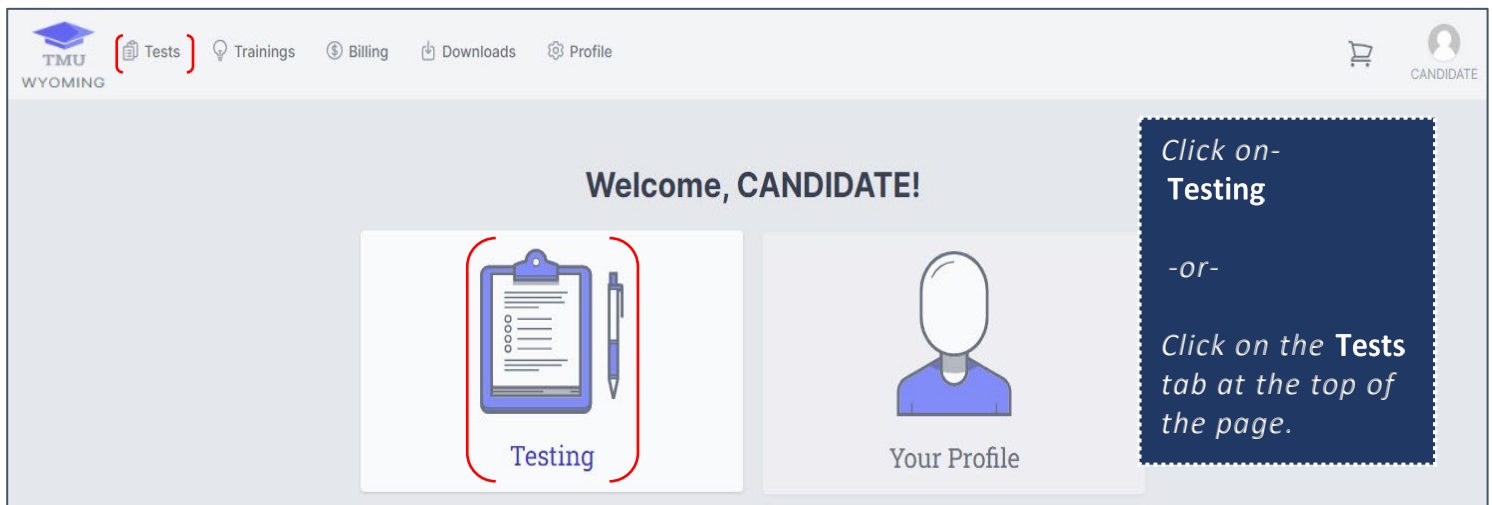
	EXAM	REASON
☑		
☑	Medication Aide Knowledge Not Eligible	Payment Required

*Under **Scheduling**, click on the box to the left of **Exam** to select the MA test component – a checkmark will appear in the box.*

Then click on-
Add Selected Items to Cart

[Add Selected Items to Cart]

You will get a message that the Medication Aide Knowledge exam has been added to your cart and the **Knowledge Exam Amount**

click on-
Pay with Credit Card

Home > Cart
Cart

✓ Added Medication Aide Knowledge to your cart.   ✕

DESCRIPTION	ITEM TYPE	AMOUNT	
Medication Aide for Candidate Practice	Knowledge	32.00	Remove
		Total: $32.00	

[Pay with Credit Card]

Home > Prepay
Prepay to Schedule

Enter the Credit Card information and then click on-
Submit Payment

You will receive a receipt of the transaction.

What You're Paying For

DESCRIPTION	COST
Medication Aide for Candidate Practice	32.00
Total:	$ 32.00

Pay with a Card

CARDHOLDER NAME   CARD NUMBER

EXP MONTH   EXP YEAR   SECURITY CODE
Select Month   Select a year

CARDHOLDER ADDRESS

CITY   STATE   ZIP CODE
                        Select State

[Submit Payment]

Once your testing fees are paid, you can choose a test site and date. To schedule/reschedule a test event, follow the instructions in the next section.

Schedule/Reschedule a Test Event

Welcome, CANDIDATE!

Testing

Your Profile

Click on-
Testing

-or-

*Click on the **Tests** tab at the top of the page.*

Home > Tests

Your Tests

Scheduling

EXAM	REASON	
Medication Aide Knowledge [Eligible]		Schedule

The Wyoming Medication Aide Knowledge Exam will appear in this format showing you are eligible to schedule.

To schedule,

click on –
Schedule *on the right hand of the screen.*

Home > Tests > Find Event

Find Event OH MEDICATION AIDE TESTING

TEST DATE	TEST SITE	SCHEDULING FOR	
11/04/2023 1:00 PM MST	Practice Test Site (TS) Cheyenne, WY	K Medication Aide	Schedule

To select a test site and test date,

click on –
Schedule

wy.tmutest.com says

Schedule into this Event on 11/04/2023 for Certified Medication Aide Knowledge. Are you sure?

OK   Cancel

You will see this message pop up.

Click on-
OK

To confirm this is the event you want to schedule.

Home > Tests
Your Tests

✓ Student PRACTICE, CANDIDATE scheduled into Knowledge for Medication Aide.

This screen confirms you are scheduled for a test date to take your WY Medication Aide knowledge exam.
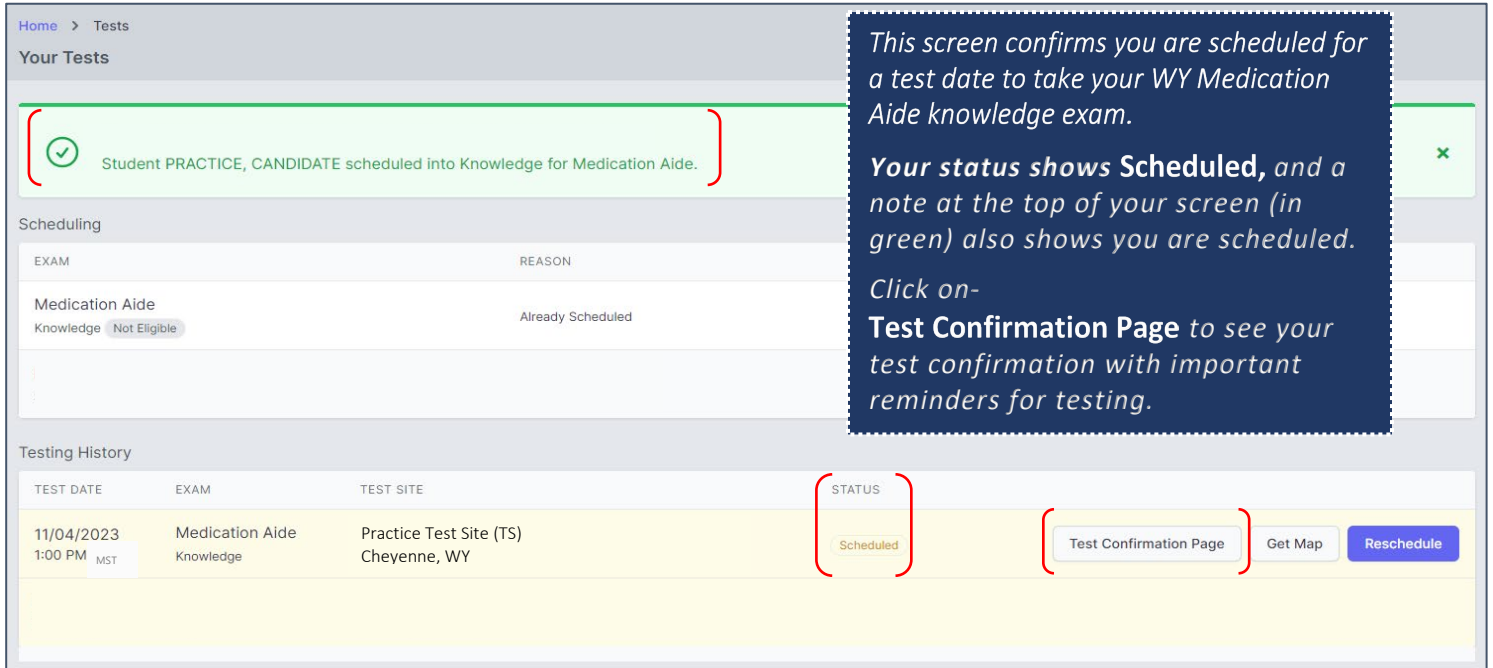
***Your status shows* Scheduled,** *and a note at the top of your screen (in green) also shows you are scheduled.*

Click on-
Test Confirmation Page *to see your test confirmation with important reminders for testing.*

Scheduling

EXAM	REASON
Medication Aide Knowledge `Not Eligible`	Already Scheduled

Testing History

TEST DATE	EXAM	TEST SITE	STATUS			
11/04/2023 1:00 PM MST	Medication Aide Knowledge	Practice Test Site (TS) Cheyenne, WY	Scheduled	Test Confirmation Page	Get Map	Reschedule

TEST CONFIRMATION LETTER

Your test confirmation letter will provide important information regarding where you are scheduled to test (date, time, and address). It can be accessed anytime by signing in to your TMU© account.
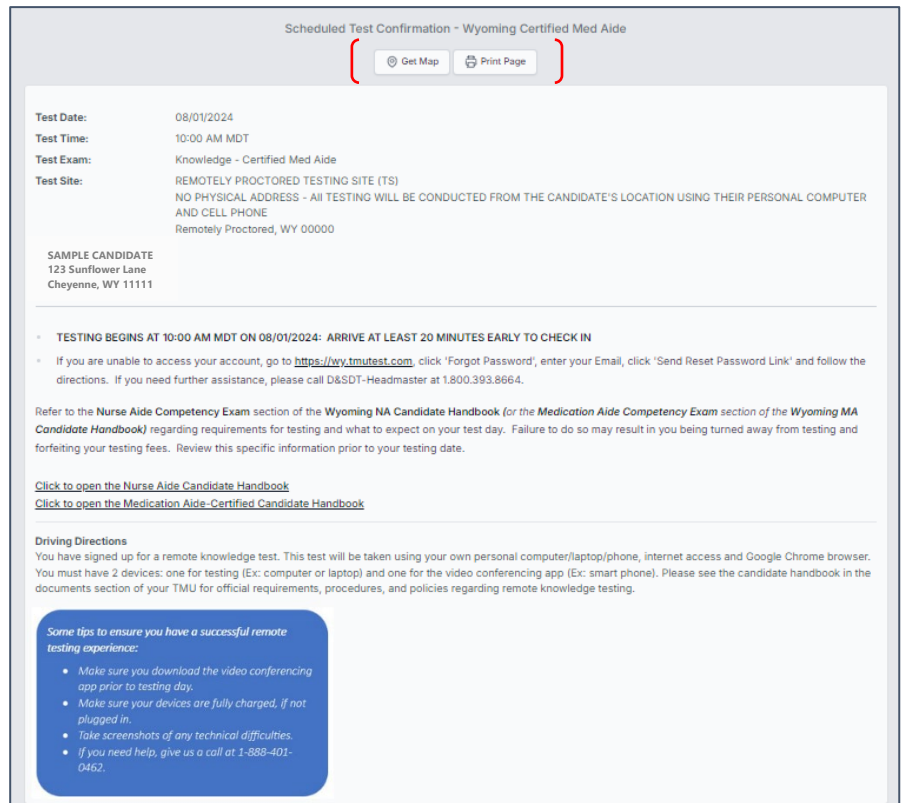
The body of the test confirmation letter will refer you to the candidate handbook, which will give you state-specific instructions on when to arrive, ID requirements, etc.

Note: Failure to read the candidate handbook could result in a no-show status for your test event if you do not adhere to the testing policies, etc.

It is important you read this letter!

Click on-
Print Page
to print your confirmation letter.

Click on-
Get Map
to get Google Maps directions to the test site, if testing on-site.

Scheduled Test Confirmation - Wyoming Certified Med Aide

Get Map   Print Page

Test Date:	08/01/2024
Test Time:	10:00 AM MDT
Test Exam:	Knowledge - Certified Med Aide
Test Site:	REMOTELY PROCTORED TESTING SITE (TS) NO PHYSICAL ADDRESS - All TESTING WILL BE CONDUCTED FROM THE CANDIDATE'S LOCATION USING THEIR PERSONAL COMPUTER AND CELL PHONE Remotely Proctored, WY 00000

SAMPLE CANDIDATE
123 Sunflower Lane
Cheyenne, WY 11111

- TESTING BEGINS AT 10:00 AM MDT ON 08/01/2024: ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK IN
- If you are unable to access your account, go to https://wy.tmutest.com, click 'Forgot Password', enter your Email, click 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **Nurse Aide Competency Exam** section of the *Wyoming NA Candidate Handbook (or the Medication Aide Competency Exam section of the Wyoming MA Candidate Handbook)* regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

Click to open the Nurse Aide Candidate Handbook
Click to open the Medication Aide-Certified Candidate Handbook

Driving Directions
You have signed up for a remote knowledge test. This test will be taken using your own personal computer/laptop/phone, internet access and Google Chrome browser. You must have 2 devices: one for testing (Ex: computer or laptop) and one for the video conferencing app (Ex: smart phone). Please see the candidate handbook in the documents section of your TMU for official requirements, procedures, and policies regarding remote knowledge testing.

Some tips to ensure you have a successful remote testing experience:
- *Make sure you download the video conferencing app prior to testing day.*
- *Make sure your devices are fully charged, if not plugged in.*
- *Take screenshots of any technical difficulties.*
- *If you need help, give us a call at 1-888-401-0462.*

Please see the 'Remotely Proctored Knowledge Exam Option' under the Knowledge Exam section if you want to take your knowledge exam with a remote proctor from your home, etc. If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888)401-0462, Monday through Friday, excluding holidays, 6:00AM to 6:00PM MST.

Note: Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation at the time they are scheduled.
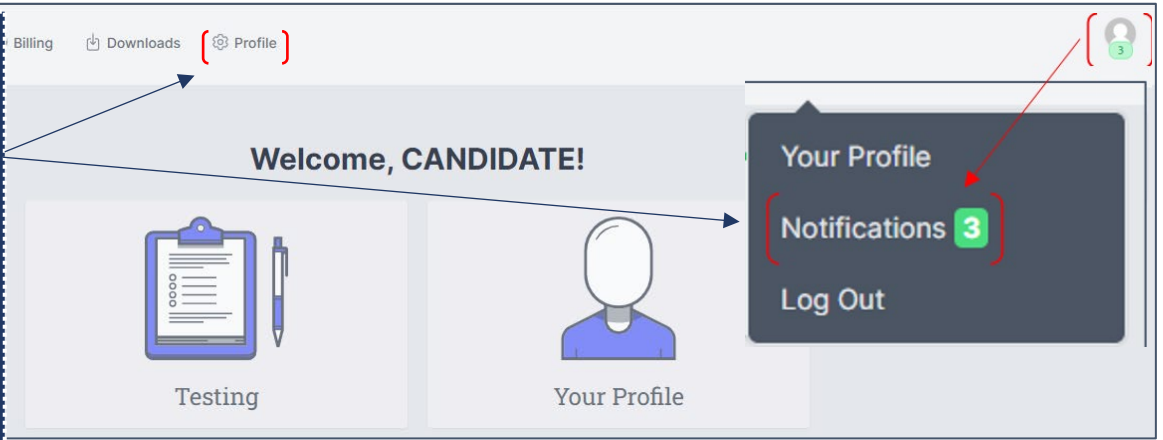
D&SDT-HEADMASTER **does not send** postal mail test confirmation letters to candidates.

Check/View your Notifications in TMU©

Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the screenshots that follow:
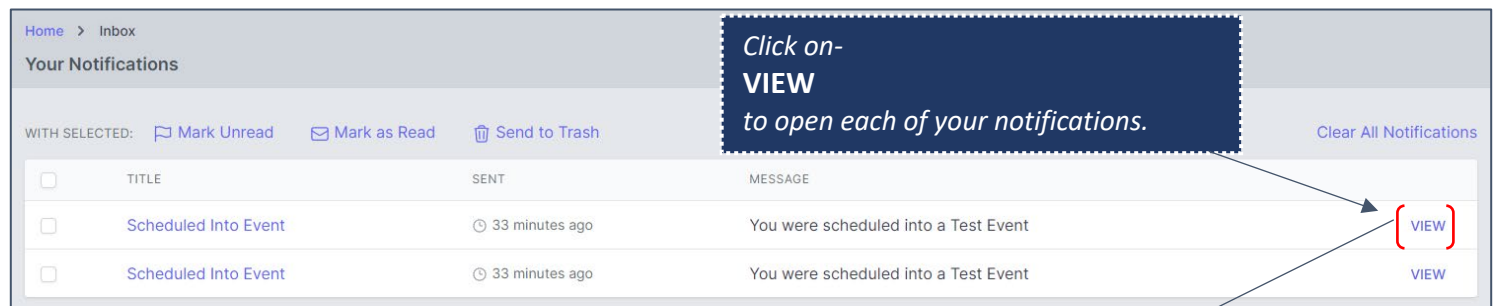
When you have 'notifications' they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on-
Your Profile Pic *to open your profile and notifications. Click on-*
Notifications *to view all of your notifications.*

Billing   Downloads   Profile

Welcome, CANDIDATE!

Testing

Your Profile

Your Profile

Notifications **3**

Log Out

Home > Inbox
Your Notifications

Click on-
VIEW
to open each of your notifications.
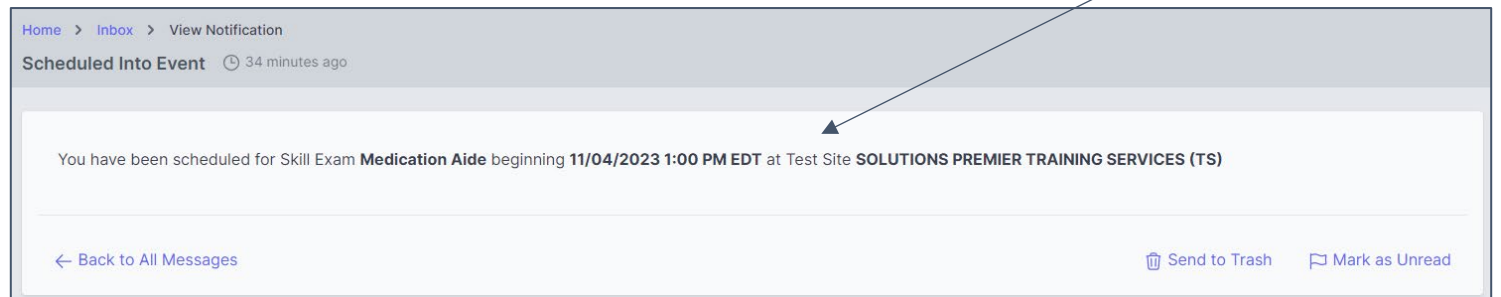
WITH SELECTED: Mark Unread   Mark as Read   Send to Trash   Clear All Notifications

	TITLE	SENT	MESSAGE	
☐	Scheduled Into Event	🕐 33 minutes ago	You were scheduled into a Test Event	VIEW
☐	Scheduled Into Event	🕐 33 minutes ago	You were scheduled into a Test Event	VIEW

Notification example:

Home > Inbox > View Notification
Scheduled Into Event 🕐 34 minutes ago

You have been scheduled for Skill Exam **Medication Aide** beginning **11/04/2023 1:00 PM EDT** at Test Site **SOLUTIONS PREMIER TRAINING SERVICES (TS)**

← Back to All Messages   🗑 Send to Trash   ⚐ Mark as Unread

Test Day

EXAM CHECK-IN

You need to be at your confirmed test site 20 to 30 minutes before your exam starts for the check-in process.

- Testing <u>begins</u> promptly at the start time noted.
- You must arrive at the event at least 20 minutes before the start time to allow time to check in with the Knowledge Test Proctor (KTP).
    - *For example*: if your test start time is 8:00AM, you must be at the test site for check-in **no later than** 7:40AM.
- If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under 'Remotely Proctored Knowledge Exam Option' in the Knowledge Exam section.

Note: *If you arrive late, you will not be allowed to test.*

TESTING ATTIRE

There is no required testing attire, however, it is recommended you wear clinical attire to on-site test events.

- Smartwatches, Bluetooth-connected devices or fitness monitors **are not allowed**.

IDENTIFICATION

You must bring a **United States (US) government-issued, signed** *(*see notes regarding signatures)***, non-expired, photo-bearing form of identification**. **Photocopies or electronic/digital forms of identification will not be accepted.** Examples of acceptable forms of US government-issued, *****signed, non-expired photo IDs are:

- State or other United States government-issued Driver's License *(non-expired from any state is acceptable)*
    - *You may use the original letter with photo, expiration date, and signature issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license while waiting to receive your new license.*
- State-issued Identification Card *(non-expired from any state is acceptable)*
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
    - *Exception: A signed foreign passport with a US VISA attached is acceptable (the VISA does not have a signature).*
- Permanent Resident Card (Green Card or Alien Registration Card)/Employment Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS) (******now accepted <u>without a signature or fingerprint</u> IF ISSUED from January 30, 2023, to present day. If issued before January 1, 2023, may contain a fingerprint in place of a signature)*
- Tribal Identification Card *(a signed photo ID with an expiration date (not expired) issued by a <u>federally recognized</u> Tribal Nation/Indian Tribe)*
- US Military Identification Card (******accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature)*

The **FIRST** and **LAST** names listed on the mandatory United States (US) government-issued, signed (*****see notes above regarding signatures), non-expired, photo-bearing form of identification presented to the RN Test Observer during check-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in your TMU© account. You may call D&SDT-HEADMASTER at (888)401-0462, during regular business hours 6:00AM to 6:00PM MST Monday through Friday, excluding holidays, to confirm that your name of record matches your United States (US) government-issued, *****signed, non-expired, photo-bearing form of identification, or sign in to your TMU© account to check or change your demographic information.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification.**
  - Be sure your identification is not expired.
  - Check to ensure that the FIRST and LAST printed names on your identification card match the current name of record in your TMU© account.
- 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.
- A school ID *is not* an acceptable form of ID.
- In the cases where names do not match or your ID is not proper/valid or has a hole punched in it, this is considered a NO-SHOW status and you will have to reschedule and pay for another test and date.

INSTRUCTIONS FOR THE KNOWLEDGE AND REMOTELY PROCTORED KNOWLEDGE EXAM

Test instructions for the knowledge exam will be provided in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the Remotely Proctored Knowledge Exam Instructions can be found in your TMU© account under the Downloads tab *(*see paragraph below)*.

These instructions detail the process and what you can expect during your exam. Please read the instructions *before* entering the knowledge exam room. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer and Knowledge Test Proctor will ask you questions about the instructions you read when you enter the testing rooms.

**The Knowledge and Remotely Proctored Knowledge Exam Instructions are available under the 'DOWNLOADS' tab in your TMU© account. Refer to the 'Access the Candidate Handbook and Testing Instructions' section of this handbook.
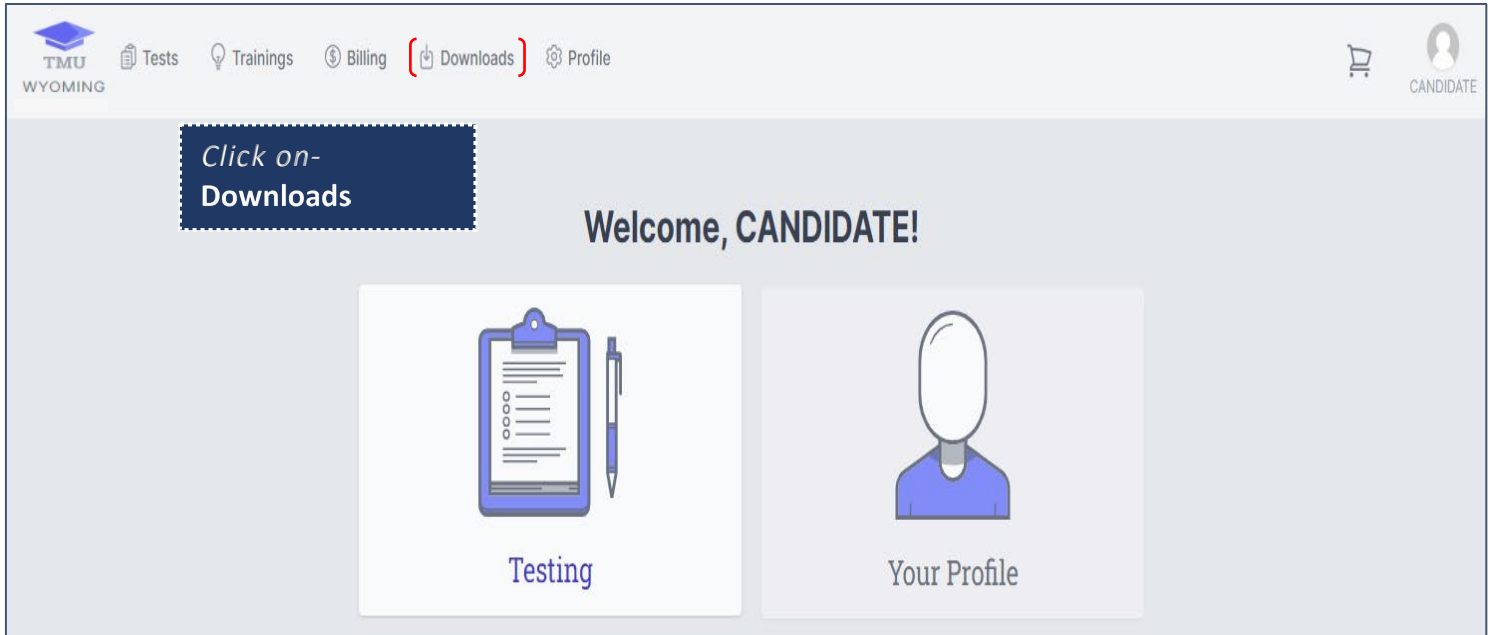
TESTING POLICIES

The following policies are observed at each test site—
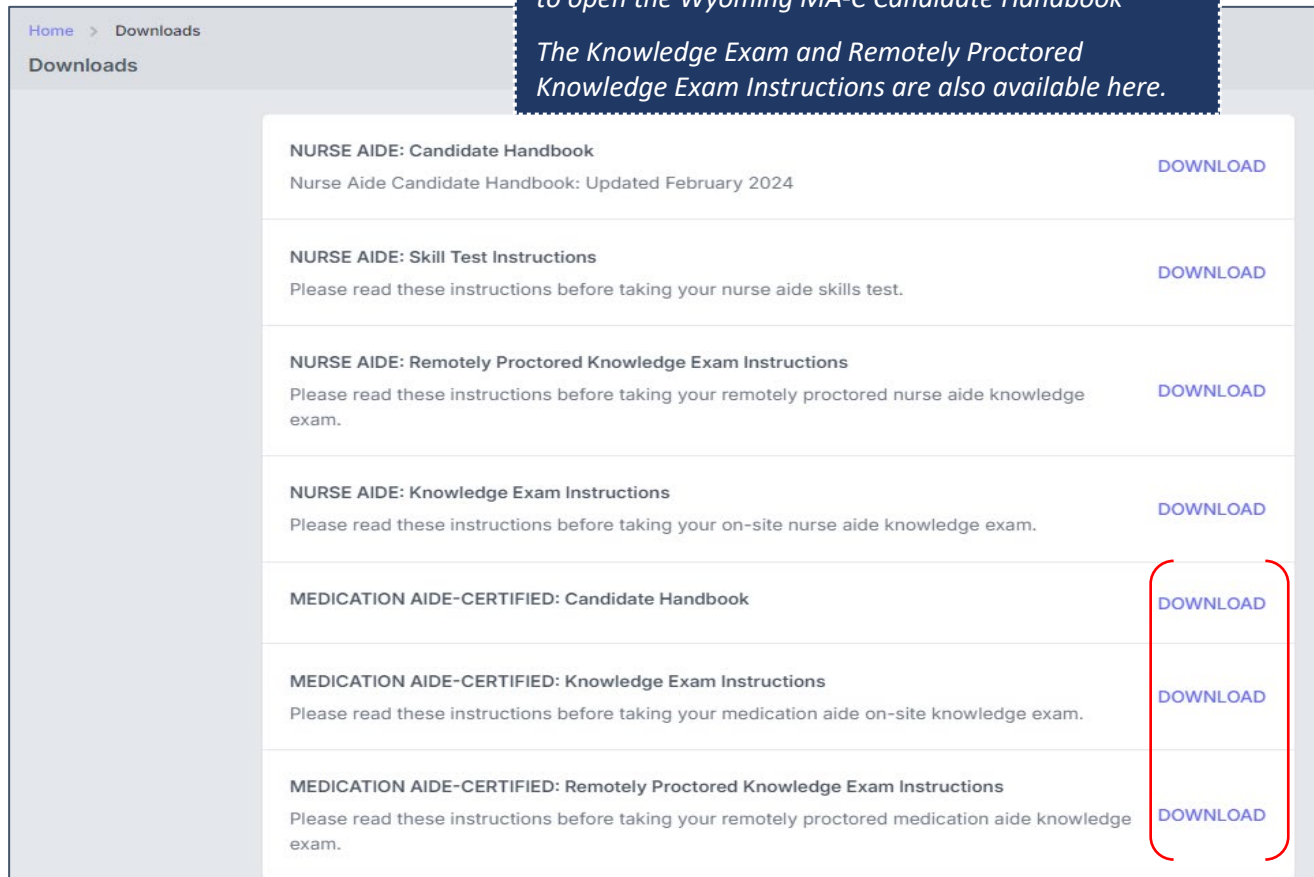
- Make sure you have signed in to your TMU© record at wy.tmutest.com before your exam date to update your password and complete/review your demographic information. Refer to the **'Complete your TMU© Account'** section of this handbook for instructions and information.
  - If you have not signed in and completed/reviewed your TMU© account when you arrive for your exam, you may not be admitted to the exam and any exam fees paid will NOT be refunded.
- 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 your exam 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, considered a no-show, and any exam fees paid *will NOT be refunded*.
  - If you are scheduled for a remotely proctored knowledge exam, please see procedures/policies under 'Remotely Proctored Knowledge Exam Option' in the Knowledge Exam section.
- If you do not bring valid and appropriate US government-issued, non-expired, **signed, photo ID, you will not be admitted to the exam, considered a no-show, 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 in your TMU© account, 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 are a NO-SHOW status for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees to schedule another exam date.

- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices and personal items (such as water bottles, purses, 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 and you are to collect these items when you complete your exam(s).
    - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
    - You are not allowed to have coats or hooded apparel covering your head during testing in the testing rooms.

- Anyone caught using any type of electronic recording device or navigating to other browsers during testing will be removed from the testing room(s), have their exam scored as a failed attempt, forfeit all testing fees, and will be reported to their training program and the Wyoming State Board of Nursing (WSBN). You will not be allowed to retest without clearance from WSBN.

- You may, however, use personal devices during your free time in the waiting area.

- You are encouraged to bring a jacket, snack, drink, or study material to have during your free time in the waiting area.

- Translation dictionaries (either paper format or electronic), translators, translating devices, and non-approved language translators *are not allowed*.

- You may not take any notes or other materials from the testing room.

- You are not permitted to eat, drink, smoke, use e-cigarettes, 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, are visibly impaired, 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, your test will be scored as a failed attempt, you will forfeit all testing fees paid and you will be reported to your training program and the Wyoming State Board of Nursing (WSBN).

- No visitors, guests, pets (including companion animals), or children are allowed.
    - *Service animals with an approved ADA accommodation in place are allowed.*

- D&SDT-HEADMASTER, test sites, RN Test Observers, Actors, and Knowledge Test Proctors are not responsible for the candidate's personal belongings at the test site.

- ***Please review this Wyoming Medication Aide-Certified (MA-C) Candidate Handbook before your test day for any updates to testing and/or policies.***

- The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS

Click on-
Downloads

Welcome, CANDIDATE!

Testing

Your Profile

Click on-
Download
to open the Wyoming MA-C Candidate Handbook

The Knowledge Exam and Remotely Proctored Knowledge Exam Instructions are also available here.

Home > Downloads

Downloads

NURSE AIDE: Candidate Handbook
Nurse Aide Candidate Handbook: Updated February 2024

DOWNLOAD

NURSE AIDE: Skill Test Instructions
Please read these instructions before taking your nurse aide skills test.

DOWNLOAD

NURSE AIDE: Remotely Proctored Knowledge Exam Instructions
Please read these instructions before taking your remotely proctored nurse aide knowledge exam.

DOWNLOAD

NURSE AIDE: Knowledge Exam Instructions
Please read these instructions before taking your on-site nurse aide knowledge exam.

DOWNLOAD

MEDICATION AIDE-CERTIFIED: Candidate Handbook

DOWNLOAD

MEDICATION AIDE-CERTIFIED: Knowledge Exam Instructions
Please read these instructions before taking your medication aide on-site knowledge exam.

DOWNLOAD

MEDICATION AIDE-CERTIFIED: Remotely Proctored Knowledge Exam Instructions
Please read these instructions before taking your remotely proctored medication aide knowledge exam.

DOWNLOAD

Time Frame for Testing from Training Program Completion

You have **unlimited attempts** to pass the knowledge exam. The Wyoming Medication Aide-Certified (MA-C) Training does not expire.

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on the Wyoming TMU© site at **wy.tmutest.com**.

If you have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, 6:00AM to 6:00PM MST, Monday through Friday, excluding Holidays.

Unforeseen Circumstances Policy

If an exam date is canceled due to an unforeseen circumstance or inclement weather, D&SDT-HEADMASTER staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you for no charge to a mutually agreed-upon new exam date. See more details under 'No Show Exceptions'.

Therefore, you must keep your contact information up to date in case we need to contact you *(*see examples below for reasons we may not be able to contact you that you are responsible for.)*

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your TMU© account (*see examples below) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT-HEADMASTER will not reschedule you until we hear back from you.

NOTE: The *examples listed below are your responsibility to check and/or keep updated.
- If D&SDT-HEADMASTER leaves you a message or emails you at the phone number or email in your record and:
  - you do not call us back in a timely manner
  - your phone number is disconnected/your voice mailbox is full
  - you do not check your messages in a timely manner
  - you do not check your email or reply to our email in a timely manner
  - your email is invalid, or you are unable to access your email for any reason

Security

If you refuse to follow directions, use abusive language, are visibly impaired, or disrupt the examination environment, your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and forfeit any testing fees paid. A report of your behavior will be given to your training program and the Wyoming State Board of Nursing (WSBN). You will not be allowed to retest without clearance from WSBN.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and the WSBN and is subject to prosecution to the full extent of the law. Your exam will be scored as a failed attempt, and you will forfeit any testing fees that have been paid. You will not be allowed to retest for a minimum period of six (6) months. You will need to obtain permission from the WSBN to be eligible to test again.

If you give or receive help from anyone during testing (including using electronic recording devices such as cell phones, smartwatches, etc., or navigating to other browsers/sites during your exam), your exam will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. You will be reported to your training program and WSBN, and you may need to obtain permission from WSBN to be eligible to test again.

Reschedules

All candidates may reschedule for free online by signing in to their TMU© account at wy.tmutest.com any time up until **one (1) business day** before a scheduled test day, excluding Saturdays, Sundays, and Holidays.

> **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam (D&SDT-HEADMASTER is open until 6:00PM Mountain Standard time, Monday through Friday, excluding Holidays).

The scheduled test date is on a:	Reschedule by D&SDT-HEADMASTER's close of business on:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Please note: *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Wyoming Medication Aide (MA-C) certification exam at all.

SCHEDULED IN A TEST EVENT

1) If you are scheduled in a test event, a refund request for testing fees paid must be made by filling out and submitting the Refund Request Form on D&SDT-HEADMASTER's main webpage at www.hdmaster.com at least **one (1) full business day** before your scheduled test event (excluding Saturdays, Sundays and Holidays). No phone calls will be accepted.

   > **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to request a refund by the close of business (D&SDT-HEADMASTER is open until 6:00PM Mountain Standard time Monday through Friday, *excluding Holidays)* the Thursday before your scheduled exam.

2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

3) Refund requests must be made within thirty (30) days of paying testing fees with HEADMASTER. Requests for refunds made after 30 days will not be issued.

NOT SCHEDULED IN A TEST EVENT

1) Refund requests must be made within thirty (30) days of paying testing fees with HEADMASTER. Requests for refunds made after 30 days will not be issued.

2) To request a refund of testing fees paid, you must fill out and submit the Refund Request Form on D&SDT-HEADMASTER's main webpage at www.hdmaster.com. No phone calls will be accepted.

3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a $35 refund processing fee.

No-Shows

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER one (1) business day preceding your scheduled testing event, **excluding** Saturdays, Sundays, and Holidays, or if you are turned away for lack of proper identification, proper attire, 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 schedule yourself into a new test event.

These fees partially offset D&SDT-HEADMASTER costs incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day before a scheduled test event, excluding Saturdays, Sundays, and Holidays (see examples under Reschedules and Refund of Testing Fees Paid), a NO-SHOW status will exist, and you will forfeit your testing fees. You must repay the full testing fee to secure a new test event.

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, test fees will be refunded, or a free reschedule will be authorized to the remitter of record **with appropriate documentation provided within the required time frame.**

- **Car breakdown or accident**: D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and a tow bill, police report, or other appropriate documentation showing your name and the name of the provider of service name 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.

- **Weather or road condition-related issue:** D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and a road report, weather report, 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.

- **Medical emergency or illness**: D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and a doctor's note showing your name and the name of the provider of service (or on the provider's letterhead) 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.

- **Death in the family**: D&SDT-HEADMASTER must be contacted within one business day via phone call, fax, or email, and an obituary showing your name for immediate family only be submitted within **seven (7) business days** 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 includes parent, grand and great-grandparent, sibling, children, spouse, or significant other.)

- **Remotely proctored exam testing issues:** D&SDT-HEADMASTER must be contacted within one business day via phone, fax, or email, and appropriate documentation showing your name and the name of the provider of service 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.
  - **Internet outage or issue:** Documentation showing your name and the name of the provider of service from the Internet provider showing outage date and times.
  - **Computer or cell phone issue:** If the computer or cell phone fails to work for any reason, documentation showing your name and the name of the provider of service from a computer repair technician/shop or other appropriate documentation.

Test Results

After you have completed the Knowledge Exam, your exam will be officially scored and double-checked. Official test results will be available by signing in to your TMU© account after 6:00PM (MST) the business day after your test event. D&SDT-HEADMASTER cannot release test results over the phone.

Note: D&SDT-HEADMASTER does not send postal mail test result letters to candidates.

CHECK TEST RESULTS ON-LINE

To view your test results, sign in to your TMU© account at **wy.tmutest.com**.
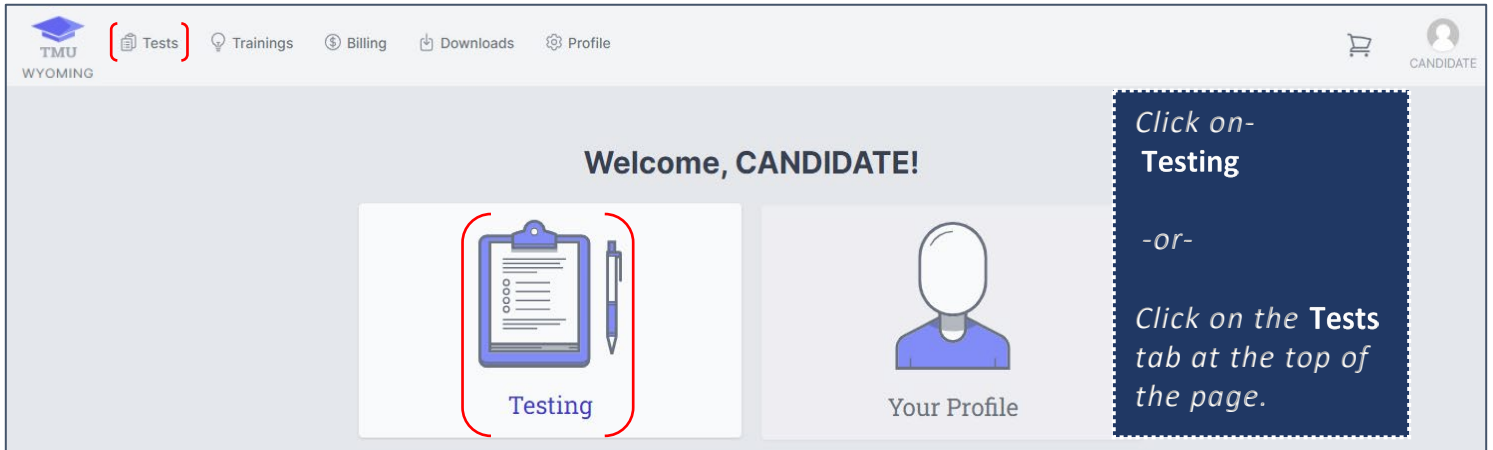
-continued on the next page-

Sample test results letter:

> ← Back   🖶 Print
>
> **HEADMASTER, LLP**
> P.O. BOX 6609, HELENA, MT 59604-6609
> 800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM
>
> **WYOMING CERTIFIED MED AIDE EXAM RESULTS REPORT**
>
> **IMPORTANT TEST RESULTS**
>
> TEST DATE: Thursday, August 1, 2024
>
> Dear Naomi,
>
> You have **failed** the knowledge portion of the Certified Med Aide exam.
> Your overall knowledge test score is 48%.
> You must have an overall score of **80%** or better to pass.
>
> A passing score **does not** imply certification. You must verify on the Wyoming State Board of Nursing registry.
>
> Any weaknesses indicated in your test results are listed below:
>
> Knowledge Exam Results By Subject Area
>
> | Subject | Score |
> |---|---|
> | Rights of Medication Administration | 50% |
> | Effects of Medication on Body Systems | 22% |
> | Allowable Routes | 100% |
> | Controlled Substances | 0% |
> | Medication Administration | 46% |
> | Documentation | 100% |
> | Error Reporting | 33% |
> | Role/Responsibilities | 67% |
> | Terminology | 40% |
> | Regulations | 0% |
> | Resident Safety - Infection Control | 100% |
>
> **Vocabulary words to study:** error reporting, medication administration, rectal suppository, scope of practice, idiosyncratic reaction, ophthalmic medication, administration protocols, sublingual, medication administration, congestive heart failure, medication calculation, vitamins, controlled substance, role and responsibility, reporting, authorized medication administration, hypnotic, potassium, authorized duties, medication administration, anti-emetic administration, anticoagulant, right time, medication error, anticonvulsants, types of orders

Test Attempts

You have **unlimited attempts** to pass the knowledge exam. The Wyoming Medication Aide-Certified (MA-C) Training does not expire.

Retaking the Medication Aide-Certified (MA-C) Exam

If 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 before you can schedule an exam date.

You can schedule a test or re-test online by signing in to your TMU© account at **wy.tmutest.com**. (For rescheduling instructions, see screenshots under the **'Schedule/Reschedule a Test Event'** section.) Before you can schedule, you will need to pay with a Visa, Master Card, or Debit card.

If you need assistance scheduling your re-test, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours: 6:00AM to 6:00PM, Monday through Friday, MST, excluding Holidays. We can assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other testing condition.

*PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST: Please call D&SDT-HEADMASTER at (888)401-0462 during regular business hours, Monday through Friday, 6:00AM to 6:00PM MST, excluding Holidays, and discuss the exam outcome you are questioning before committing to sending the $25 test review request deposit fee. Many times, once you have further details about the scoring of your exam, you will understand the scoring process and learn how you can better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-HEADMASTER staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

There is a $25 test review deposit fee that has to be paid before a form test review can begin (**please read the paragraph above*). To request a review, submit the PDF fillable Test Review Request and Payment Form available on D&SDT-HEADMASTER's main webpage at www.hdmaster.com (before you get to the Wyoming MA-C webpage). Submit the Test Review Fee of $25 (MasterCard, Visa, or debit card) and a detailed explanation of why you feel your dispute is valid **within three (3) business days** from the official scoring of your exam (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 Wyoming is demonstrated by examination of minimum medication aide knowledge, the likely outcome of your review will determine who pays for your re-test. If the review results are in your favor, D&SDT-HEADMASTER will pay for your re-test fee and refund your review fee. D&SDT-HEADMASTER will review your detailed recollection, knowledge test markings, and any notations made by the RN Test Observer during your test. D&SDT-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. D&SDT-HEADMASTER cannot discuss test results or reviews with a candidate's training program/instructor. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate. D&SDT-HEADMASTER will complete your review request within ten business days of receiving your timely review request and will email the review results to your email address of record and the Wyoming State Board of Nursing.

The Knowledge Exam

The RN Test Observer/Knowledge Test Proctor will hand out materials and give instructions for the Knowledge Exam. You will have a maximum of **sixty (60) minutes** to complete the **50-question** Knowledge Exam. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam (such as "What does this question mean?")

<div align="center">

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

</div>

All test sites in Wyoming utilize electronic TMU© testing using Internet-connected computers. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click on your answers.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under **'Complete your TMU© Account'** to sign in to your TMU© account.

- The Knowledge Test Proctor will provide you with a code at the test event to start your exam.

Translation dictionaries (either paper format or electronic), translators, translating devices, and non-approved language translators **are not allowed**.

If needed, you may do math calculations on the scratch paper provided by the KTP.
- **Any scratch paper must be left with the KTP when testing is done.**

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 their training program and the Wyoming State Board of Nursing.

Remotely Proctored Knowledge Exam Option

You will have the option to take the knowledge exam with a remote proctor from your home, etc.

REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS

Candidates must have:
- An updated version of Google Chrome as your Internet browser.
    - *Internet Explorer does not support TMU©.*
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU© to access the knowledge exam.
- **Your Email or Username and Password to take the remotely proctored TMU© Knowledge exam.**
- A smartphone to access the 'video conferencing app' (for example, Zoom, etc.) that you will need to have downloaded.
    - You will receive an email and a notification in your TMU© account with information about the 'video conferencing app' (for example, Zoom, etc.) you will need before test day.
    - The night before your scheduled remotely proctored knowledge exam, you will receive a reminder via email, and a notification will be generated in your TMU© account with the password-protected link to join the test event.
- A distraction and interruption-free area of your home, etc., where you will be testing.

REMOTE KNOWLEDGE EXAM INSTRUCTIONS

It is important that you read the Remote Proctored Knowledge Exam Instructions before you check in to the Remote waiting room to take your Remote exam, available anytime from the link under the 'Downloads' tab in your TMU© account. Please see the **'Access the Candidate Handbook and Testing Instructions'** section.

SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM

You will need to sign in to your TMU© account using your Username or Email and Password and follow the instructions to 'Schedule/Reschedule a Test Event'. Please ensure you have met the 'Remotely Proctored Knowledge Exam Candidate Requirements' listed above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be **'Remotely Proctored Testing Site'**.

- Once scheduled, a test confirmation will be sent via email and/or text message, and a notification will be generated in your TMU© account for you to view (see the 'Test Confirmation Letter' and 'Check/View your TMU© Notifications' sections for information to access your test confirmation.)
- Instructions and the link to download the 'video conferencing app' (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and in your notifications.
  - Remember to also check your 'NOTIFICATIONS' under your profile pic in your TMU© account for this information. Please refer to the 'Check/View your TMU© Notifications' section.

See the screenshots below showing examples of what a notification regarding your remotely proctored knowledge exam will entail:
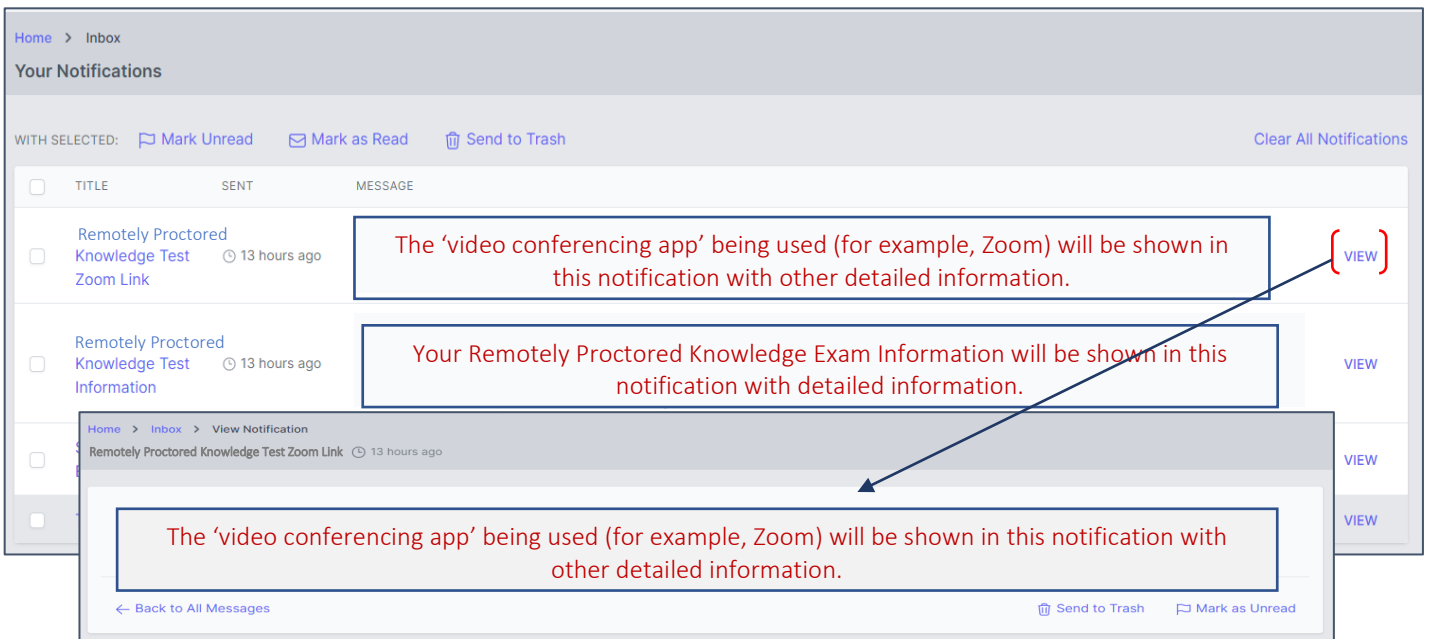
REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN

You must be signed in to the remotely proctored exam link (for example, Zoom waiting room) for the check-in process with the remote test proctor prior (10-20 minutes) to the start time listed on your test confirmation. **If you are not signed into the remotely proctored exam waiting room link prior (at least 10 minutes) to the time listed on your test confirmation, you will not be allowed to test**, you will be considered a no-show, and you will forfeit your testing fees paid and have to pay for another test date.

- You must show your mandatory identification to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see the 'Identification' section for specifics.
- You must show your surroundings to the remote Proctor during check-in before starting your remotely proctored knowledge exam.

REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES

During the remotely proctored knowledge exam, all 'Testing Policies' and 'Security' measures are adhered to. Please refer to those sections for information.

- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.
- If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect, or you will be disconnected from the test event by the remote Proctor, and your test will be scored as a failed attempt.
- Your device must **not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test. **REMEMBER:** *You need to test in a distraction and interruption-free area just like you would if you were sitting in the knowledge test room at a test site.*
- Please see 'Remotely Proctored Testing Issues' information under the 'No Show Exceptions' section.
- If needed, you may do math calculations on a piece of scratch paper. You will be asked to show both sides of the scratch paper to the remote Proctor *before* starting your exam.
    - At the end of your exam, you will be asked to show both sides of the scratch paper to the remote Proctor *again*. You will then be told you must tear up the scratch paper in view of the remote Proctor and to mute your phone before tearing up the scratch paper.
- The remotely proctored testing environment is secure and all testing and security policies stated in this Wyoming MA-C Candidate Handbook will be followed.
- Translation dictionaries (either paper format or electronic), translators, translating devices, and non-approved language translators *are not allowed*.

Please call D&SDT-HEADMASTER at (888)401-0462 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam.

Knowledge Exam Content

The Knowledge Exam consists of **50 multiple-choice questions**. Questions are selected from subject areas based on the WSBN-approved Wyoming Medication Aide-Certified (MA-C) test plan. The subject areas and number of items from each area are as follows:

Subject Areas	# of Questions
Allowable Routes	2
Controlled Substances	1
Documentation	4
Effects of Medications on Body Systems	9
Error Reporting	3
Medication Administration	13
Regulations	2
Resident Safety – Infection Control	1
Rights of Medication Administration	4
Role/Responsibilities	6
Terminology	5

Sample Questions

Candidates may also purchase complete medication aide practice tests that are randomly generated. A mastery learning method is used and each practice test taken will be unique. This means candidates must get the question they are attempting correct before they move on to 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 group purchase plans are available at www.hdmaster.com.

The following is a sample of the kinds of questions that you will find on the Knowledge exam.

1. The medication aide-certified cannot have access to:
    a. drug reference materials and dictionaries
    b. keys to a medication cart where schedule II controlled substances are stored
    c. the resident's record
    d. a copy of their medication skills checklist

2. If a resident refuses to take the medication you bring to them, you should
    a. make a mental note and plan to come back and try again later
    b. try to get the resident to take their medication anyway
    c. leave the medication on the resident's bedside stand and instruct them to take it later
    d. document the refusal and report it to the nurse

ANSWERS: 1-B   2-D

Knowledge Exam Vocabulary List

abbreviation	antianginals	authorized medication administration
absorption	antiarrhythmics	
abuse	antiarthritics	benzodiazepines
accountability	antibiotic	beta blockers
ACE inhibitors	anticoagulant	BID
administering medications	anticonvulsants	black box warnings
administration process	antidepressants	body systems
administration protocols	antidote	broad-spectrum antibiotics
adverse effect	antiemetic	bronchodilators
adverse reaction	antigout medications	bulk-forming laxative
Albuterol	antihistamines	Calamine/diphenhydramine
alendronate (Fosamax)	antihypertensives	cardiovascular drugs
allergic reaction	antimicrobials	carisoprodol
allowable routes	antineoplastics	catapres (clonidine)
aminoglycoside	antipruritic	central nervous system
analgesic medications	antipsychotic medication	changes of condition
anaphylactic reaction	antiseizure medications	checks
anaphylaxis	antitussives	cholesterol
antacids	apical heart rate	Cipro
anti-anxiety medications	aspiration	Ciprofloxacin
anti-depressants	aspirin	classifications of medication
anti-emetic administration	Ativan	communication
anti-viral medications	authorized duties	confidentiality

congestive heart failure	generic name	medication storage
controlled medications	gingko biloba	medication strength
controlled substance	Glucotrol	missed dose
corticosteriod therapy	gout	missed medication reporting
corticosteroids	herbal medications	missing pills
cross checking	HIPAA regulation	muscle relaxants
crushing medications	histamine	narrow-spectrum antibiotic
cumulative effect	hypnotic	nasal medication
current information	hypoglycemia	negligent
decongestant	hypokalemia	nitrofurantoin (Furadantine)
delegation	ibuprofen	Nitroglycerin
diabetes	idiosyncratic reaction	nose drops
diabetic medications	infection control	NPO
dietary supplements	inflammation	NSAIDS
digoxin (Lanoxin)	inhalation medication	Nurse Practice Act
Dilantin	inhaler	Nursing Drug Reference manual
disposal	integumentary system	objective information
diuretic medications	iron supplements	obtaining medications
documentation	keratolytic agent	OD
documentation error	laxatives	ophthalmic medication
dosage	laxatives	optic
dosage calculation	levaquin	oral medications
dosing syringe	levothyroxine sodium (Synthroid)	osteoporosis medications
drug absorption rate	Lipitor	otic medication
drug dependence	liquid administration	over-the-counter medication
drug interaction	liquid medication	oxygen
drug loss	lisinopril	pain medication
drug metabolism	lithium (Eskalith; Lithobid)	Parkinson's disease
drug references	malpractice	pathogens
drug standards	measuring device	Paxil
Dulcolax	medical terminology	pediculicide
dyspnea	medication administration	penicillin
dysrhythmia	medication administration record	pharmacokinetics
ear drops	medication allergies	pharmacology
edema	medication calculation	pharmacy label
effects of medications	medication categories	phenazopyridine
electronic documentation	medication disposal	phenazopyridine (Pyridium)
enteric-coated tablets	medication effect	physiological effects
error reporting	medication error	placebo
excretion	medication frequency	positioning
extended-release medication	medication information	potassium
eye drop drainage	medication interaction	prescription label
eye medications	medication label	priority
fat-soluble	medication order	prn medications
FDA requirement	medication patches	PRN order
Flagyl	medication route	Proventil
fraud	medication security	psoriasis

psychotropic medications	scheduled medication lock box	suspensions
QD administration	scheduled narcotic	sustained-released medication
recalling observations	scope of practice	systolic
rectal medication	scored tablet	terminology
rectal suppository	security	Tetracyclines
refusal	sedatives	topicals
regulation	side effects	toxic
reporting	skin disorder	transdermal patches
resident rights	special instructions	Triamcinolone (aristocort)
right drug	State Board of Nursing	types of orders
right time	state regulation	uncomfortable resident
rights of medication administration	statins	universal/standard precautions
role and responsibility	stimulants	uric acid
safety	stroke	urinary system
safety checks	subjective information	vaginal medication
scabies	sublingual	vitamins
scheduled medication	supplements	warfarin (Coumadin)
	suppositories	Zestril

Notes: