CANDIDATE MANUAL
for the MEDICATION AIDE
CERTIFICATION EXAMINATION

Last Updated: August 1, 2013

Exam developed, maintained, and administered by
Comira

On behalf of
State of Colorado
Department of Regulatory Agencies
Division of Professions and Occupations
Board of Nursing
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CONTACTS

All questions about the Medication Aide written examination should be directed to:
Comira
777 Mariners Island Boulevard, Suite 200
San Mateo, CA 94404
800-947-4228

All questions about Medication Aide authorization should be directed to:
Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
303-894-2430

MEDICATION AIDE GUIDE AND INFORMATION

This Handbook will provide you with the necessary information regarding scheduling your Colorado Medication Aide Examination.

Introduction
The Colorado Board of Nursing (the “Board”) has among its responsibilities the certification of nurse aides. Effective July 1, 2009, the Colorado Nurse Aide Practice Act, C.R.S 12-38.1-101 et seq., was expanded by the addition of a new section, 12.38.1-110.5, to include an option for certified nurse aides who also desire to be authorized medication aides.

Testing Agency
Comira is the professional testing agency contracted by the “Board” to develop, administer, score, establish and monitor validity evidence related to the defensibility of the examination. Comira is a full-service, customer-focused testing provider that blends measurement expertise, candidate conveniences, and technical innovation to conduct all aspects of test development, test administration and results management.

Medication Aide Examination
Comira has developed this examination to meet the medication aide evaluation requirement of state law and regulations.
The examination is a measure of medication aide-related competency. The purpose of the examination is to make sure that candidates understand and can competently perform the job of an entry-level medication aide.

Exam Overview
The Medication Aide Examination consists of 100 multiple-choice questions written in English. Candidates are allowed 2 hours to complete the exam. The examination will be administered via computer using Comira’s testing software and testing center. The “Board” is responsible for approving the content measured by the exam items and for determining the passing score for the examination, as well as for decisions regarding who is eligible to take the examination.

Statement of Nondiscrimination
The “Board” and Comira are equal opportunity organizations and do not discriminate among candidates on the basis of race, creed, gender, religion, national origin, disability or marital status.

Confidentiality
Information about candidates for testing and their examination results are considered confidential. All examination records of Colorado licensing candidates are the property of the State. Test question drafts and other materials used to create examination questions (except for test content outlines or reference lists) are secure and confidential. All such materials shall be kept in secure, locked storage, accessible only by authorized personnel, and not disclosed to or shared with others. All questions written and materials developed for questions are considered a “work for hire,” and remain the property of Comira. Question writers are not allowed to conduct “review courses” or other programs designed to prepare candidates to take a Medication Aide examination. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Examination
After you have received notification of eligibility from the “Board”, you may schedule an examination appointment by one of the following methods.

1.) Schedule Online: You may schedule an examination appointment online at:
   www.comiratesting.com

2.) By Telephone (Monday through Friday between 7:00 a.m. and 6:00 p.m. Mountain Standard Time):
   (800) 947-4228
Be prepared to confirm a date and to provide your Nurses Aide Certification Number as your unique identification number. The earlier you make your appointment, the more likely you will be able to test at a desired date and/or location. Comira recommends scheduling your examination appointment at least 3 days prior to your desired examination date. To ensure adequate test administration, no same day registration will be available.

Exam Fees
The examination fee is $100 and $10 to retest. Payments are to be made during the test registration process. Fees can be made over the phone or online using: Visa, MasterCard, Discover, and American Express. For other forms of payment, please contact a Comira representative at (800) 947-4228.

Examination Center Locations
Examinations are administered at locations geographically distributed throughout the State of Colorado. Specific address information will be provided when a candidate schedules an examination appointment.

Holidays
The examinations are not offered on the following holidays:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

Special Arrangements for Candidates with Disabilities
Comira complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e et seq), in accommodating disabled candidates who need special arrangements to take an examination.
Comira will provide auxiliary aids and services, except where such may fundamentally alter the examination or results. The examination will be scheduled upon receipt of all required information by Comira. Candidates who require special testing arrangements must fill out the ADA Exam Accommodation form found at: [http://www.colorado.gov/cs/Satellite?c=Page&childpagename=DORA-Reg%2FDORALayout&cid=1251632507626&pagename=CBONWrapper](http://www.colorado.gov/cs/Satellite?c=Page&childpagename=DORA-Reg%2FDORALayout&cid=1251632507626&pagename=CBONWrapper).

**On the Day of Your Examination**

On the day of your examination appointment, report to the examination center 30 minutes before your scheduled testing time.

When you arrive at the test center, you should check in with the Testing Center Supervisor (TCS) and or Test Proctor.

To gain admission to the examination, you need to present two forms of identification: One form of identification must have a current photograph. Both forms of identification must be current and include your name and signature.

Acceptable forms of identification include a current:

1.) Driver’s License with photograph
2.) State Identification card with photograph
3.) Passport
4.) Military identification card with photograph
5.) Social Security card (secondary form)

Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as primary identification. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the examination.

You will be required to fill out the Daily Sign In/Out Log sheet and Candidate Checklist before and after your examination.

**Cancellation and Re-Scheduling**

To change or cancel your examination reservation without monetary penalty, you must notify Comira by phone at least one (1) business day before your scheduled examination. If you call at least one (1) business day before your scheduled examination, the fee from your first reservation will be applied to your new reservation, or it will be refunded. See the following pages for specific circumstances.

If you call Comira less than one (1) business day before your scheduled examination, you will forfeit the full examination fee for the cancellation reservation and you must pay another fee for a new reservation.
Absence Policy
Since unexpected situations occasionally occur, Comira will consider excusing an absence from a scheduled examination in certain situations. Contact Comira immediately, the decision of Comira will be final regarding whether an absence is excused and whether you must pay the examination fee if you are absent. Acceptable reasons for re-scheduling are as follows:

- Illness of yourself or a member of your immediate family
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Lateness
Plan to arrive about thirty (30) minutes before the examination starts. If you are late for your scheduled examination, or do not bring all of your required items, you will NOT be allowed to test and your examination fee will NOT be returned.

Inclement Weather, Power Failure or Emergency
If a candidate is unable to take their exam on the examination day due to inclement weather or unforeseen emergencies, candidate must immediately contact Comira and the testing center. Comira’s central computer system shall continue to save data at frequent, regular intervals throughout test navigation. If there is a power failure at the test center, an exam can be resumed very near or at the point of last activity. During a power outage: If a candidate remains at the testing center during the exam down time, the proctor will continue to monitor the candidate’s whereabouts and activities. However, once the candidate leaves the testing center, or if a test cannot be resumed until the following day, a new test, in a different form than the originally launched test will be administered. Please contact Comira immediately should such an event occur.

Security
The “Board” and Comira maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. Please note:

- Examinations are proprietary. Cameras, notes, tape recorders, pagers, mobile phones, and computers are NOT allowed.
- No calculators of any kind are allowed. There is a calculator integrated into the test software.
- No guests, visitors, or family members are allowed in the testing room.
• No personal items, valuables, or weapons are allowed in the room.
• You are responsible for any items left in the reception area or other areas of the examination center.
• No questions concerning the content of the examination may be asked during the examination.
• Eating, drinking, or smoking will not be allowed in the testing areas.
• Candidates will be supplied an accountable number of scratch papers and pencils. Candidates must return all items at the end of the examination to the test proctor.
• When a candidate break is necessary, the candidate must be accompanied by a test proctor (i.e., to the water fountain, or the outer door of the restroom). Candidates leaving the testing room without supervision will have their test terminated. Time continues uninterrupted during such time.

Misconduct
Individuals who engage in any of the following conduct may be dismissed from the examination. Your scores will not be reported and you will forfeit your examination fee. Examples include behavior that is violent, disruptive, incidents and allegations of cheating, giving or receiving help, use of books notes or other aids, recording examination questions, using mobile phones, etc. All incidents will be reported to the “Board”.

Copyrighted Examination Questions
All examination questions are the copyrighted property of Comira. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject you to serve civil and criminal penalties.

Examination Content
The examination for Colorado Medication Aide is developed and administered by Comira. Subject matter experts contribute to the development and review of each specialty examination prior to its use. The examination consists of 100 multiple choice questions. Candidates are allowed two hours to complete the examination.

Demo Test
There will be a demo test that will allow you to become familiar with the testing software and its features. The time you use for this demo test is not counted as part of your examination time or score.
Exam Navigation
Testing software will have: A status window on the top left hand corner indicating time remaining on the exam, number of questions, number of questions answered, and number of questions remaining to answer. The main section of the computer screen will have the question followed by possible answers. Candidates may select the correct answer by clicking on the blue button next to the answer, or may use the letters on the keyboard (i.e. A, B, C, or D). Questions may also contain expandable figures. At the bottom of the screen will contain 5 buttons. These buttons allow a candidate to mark and answer, go to the previous question, go to the next question, bring up a 4 function calculator, and finish the exam. Make sure if necessary, you use the scroll bar to view all the answers.

Candidate Comments
After a candidate completes their exam, candidates will be asked to take a survey and to make their own personal comments and make comments on any item/question. Once you leave the test center, if you still have comments you may forward your written comments to the “Board”. All comments should be sent to the “Board” no later than five business days after the close of the examination window.

Exam Results
When candidates complete the examination, they will receive a score report marked “pass” or “fail”. Candidates who pass the examination will receive a score report that includes information about his or her authorization status as a Medication Aide in Colorado. A candidate who passes the exam is not authorized as a Medication Aide until the "Board" notifies the candidate of his/her status in writing. To protect candidates’ privacy and to maintain the confidentiality of results, Comira does not give score information over the telephone.

Failing
Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the general portions of the examinations as well as information about retesting. If you fail the examination you will be required to wait 90 days before retaking the examination. The retest fee is $100 and is made during the time registration.

Duplicate Score Report
If you lose your score report due to loss, theft, or destruction and need a duplicate Score Report, please contact Comira and a duplicate will be issued to you at no charge.
TEST SPECIFICATIONS

I. Anatomy and physiology (13%): This area assesses the candidate’s ability to apply knowledge of anatomy and physiology in order to observe and report changes in body systems that may impact drug therapy.
   A. General observation skills
   B. Gastrointestinal
   C. Musculoskeletal
   D. Skin and sensory
   E. Urinary
   F. Cardiovascular
   G. Respiratory
   H. Endocrine
   I. Male and female reproductive
   J. Nervous (e.g., pain and mental status)
   K. Age- and disease-related variables affecting body systems

II. Medication preparation, administration, and documentation (37%): This area assesses the candidate’s ability to safely prepare, administer, reporting changes in patient condition, and document administration of medications.
   A. Rights of Medication Administration
   B. Laws/regulations governing medication administration
   C. Principles of medication administration
   D. Routes of administration
   E. Administration and documentation of insulin
   F. Administration and documentation of controlled substances
   G. Administration and documentation of PRN medications

III. Patient Care (15%): This area assesses the candidate’s ability to provide patient care with application of treatments, collection and testing of specimens, measurement of vital signs, reporting changes in patient condition, and complete documentation.
   A. Applying clean dressings
   B. Collection and testing of specimens
   C. Interpretation of vital signs
   D. Non-medications related treatments

IV. Pharmacology (29%): This area assesses the candidate’s ability to demonstrate knowledge of drug classifications, common forms of medication, indications, contraindications, actions, interactions, and adverse reactions. This area also assesses the candidate’s ability to use mathematical principles to calculate medication dosages and identify potential medication discrepancies.
   A. Recognition of drug names (generic and trade)
   B. Classifications
   C. Forms of medication
   D. Drug actions/interactions/indication/contraindication/adverse reactions/side effects
   E. Abbreviations and terminology related to medication administration
   F. Drug calculations and conversions

V. Professional practice (6%): This area assesses the candidate’s ability to demonstrate knowledge of current rules and regulations, and ethical principles governing Medication Aide Authority.
   A. Medication discrepancies
   B. Scope of practice
      1. Acceptance of assignment
      2. Supervision requirements
      3. Certification requirements
      4. Reasonable skill and safety (e.g., diversion, patient abuse)
SAMPLE QUESTIONS

1.) What disorder, typically found in adults, is caused by an increased secretion of growth hormone?
   A. Acromegaly
   B. Cretinism
   C. Goiter
   D. Gigantism

2.) The physician has ordered a dose of Isoniazid 0.3 grams po per day for a patient with tuberculosis. The medication aide has on hand Isoniazid tablets labeled 100mg per tablet. Which of the following dosages would be correct?
   A. 2 tablets
   B. 1 tablets
   C. 3 tablets
   D. 6 tablets

3.) The medication aide has an order to give an elderly client Dilantin 100 mg at bedtime. The pharmacy has sent over capsules that are labeled Dilantin XR 200 mg. What is the medication aide’s next step?
   A. Mix the contents of the capsule in a 15 ml of water and give 7.5 ml of the liquid to the patient
   B. Call the pharmacy to obtain the medication in a liquid form
   C. Break open the capsule and give ½ capsule
   D. Verify the dosage with the supervising nurse

4.) What is the term for route of administration to skin or mucous membranes?
   A. Intradermal
   B. Dermal
   C. Parenteral
   D. Topical

5.) What is the meaning of the abbreviation “mcg”?
   A. Micrograms
   B. Minims
   C. Micrograins
   D. Milligrams