

MEDICATION ADMINISTRATION – SELF DIRECTION PROGRAM
TEST - MODULE 1
Legal Issues, Policies and Procedures

KEEP COMPLETED TEST ON FILE

Staff: _____ Test Date: _____ Score: _____

1. The Medication Administration Course for HCBS and Self Direction Programs is intended to be taken by:
 - A. non-licensed personnel who provide direct care to individuals receiving supports in the HCBS Waiver and Self Direction programs
 - B. Registered Nurse
 - C. Licensed Practical Nurse
 - D. Individual receiving HCBS Waiver services

2. As a direct staff person (non-licensed person) working in the HCBS and Self Direction Programs, part of your responsibilities is that you may be required to assist with medication administration
 - A. True
 - B. False

3. HCBS stands for:
 - A. Home and Community Based Services
 - B. Health Care Basic Services
 - C. Home Care Best System
 - D. None of the Above

4. As a direct staff person (non-licensed person) part of your responsibility when working will be to:
 - A. Create an environment in which medications can be given safely
 - B. Observe the people you support and report your observations to determine if medications are working.
 - C. Follow standard steps when administering medications
 - D. All of the above

5. As a direct staff person (non-licensed person) you may only administer those medications that the Registered Nurse can legally delegate you to administer
 - A. True
 - B. False

6. Medications that the Registered Nurse CANNOT delegate you to administer and are considered Complex tasks include:
- A. IM medications: medications given by injection in the muscle
 - B. SC medications: medications given by injection in the subcutaneous tissue
 - C. IV medications: medications given by injection in the veins
 - D. All of the above
7. It is illegal to transfer ANY medication from one container to another container
- A. True
 - B. False
8. Medication errors occur when one the “SIX RIGHT of medication administration” has been violated:
- A. True
 - B. False
9. Which of the following lists the “SIX RIGHTS of medication administration”
- A. Right Person; Right Medication, Right Time, Right Dose, Right Route, Right Documentation
 - B. Right Day, Right Month, Right Person, Right House, Right Order, Right Physician
 - C. Right Person, Right Parent, Right Home, Right Date, Right Reactions, Right Chart
 - D. None of the above
10. Medication errors occur when one the “SIX RIGHTS of medication administration” has been violated: Which of the following can result in a medication error?
- A. Administering wrong medication, Administering wrong dose of medication
 - B. Administering medication at the wrong time, Administering medication in the wrong route (i.e. skin ointment administered to eye)
 - C. Administering medication to the wrong individual, Failing to document medication was given or inaccurate documentation of medicine given
 - D. All of the above

MEDICATION ADMINISTRATION – SELF DIRECTION PROGRAM
TEST - MODULE 2
INFECTION CONTROL MEASURES

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Staff: _____ Test Date: _____ Score: _____

1. Infection control is defined as a set of methods used to control and prevent the spread of disease:
 - A. True
 - B. False

2. The best ways to prevent the spread of disease is:
 - A. Good hand washing
 - B. Using alcohol-based hand cleaner in place of washing when soap and water not available
 - C. Avoid touching your eyes, nose or mouth
 - D. All of the above

3. When must you wear gloves?
 - A. When you come in contact with blood
 - B. When you come in contact with body fluids; secretions and excretions
 - C. When you come in contact with broken or open skin, human tissue or mucous membranes
 - D. All of the above

4. When should you change gloves?
 - A. When touching surfaces that may be contaminated
 - B. Right before contact with mucous membranes or broken skin
 - C. Immediately if they become wet, worn, soiled or torn
 - D. All of the above

5. Contaminated means: dirty, soiled, unclean
 - A. True
 - B. False

6. Disinfection means: cleaning so germs (pathogens) are destroyed
- A. True
 - B. False
7. Mucous membranes are: membranes that line body cavities that open to the outside of the body
- A. True
 - B. False
8. Which of the following are MODES of transmission (the way germs are passed from one person to another)
- A. Body fluids – tears, saliva, sputum (mucus coughed up), urine, feces, semen, vaginal secretions, pus or other wound drainage, blood
 - B. Touching the infected person or their secretions – Droplets, coughing, sneezing, laughing, spitting, talking
 - C. Touching something contaminated by the infected person
 - D. All of the above
9. Universal Precautions:
- A. Infection control guidelines designed to protect workers from exposure to disease spread by blood and certain body fluids
 - B. State you must always treat blood, body fluids, broken skin and mucous membranes as if they were infected
 - C. Are to be followed because you cannot tell by looking at a person whether they have a contagious disease
 - D. All of the above
10. Common methods you can do to help prevent spread of disease
- A. Cover your nose and mouth with a tissue every time you cough or sneeze
 - B. Throw used tissue in a wastebasket
 - C. If you do not have a tissue, sneeze or cough into your sleeve
 - D. Always clean your hands after coughing or sneezing
 - E. All of the above

MEDICATION ADMINISTRATION – SELF DIRECTION PROGRAM
TEST - MODULE 3
Classification of Medications & Terminology

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1. Medications are classified according to what they are commonly used for
 - A. True
 - B. False

2. Classification: Antibiotics are used for
 - A. Infections caused by a bacteria
 - B. Infections caused by a antibody
 - C. Infections caused by a virus
 - D. Infections caused by fungal infections

3. Classification: Psychotherapeutic Agents are used for:
 - A. Depression
 - B. Psychosis, behavior disorders
 - C. Mood disorders
 - D. All of the above

4. Classification: Cardiovascular agents are used for:
 - A. High Blood Pressure
 - B. Irregular heart beat
 - C. heart failure
 - D. All of the above

5. It is very important for you to **ALWAYS** read the label on the medication container; you must assure you are administering the right medication to the right person at the right time, the right dose, it is given by the right route and that you document the medication correctly, this is a statement of following the “SIX Rights of medication administration”
 - A. True
 - B. False

6. It is very important that any OTC (over the counter medications) be given as directed by the delegating RN; you as the non- licensed staff are not required to use your own judgment when deciding to use any OTC medications
- A. True
B. False
7. When administering or assisting with the administration of any medication you **MUST ALWAYS** know what the medication is used for and what adverse effects to look for
- A. True
B. False
8. **Adverse** effect means:
- A. An unexpected or unwanted reaction to a medication, which may be sudden or develop over time
B. False effects you were told about
C. Doing what the person wants it to do
D. The action the medication is intended to do
9. **Anaphylaxis** is defined as the most dangerous type of allergic reaction. It is life-threatening event that may include symptoms such as falling blood pressure, respiratory distress and unresponsiveness
- A. True
B. False
10. **Epi Pen** is defined as a disposable pre-filled injectable medication prescribed for treating severe allergic reactions causing respiratory distress – and the only injectable medication allowed to be given by direct service workers in EMERGENCY situations only, and must be written in plan of care and reviewed by delegating RN.
- A. True
B. False

**MEDICATION ADMINISTRATION – SELF DIRECTION PROGRAM
TEST - MODULE 4**

Medication Preparation, Administration & Storage

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Staff: _____ Test Date: _____ Score: _____

1. Medications are delivered for administration in many different forms: The following are the forms the non-licensed staff **MAY ADMINISTER** after proper training and delegation by a Registered Nurse
 - A. Capsules, Tablets, Liquid Medications
 - B. Ointments, Creams, Eye Drops, Ear Drops
 - C. Inhalers, nebulizers via a premeasured dose system, suppositories
 - D. IM injections, SC injections, IV injection
 - E. A, B, and C ONLY

2. You must use gloves when administering (instilling) eye or ear medications
 - A. True
 - B. False

3. Before you administer any medications you must:
 - A. Know what the medication is used for
 - B. Know what the main side effects/ adverse effects of the medication are
 - C. Read carefully any and all directions on the bottle
 - D. Follow the "Six Rights of Medication Administration"
 - E. All of the above

4. After you administer any oral medication it is very important that you make sure
 - A. The medication has been swallowed
 - B. The individual is not "cheeking" the medication
 - C. The individual is not trying to hoard the medication
 - D. All of the above

5. A major concern when administering medication in a liquid form is measuring accurate dosages: to ensure accurate dosage you must make sure you use a plastic marked cup, oral syringe or dropper and pay close attention to the order and the markings on the container to ensure accurate dosage
- A. True
 - B. False
6. Enteric coated Tablets may be broken in half
- A. True
 - B. False
7. If a liquid medication is the form of a suspension what must you do before administering it?
- A. Shake it
 - B. Stir it
 - C. Pour it
 - D. None of the above
8. Before a person uses a nasal inhaler you should have them
- A. Lay down
 - B. Blow his/her nose
 - C. Squeeze the inhaler
 - D. Insert the nozzle of the inhaler into one nasal passage
9. Rectal Suppositories are usually kept in the refrigerator.
- A. True
 - B. False
10. An Epi Pen is a premeasured dose of epinephrine and is only used for EMERGENCY, Life threatening conditions
- A. True
 - B. False

MEDICATION ADMINISTRATION – SELF DIRECTION PROGRAM
TEST - MODULE 5
Vital Signs

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Staff: _____ Test Date: _____ Score: _____

1. The term “Vital Signs” refers to the person’s
 - A. Temperature
 - B. Pulse
 - C. Respirations
 - D. Blood Pressure
 - E. All of the above

2. It is important to know a person’s temperature to determine the cause of the person’s condition and or to determine the effectiveness of treatment
 - A. True
 - B. False

3. All of the following are factors that affect temperature EXCEPT:
 - A. Drinking/eating/ hot/cold liquids or food
 - B. Smoking
 - C. Infection or illness
 - D. Exposure to extreme heat or cold
 - E. Driving a car

4. When counting a pulse, which is the rhythmical throbbing of arteries produced by the contractions of the heart, and tells how fast the heart is beating, you must always count the pulse for
 - A. 1 full minute
 - B. ½ a minute
 - C. 5 full minutes
 - D. None of the above

5. The three most common Pulse points are the: Radial Pulse (wrist), Carotid Pulse (throat), and Brachial Pulse (inside of elbow)
 - A. True
 - B. False

6. How do you document the Pulse Rate?
- A. Document the rate: number of beats per 1 full minute
 - B. Document the rhythm: regular or irregular
 - C. Document the volume (strength): weak or strong
 - D. All of the above
7. Respiration is the process of inhaling and exhaling (breathing)
- A. True
 - B. False
8. Which Factors affect Blood Pressure (BP):
- A. Asleep or awake – usually lower when sleeping
 - B. Body Position – lying, sitting, standing can either increase or decrease BP
 - C. Emotional state – stress and anger can increase BP
 - D. Activity level – not moving to extreme exertion can increase or decrease BP
 - E. All of the above
9. High Blood Pressure is called HYPERTENSION, and is known as the Silent Killer
- A. True
 - B. False
10. Low Blood Pressure is called HYPOTENSION, and can cause the brain, heart, and kidney to not function normally which may cause permanent damage
- A. True
 - B. False

MEDICATION ADMINISTRATION – SELF DIRECTION PROGRAM
TEST - MODULE 6
Documentation

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Staff: _____ Test Date: _____ Score: _____

1. The purpose of observing, reporting and documenting is to communicate any changes or status that may be occurring with the person you are serving and/or the family
 - A. True
 - B. False

2. Early identification of changes in an individual's daily routine, behavior, ways of communicating, appearance, general manner or mood, or physical health can save his or her life
 - A. True
 - B. False

3. Documentation is the written communication of observations and actions taken in the care of the person you are working with
 - A. True
 - B. False

4. Your job is not over until the paperwork is finished, if it was not documented it was not done
 - A. True
 - B. False

5. What is the Significance of Documentation?
 - A. A record of what was done, observed, and how the consumer reacted
 - B. Used for evaluation by other people who will be working with the person
 - C. Used to clarify complaint issues
 - D. All of the above

6. Which of the following are Documentation Guidelines
 - A. Always use ink
 - B. Sign all entries with your name, date and time
 - C. Make sure writing is legible and neat
 - D. Never erase or use correction fluid, if you make an error, cross out the incorrect part with one line, write error over it, initial it and rewrite that part
 - E. All of the above

7. There may be a time that you accompany the person you are working with when they visit a Health Care Professional: What is important to remember during the visit
 - A. It is best to support self-advocacy rather than advocating for someone
 - B. Always know why you are with the person on the visit – what is the reason for the visit
 - C. Make sure you understand the Health Care Professional orders when leaving
 - D. All of the above

8. The person you are working with may not be aware of changes going on with them, it is vitally important for you to communicate changes you observe with the family as appropriate
 - A. True
 - B. False

9. Proper Documentation on the MAR – (Medication Administration Record) is an important part of communication
 - A. True
 - B. False

10. If you do not know what is normal for the person you are working with, you will not know when something has changed, it may take some to learn what is usual for them, do not be afraid to ask questions
 - A. True
 - B. False