



Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH PROFESSIONS

MEDICATION AIDES
CANDIDATE INFORMATION BULLETIN

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Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming registered as a Medication Aide in the Commonwealth of Virginia. You need to pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to medication aide in an assisted living facility. Eligibility for examination is determined by the Board of Nursing (BON).

The Virginia BON has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Virginia Board of Nursing (the Board), a board within the Department of Health Professions (DHP) to be certain that examinations meet local as well as national requirements in basic principles of medication aide examination development standards.

Once you have been approved to test by the Board, you are responsible for contacting PSI to register and schedule an appointment to take your examination.

CONTACT INFORMATION

Prior to sitting for the examination with PSI, you must apply for registration by examination with the Board of Nursing. Applications to PSI for testing will not be accepted without Board approval. Your registration application and documentation must be sent to:

Commonwealth of Virginia
Virginia Board of Nursing
Department of Health Professions
9960 Mayland Drive, Suite 300
Richmond, VA 23233
(804) 367-4515
www.dhp.virginia.gov

All questions and requests for information pertaining to the examination after approval by the Virginia Board of Nursing should be directed to PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666
www.psiexams.com

REGISTRATION & SCHEDULING PROCEDURES

Upon Board approval of eligibility to test, PSI will mail a postcard to you containing instructions for scheduling an appointment to take the examination. Eligibility is valid for a

period of 1 year from the date that the Board approves your application.

The Examination Registration Form is found at the end of this Candidate Information Bulletin on page 8. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

The following fee table lists the applicable fee for the examination. The fee is for each registration, whether you are taking the examination for the first time or repeating.

- You have **3 attempts to pass an examination within a 1 year period.**
- If you fail the third time, your application with the Board becomes void and you must re-apply directly with the Board.

Examination Fee	\$70
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NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. The fee for testing is a separate fee from the BON fee for registration.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Virginia examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to receive the information listed on your Examination



Registration Form and schedule your appointment for the examination.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at www.psiexams.com.

STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using cashiers checks or money orders, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

1. Complete the PSI Examination Registration Form (found at the end of this bulletin on page 10), and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. Mail completed examination registration form to:

PSI
Registration Examination
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

3. If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.
4. Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination

after 7:30 a.m., Eastern Time, (800) 733-9267.

SCHEDULING INFORMATION

- Only the candidate may schedule an appointment through a Customer Service Representative (CSR), not a friend or relative.
- If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. Eastern Standard Time (EST).

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL ACCOMODATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must contact the Board of Nursing. **Note:**



Request for special accommodations must be approved by the Board of Nursing.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all professional licensure/registration by state.

COMPUTER EXAMINATION CENTER LOCATIONS

The following are the examination centers where you may take the examination.

FALLS CHURCH LEESBURG PIKE MCILVAINE BUILDING 6201 Leesburg Pike, Suite 404 Falls Church, VA 22044

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

TYSONS CORNER AREA 1651 Old Meadow Rd, Suite B01 Mclean, VA 22102

From the Beltway take the Mclean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Visitor parking for Tysons Corner is in the front of the building (closest to Old Meadow Road).

GLEN ALLEN AREA 4870 Sadler Road, Suite 300 Glen Allen, VA 23060

From I-64 W/VA-33 W, merge onto I-295 N via Exit 200 toward Washington. Take Exit 51B/Nuckols Road S and merge onto Nuckols Road. Turn right onto Sadler Road and take the first right into Overlook Office Park. Office Suites PLUS near Innsbrook is in the second building on the 3rd floor. From I-64 E, merge onto I-295 S via Exit 177 toward

Washington/Norfolk. Take Exit 51B/Nuckols Road S and merge onto Nuckols Road. Turn right onto Sadler Road and take the first right into Overlook Office Park. Office Suites PLUS near Innsbrook is in the second building on the 3rd floor.

PSI Virginia Beach Pembroke IV Building 291 Independence Blvd, Suite 140 Virginia Beach, VA 23462

From I-264 merge onto Independence Blvd/VA-225 via Exit 17B. Proceed across Va Beach Blvd and make a left turn onto Broad Street (across from Sears). The site is located within the Pembroke Four office building.

ROANOKE AREA Fralin and Waldron Office Park 2847 Penn Forest Blvd Building D, Suite 200 Roanoke, Virginia 24018

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

EASTERN SHORE AREA Beaglin Park Plaza 1323 Mt. Hermon Rd., Suite 2A Salisbury MD 21801

The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.

CHARLOTTESVILLE 2114 Angus Road, Suite #105-B Charlottesville, VA 22901

If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd. If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

JOHNSON CITY 904 Sunset Drive, Ste 7A Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Virginia.



REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing yourself with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your Examination Eligibility Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your education verification, your Examination Registration Form, and your 2 forms of identification.

SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

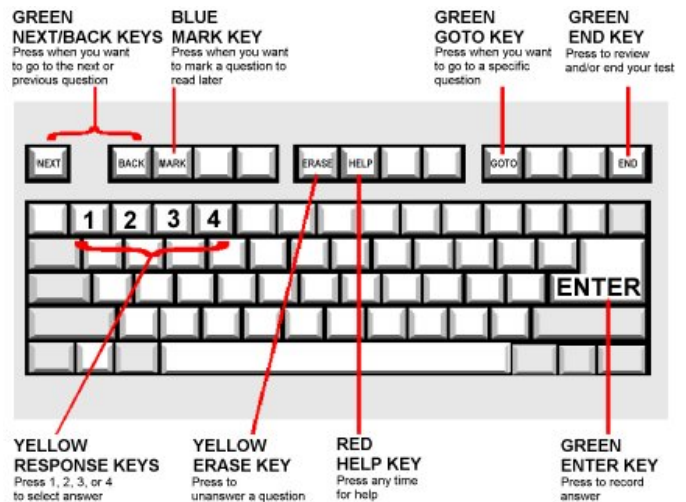
The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.

- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

DESCRIPTION OF EXAMINATIONS

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Board of Nursing and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 70%.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the



computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.

If you **pass**, you will immediately receive a successful notification.

If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.

- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY*

A Practice Examination Is Now Available Online At
www.psiexams.com

Now you can take the practice exam online at www.psiexams.com to prepare for your Virginia Medication Aide Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times, however you will need to pay each time.

EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The Examination Content Outline has been approved by the Virginia Department of Health Professions. This outline reflects the minimum knowledge required by medication aide professionals to perform their duties to the public in a competent and responsible manner.

Use the outline as the basis of your study. The outline lists the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

# of Questions	Minimum Passing Score	Time Allowed
80	70% (56 correct)	2 Hours

CONTENT OUTLINE

- I. **Legal and Ethical Issues (8 items)**
 - a. Identify legal and ethical issues in medication management
 - b. Identify client rights regarding medication, treatment decisions and confidentiality

- c. Identify laws and regulations relating to administration of medications in Virginia Assisted Living Facilities
 - d. Identify permitted practices and practices prohibited by medication aides in Virginia
 - e. Identify requirement to report client abuse, neglect or exploitation
- II. Preparing for Safe Administration of Medication (12 items)**
- a. Explain principles of maintaining aseptic conditions
 - b. Recognize emergencies and other health-threatening conditions
 - c. Explain principles of communicating with the cognitively impaired client
 - d. Measure vital signs
 - e. Explain the use of International Time
 - f. Identify the Five Rights of Medication Administration
- III. Introduction to Pharmacology (8 items)**
- a. Define key pharmacology terms, medical terminology and abbreviations
 - b. Explain how drugs are classified
 - c. Identify factors that affect drug action
 - d. Explain how to facilitate client awareness of the purpose and effects of medication
 - e. Demonstrate the use of selected drug information sources
 - f. Identify Virginia drug labeling requirements
- IV. Administration of Prepared Instillations and Treatments (16 items)**
- a. Identify basic principles of medication administration
 - b. Administer or assist with self-administration of oral medication
 - c. Administer or assist with self-administration of eye drops
 - d. Administer or assist with self-administration of ear drops
 - e. Administer or assist with self-administration of nasal drops and sprays
 - f. Administer or assist with self-administration of topical preparations
 - g. Administer or assist with administration of medicinal solutions by way of compresses and dressings
 - h. Administer or assist with self-administration of vaginal products
 - i. Administer or assist with self-administration of rectal products
 - j. Administer or assist with self-administration of medicinal solutions by way of soaks and Sitz-Baths
 - k. Assist with the use of oral hygiene products
 - l. Administer or assist with self-administration inhalation medications
 - m. Administer or assist with self-administration of medications by way of a nebulizer
 - n. Administer or assist with self-administration of transdermal patches
 - o. Administer or assist with self-administration of Epi-pens injection
- V. Documentation (12 items)**
- a. Identify three commonly used forms for documentation
 - b. Demonstrate procedures for receiving and transcribing health care provider orders
 - c. Document medication administration using appropriate form
 - d. Document medication errors using appropriate form
- VI. Storage and Disposal of Medication (8 items)**
- a. Identify procedures for storing and securing medication
 - b. Identify procedures to maintain an inventory of medication including controlled substances
 - c. Identify proper procedures for disposal of medications
- VII. Special Issues in Medication Administration (8 items)**
- a. Identify common concerns of drug use in the elderly
 - b. Recognize special considerations for psychotropic drug use
 - c. Identify procedures for monitoring therapeutic drug levels
 - d. Recognize when a drug is a chemical restraint
 - e. Define the Beer's Criteria of medications for the elderly population
 - f. List ways of dealing with medication non-compliance
 - g. Issues related to over-the-counter medications and herbal preparations
- VIII. Insulin Administration (8 items)**
- a. Explain basic facts about Diabetes Mellitus
 - b. Identify activities involved in the management of diabetes
 - c. List signs and symptoms of hypoglycemia and hyperglycemia
 - d. Perform finger-stick for blood-glucose monitoring
 - e. Administer insulin injections

REFERENCE LIST

The following is a list of possible study materials for the medication aide examination. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Board of Nursing.

This examination is CLOSED BOOK.

The following reference material is NOT allowed in the examination center:

- Commonwealth of Virginia Board of Nursing Medication Aide Curriculum.
- Virginia Board of Nursing, Proposed Regulations Governing the Registration of Medication Aides: http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm
- Institute for Safe Medication Practices: www.ismp.org/consumers/brochure.asp
- EpiPen®: Information and video clip on proper administration of the EpiPen®: <http://www.epipen.com/howtouse.aspx>
- Inhalation therapy: Information on how to use nebulizers and metered dose inhalers (MDIs): <http://www.njc.org/disease-info/treatments/devices/metered/nebulizer/index.aspx>
- MedicineNet.com: www.MedicineNet.com.

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