



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](http://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](http://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.

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3210 E Tropicana  
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(800) 733-9267 Fax (702) 932-2666  
[www.psiexams.com](http://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 2 years from the date of program completion.

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 2 years from the date of program completion.
- 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

**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 credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://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 and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will be asked to select the examination and enter the ID# that the Board has on file. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

### TELEPHONE REGISTRATION

For telephone registration, you will need a credit card (Visa, MasterCard, American Express or Discover).

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.
2. PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, or Saturday and Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.



## FAX REGISTRATION

For fax registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
3. If your information is incomplete or incorrect, it will be returned for correction.
4. 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 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).

## STANDARD MAIL REGISTRATION

In order to register by standard mail, please follow the steps below:

1. Complete the PSI Examination Registration Form (found at the end of this bulletin on page 10). **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**
2. Payment of fees may be made by money order or company check or cashier's check. Make your money order or check should payable to PSI and print your social security number on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**
3. Mail the completed examination registration form and payment to:

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

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 after 7:30 a.m., Eastern Time at (800) 733-9267 to schedule the examination

## 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 Time.

## 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.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly 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.

## EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations 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 exam 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.

### **VIENNA AREA** **1919 GALLOWES RD, SUITE 360** **VIENNA, VA 22182**

*From I-495 S - Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Use the left lane to turn left onto Gallows Rd. Turn left at the first cross street onto Boone Blvd. The complex will be your right. The building where the test center is located is on the left side of the circle drive. Take the elevator to the third floor. The test center is in suite 360.*

*Surface and garage parking is available on site. The first hour is free. It is \$4 for 1-2 hours and \$6 for anything above that. Parking will be validated. Please give yourself extra time to park when arriving to take your exam.*

### **VIRGINIA BEACH** **484 Viking Dr, Suite 105** **Virginia Beach, VA 23452**

*From I-264E - take exit 19A for Lynnhaven Pkwy S. Merge onto Lynnhaven Pkwy S. In about ½ mile turn right onto Viking Dr. The office is in the second building on the right.*

*From VA-615/Princess Anne Rd going north - turn left onto Seaboard Plaza. In about 2.5 miles turn left onto VA-149/Princess Anne Rd. In 1 mile, turn right onto VA-410/Holland Rd. In about 4 miles, turn right onto VA-414N/Lynnhaven Pkwy. In roughly 2.5 miles, turn left onto Viking Dr. The office is in the second building on the right.*

*Suite 105 is located on the first floor. For easiest access, park on the left side of the lot. If you enter on the south side entrance (this would be the entrance on the left side of the building when looking straight at the building at the building), the PSI test center will be the first door on your left once you walk in.*

### **RICHMOND** **Moorefield VI Building** **620 Moorefield Park Drive** **Suite 205** **Richmond, VA 23236**

*From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.*

### **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.*

### **FREDERICKSBURG - MD TECH SOLUTIONS** **2217 Princess Anne Street, Suite 105-11** **Fredericksburg, VA 22401**

*Driving Directions: From Richmond to MD Tech Solutions:95 South to exit 130A: SR-3 East 1.5 miles make a Right on US-1 North. 1.7 miles make a Right on Princess Anne Street. 0.3 miles make a Left onto the Facility "General Washington Executive Center" Across street From Carl's Ice Cream.*

### **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

- You will be given scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- 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.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**

- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### 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 is provided on the computer 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 following the tutorial so that you may practice answering questions, and reviewing your answers.

## TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based test interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar displaying: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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.

**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**

### EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" 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 by clicking the Comments link on the function bar of the test question screen.

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 may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267. The fee for a duplicate score report is \$15.

**Now you can take the practice exam online at [www.psiexams.com](http://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)

- Identify legal and ethical issues in medication management
- Identify client rights regarding medication, treatment decisions and confidentiality
- Identify laws and regulations relating to administration of medications in Virginia Assisted Living Facilities
- Identify permitted practices and practices prohibited by medication aides in Virginia
- Identify requirement to report client abuse, neglect or exploitation

### II. Preparing for Safe Administration of Medication (12 items)

- Explain principles of maintaining aseptic conditions
- Recognize emergencies and other health-threatening conditions
- Explain principles of communicating with the cognitively impaired client
- Measure vital signs
- Explain the use of International Time
- Identify the Five Rights of Medication Administration

### III. Introduction to Pharmacology (8 items)

- Define key pharmacology terms, medical terminology and abbreviations
- Explain how drugs are classified
- Identify factors that affect drug action
- Explain how to facilitate client awareness of the purpose and effects of medication
- Demonstrate the use of selected drug information sources
- Identify Virginia drug labeling requirements

### IV. Administration of Prepared Instillations and Treatments (16 items)

- Identify basic principles of medication administration
- Administer or assist with self-administration of oral medication
- Administer or assist with self-administration of eye drops
- Administer or assist with self-administration of ear drops
- Administer or assist with self-administration of nasal drops and sprays
- Administer or assist with self-administration of topical preparations
- Administer or assist with administration of medicinal solutions by way of compresses and dressings
- Administer or assist with self-administration of vaginal products
- Administer or assist with self-administration of rectal products
- Administer or assist with self-administration of medicinal solutions by way of soaks and Sitz-Baths
- Assist with the use of oral hygiene products
- Administer or assist with self-administration

inhalation medications

- Administer or assist with self-administration of medications by way of a nebulizer
- Administer or assist with self-administration of transdermal patches
- Administer or assist with self-administration of Epi-pens injection

### V. Documentation (12 items)

- Identify three commonly used forms for documentation
- Demonstrate procedures for receiving and transcribing health care provider orders
- Document medication administration using appropriate form
- Document medication errors using appropriate form

### VI. Storage and Disposal of Medication (8 items)

- Identify procedures for storing and securing medication
- Identify procedures to maintain an inventory of medication including controlled substances
- Identify proper procedures for disposal of medications

### VII. Special Issues in Medication Administration (8 items)

- Identify common concerns of drug use in the elderly
- Recognize special considerations for psychotropic drug use
- Identify procedures for monitoring therapeutic drug levels
- Recognize when a drug is a chemical restraint
- Define the Beer's Criteria of medications for the elderly population
- List ways of dealing with medication non-compliance
- Issues related to over-the-counter medications and herbal preparations

### VIII. Insulin Administration (8 items)

- Explain basic facts about Diabetes Mellitus
- Identify activities involved in the management of diabetes
- List signs and symptoms of hypoglycemia and hyperglycemia
- Perform finger-stick for blood-glucose monitoring
- 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](http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm)



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