



Vermont Medication Nurse Aide Competency Test Guide

Mailing Address:

Excel Testing
70 Market Street
Manchester, NH 03101

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Introduction

About the Medication Nursing Assistant Competency Examination:

Vermont regulations require that all medication nurse's aides pass both a math knowledge test as well as a medication nursing assistant knowledge test. The exam is divided into two parts, the written exam is comprised of 120 multiple choice questions.

The written exam will be administered via computer, unless otherwise preferred by the program directors to be on paper. The written exam is administered in English. If the candidate requires the exam to be given to them orally, oral exams are offered on an audio device. Your test observer needs to be informed in advance if you require an oral exam. You will be given 120 minutes to complete the written exam.

Both the math and the medication nurse aide knowledge written test will be given on the same day as one exam. You will be given verbal results upon completion of both portions of the exam. If you do not pass a portion of the exam, you may reschedule with your training provider to retake that portion of the test. The test observer will counsel you at the end of the test regarding any failed results.

Eligibility to take the MNA Exam

Applicants for an initial medication assistant exam must meet the following requirements:

- Hold an unencumbered Vermont LNA license
- Be at least 18 years of age
- Have a high school diploma or G.E.D.
- Have two years' experience consisting of no fewer than 4,000 hours of LNA experience of which at least one year and 2,000 hours were acquired in a long-term care nursing facility
- Complete an MNA training program approved by the VT Board of Nursing
- Successfully complete MNA competency and math proficiency examinations approved by the Board
 - *You must submit an application and have received an Authorization to Test (ATT) from the VT Board of Nursing. This must be received before registering for an exam date.*

ADA Testing Accommodations

Excel Testing complies with the Americans with Disabilities Act. If a candidate needs special arrangements for the exam due to a disability, they must submit a written request and provide documentation of their disability from a physician or other qualified professional indicating an explanation of the accommodations needed for their exam. Excel Testing will need documentation of reasonable accommodations previously made during the MA training program. Every effort will be made for reasonable accommodations. Excel Testing does not discriminate against individuals with disabilities in the provision of services.

On the Day of the Exam

- You must arrive at least 15 minutes before the scheduled exam.
- You will not be admitted into the examination room if you are late.
- You must bring 2 forms of identification.
 - One form must be a photo ID which includes a current (non-expired) driver's license, passport or government issued photo ID.
 - Other acceptable forms of ID include a social security card, credit card, or car registration.
- If you do not bring proper identification, you will **NOT** be allowed to test.
- The name on your application must match the name on your IDs. If you have recently married or divorced you must bring in a copy of a marriage certificate or divorce decree.
- Bring a pen with blue or black ink.

Exam Room Policies

Electronic Devices

Cell phones, pagers and any other electronic devices are not permitted to be used in the exam room and **MUST** be turned OFF during the testing process. Leave these items in your car or outside of the test room if available.

Breaks

There are absolutely no smoking breaks. Use the bathroom facilities prior to the beginning of your test. You will be allowed to use the restroom in between the written and the clinical exams, one person at a time, but you must first check with your test observer.

Lateness

Plan to arrive 15 minutes prior to the exam beginning. **Once the exam room door has been closed you will NOT be admitted into the test. There are no exceptions.**

Misbehavior

If you display disruptive behavior during the exam, you will be dismissed from the exam room and will be required to retake the exam in its entirety.

Visitors

No friends, family members, children or other guests are allowed at the exam site.

Exam Aids

You are permitted to bring an unaltered translation dictionary into the exam room if English is not your primary language. Your test observer will inspect the dictionary prior to the exam. If any notes or markings are found in the dictionary, you will not be permitted to test. You may not bring any electronic dictionaries or calculators into the exam room.

Cheating

You may not give or receive help from other candidates during the examination. If the test observer witnesses this, the examination will be stopped and you will be dismissed from the test. Any form of cheating will be reported to the VT Board of Nursing.

Once you have completed your test, you may NOT share any information regarding the written or clinical skills tests with anyone. These tests are copyrighted and the property of Excel Testing. Sharing information regarding the test either verbally or in writing is punishable by law.

The Written Exam

The test observer will hand out the materials to each candidate taking the written exam. You will have a maximum of 120 minutes to complete the 120 multiple choice questions. Your test observer will tell you when there are 15 minutes remaining in the test.

You may not ask questions about the contents of the test (such as, “what does this question mean?”). Mark your answers on the answer sheet provided. Do NOT write in the test booklet. Any answers

marked in the test booklet will NOT be accepted as answers. You should try to answer every single question. Any questions left blank will be marked wrong.

If a candidate chooses to take the test orally, they will also be provided with a copy of the written exam to follow along with. During the oral exam, the questions may be read to you two times each.

You must have a score of 80% or higher on the written portion of the test in order to pass the written exam.

All test materials must be left in the testing room. Anyone who attempts to take any materials from the testing room will be subject to prosecution. Their test will not be scored, and they will be reported to the VT Board of Nursing.

The written and oral exam is comprised of 120 multiple-choice questions. The content outline is as follows:

1. communication and documentation
2. ethical and legal responsibilities regarding medication administration
3. medication use, side effects, abbreviations, look-alike drugs, drug interactions, proper storage, and the need for reporting side effects
4. mathematics, apothecary, and metric measurements
5. patient safety principles regarding proper medication administration
6. common facility policies regarding medication errors

Sample Study Test Questions

- 1) If the MAR states to give 2 tabs but the bingo card states to give one, what is your next course of action:
 - a) Complain to coworkers
 - b) Ask your nurse
 - c) Call the doctor
 - d) Ask your Administrator

- 2) If you have a resident's doctor giving you an order, you should:
 - a) Notify the Nurse of the order you took from the doctor
 - b) Tell the doctor to wait, you are in the middle of something
 - c) Ask the Unit Aide to help take the order
 - d) Notify the doctor of your role and ask the Nurse to speak with the doctor as soon as possible

- 3) Which blood pressure reading would you report to the Nurse?

- a) 120/80
 - b) 140/90
 - c) 96/64
 - d) 118/78
- 4) Mr. Jones needs a transdermal patch applied. What action must the nursing assistant take?
- a) The resident removes patches, so don't add your initials, this will attract the resident's attention to it
 - b) Ask the LNA to apply the patch since you are behind
 - c) Look for an old patch before applying a new patch
 - d) Apply the patch where the order states to
- 5) Which of the following will be administered if the dose is measured in mL?
- a) Enteric coated tablets
 - b) capsule
 - c) liquid
 - d) powder
- 6) What does the abbreviation BID stand for?
- a) Three times a day
 - b) Four times a day
 - c) Two times a day
 - d) Before dinner
- 7) After administering medications a resident asks, "How do I reach you if I need help?" What would be the most appropriate answer?
- a. "Ask your roommate."
 - b. "Holler for help."
 - c. "Don't worry, someone will check in on you."
 - d. "Let me show you how to use your call light."
- 8) You observed a co-worker forcing medication into a resident's mouth. What type of abuse is this?
- a. Mental
 - b. Physical
 - c. Psychiatric
 - d. Verbal

- 9) After removing gloves from administering eye drops for a resident, what should you do next?
- Wash your hands
 - Put on a new pair of gloves
 - Document the patient's vital signs
 - Raise the side rail
- 10) Mr. Martin always participates in activities. He loves this time of day. His care plan and facility policy state to not administer medications during his activity programming. On Wednesday, the facility is short-staffed. You are almost out of compliance with your med pass, and the nurse is asking you to finish on time. When you arrive at Mr. Martin's room, he is not there; he is in activities. You should:
- Sneak into the activity room and administer the medications quietly
 - Ask Mr. Martin if you can have him leave the activity for his medication administration
 - Notify the nurse of the situation with Mr. Martin, seeking direction
 - Put the medications in the cart and administer after your lunch time

Answer Key: 1) B 2) D 3) B 4) C 5) C 6) C 7) D 8) B 9) A 10) C

Vermont MNA Scope of Practice

To most fully prepare yourself for the MNA role you should review all the scope of practice.

- (a) An MNA is supervised on-site, on the unit, by an LPN, RN, or APRN.
- (b) A medication nursing assistant upon delegation by an LPN, RN, or APRN may:
- administer medications to individual residents; and
 - administer medication via oral, sublingual, buccal, inhalation, spray (on oral mucosa), topical, nasal, ocular, optic, and suppository (vaginal or rectal) route.

An MNA may:

- (a) administer medications to a newly admitted resident only after the delegating nurse determines that the resident is stable, and then only according to facility policy; and
- (b) administer prn medication only after an RN assessment confirms the need for the medication.

10-11 Exclusions. An MNA may not:

- (a) administer injectable medications.
- (b) administer medications new to the patient;
- (c) make adjustments to dosage;
- (d) take or transcribe orders;
- (e) apply medicated dressings;
- (f) administer insulin;
- (g) administer bladder instillations;
- (h) calculate conversions;
- (i) dispose of medications; or

Helpful Tips

- Practice and review key points in your textbook.
- Listen carefully to the instructions given by the test observer.
- Take your time.

Evaluations

You will be asked to complete an evaluation on the test observer as well as the testing site, at the end of the test. These evaluations are confidential and will not affect the scoring of your competency exam.

Duplicate Score Report

If you lose your score report or you need a duplicate score report, please call us at 1-844-516-0600 or email us at info@exceltesting.com. A payment of \$30 is required for duplicate score reports.

Test Results

You will receive verbal results the day of your test. The verbal test results you receive are unofficial results. Once Excel Testing receives your results the test will be verified and graded, and official results will be uploaded to your Excel portal within 3 business days. Your MNA program coordinator

will also receive a report as well as the VT Board of Nursing. Your test results will state either pass or fail. There are no percentages sent to you. You will need to apply for your MNA license with the VT Board of Nursing.

Retesting

If you fail the knowledge exam, you may retake the exam. To schedule a retake, contact your MNA training provider or Excel Testing at 844-516-0600 for information regarding another test site. You may not retest until 2 days after taking the previous test.

If you do not pass the exam, the test observer will counsel you at the completion of the exam regarding any failed results. The written exam is based on Pass or Fail. Neither the test observer nor the score report will indicate the number right or wrong.

Please be aware that there is a fee to re-test. If you are registered for an exam and do not attend, you will not receive a refund and will be required to pay a fee to retest.

Tips for Success

- Get a good night's sleep the night before the test
- Arrange for childcare prior to the test and have a backup plan in place
- Eat a healthy, nutritious meal before the test
- If English is your second language, bring a translation dictionary
- Allow for a full 2 hours to complete the test
- Practice deep breathing to help control your nerves
- Visualize a successful test day!