



*Connecticut Uniform Interagency
Medication Administration
Certification Program*

Phase 1

Resource Manual

CONNECTICUT UNIFORM INTERAGENCY MEDICATION ADMINISTRATION CERTIFICATION PROGRAM



General DO's and DON'Ts of Studying

Here are some general tips that may be helpful for your Med Certification class.

DO'S

- SET A STUDY SCHEDULE**
Set aside specific time after each session to review the material in your student manual. Pick a time where YOU are most alert. Morning may work for some; Night Owls may study better later in the day.
- TRY DIFFERENT WAYS OF STUDYING**
Everyone learns differently. If it's hard to remember what you read to yourself, try reading it out loud or rewrite the information in your own words.
- READ THE STUDENT MANUAL**
Reading reinforces the material you heard in class or online, take time to read each module.
- REVIEW THE MODULE OBJECTIVES**
The module objectives tell you the key ideas that section is focusing on. Use this as your study guide. At the end of the module go back and see if you can explain all the module objectives in your own words.
- TAKE NOTES**
Write notes on ideas that are new to you, questions that you got wrong on the quizzes or concepts that are confusing. Then go back and use your notes to focus on that information.
- HIGHLIGHT IMPORTANT IDEAS AND TERMS**
As you read and take notes, use a highlighter or a different color pen to draw extra attention to important ideas. You can use different colors to follow different subjects throughout the module.
- FOCUS ON THE THINGS THAT ARE NEW OR CONFUSING.**
Some material is hard to understand at first. Slow down and spend extra time on the subject. Come back to this material later in this study session or the next one to go over it again.
- ASK QUESTIONS**
Reach out to your agency, coworkers or nurse if there is information that you don't understand.
- USE THE QUIZZES**
If you get something wrong on the quiz, don't stress. Look at the question then go back to the module and study that concept. Quizzes help us target information that we need extra time with.
- REVIEW ALL THE MATERIAL**
As you move through the modules, include key subjects from previous modules in your study session. This keeps it fresh in your mind. Don't forget the Exam covers all 9 modules.

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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DON'TS

- DON'T "SQUEEZE" STUDYING IN**
Studying at work sounds like a great way to multitask. What happens if you are working short or your day is busier than expected?
- DON'T GET OVERWHELMED**
If you are struggling with a module, take a break. When you come back to it, break it down into smaller pieces. Go through one page at a time at your own pace.
- DON'T GET DISTRACTED**
Put your phone on silent, close the door, turn off the TV. Tell family and friends that you are studying and need alone time to focus.
- DON'T HIGHLIGHT EVERY WORD**
Use the highlighter to draw attention to key concepts and terms. If every word is highlighted it becomes overwhelming and distracting.
- MAKE ASSUMPTIONS**
Some material may seem familiar but spend the time to review all the information in the modules. Small differences can make a big difference in understanding.
- DON'T WASTE YOUR TIME**
Make a plan for what material you are going to cover in each study section and be specific. This will help you stay on track instead of rereading material you know.
- DON'T STUDY TO THE TEST**
While you are studying, focus on the material and the new terms. Make sure you understand them and how they fit into the lessons rather than trying to guess what the test questions are.
- DON'T GUESS THE ANSWER BEFORE READING THE QUESTION**
While studying or taking a quiz or exam read and think about the question before coming up with an answer instead of trying to make the answer fit the question.
- DON'T WAIT UNTIL THE LAST MINUTE**
Start studying early and give yourself plenty of time. Cramming a lot of information at the last minute makes it harder to remember.
- DON'T GET DISCOURAGED**
Everyone learns differently. The most important thing is taking the time you need to make sure you understand the information to administer medications safely.

REMEMBER!!!

THE 5
RIGHTS

CHECK FOR
SIGNED ORDERS

1 TSP = 5CC

1TBSP = 15CC

1OZ = 30CC

CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM

How much medication do you pour?

1. The authorized prescriber orders 500mg of Carbamazepine Liquid for an Individual. You have 100mg / 5cc of the medication on hand.

How many cc's do you pour? _____

2. The authorized prescriber orders 400mg of Robitussin liquid for an Individual. You have 200mg / 5cc of the medication on hand.

How many cc's do you pour? _____

3. The authorized prescriber orders 750mg of Amoxicillin Liquid for an Individual. You have 250mg / 5cc of the medication on hand.

How many cc's do you pour? _____

4. The authorized prescriber orders 300mg Dilantin Liquid for an Individual. You have 100mg / 5cc of the medication on hand.

How many cc's do you pour? _____

5. The authorized prescriber orders 300mg of HCTZ Liquid for an Individual. You have 50mg / 5cc of the medication on hand.

How many cc's do you pour? _____

6. The authorized prescriber orders 120mg of Zoloft Oral Concentration for an Individual. You have 60mg / 5cc of the medication on hand.

How many cc's do you pour? _____

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM**

7. The authorized prescriber orders Depakote 1000mg for an Individual. You have 250mg tabs of the medication on hand.

How many tabs do you pour? _____

8. The authorized prescriber orders Lasix 60mg for an Individual. You have 20mg tabs of the medication on hand.

How many tabs do you pour? _____

9. The authorized prescriber orders Neurontin 300mg for an Individual. You have 600mg scored tabs of the medication on hand.

How many tabs do you pour? _____

10. The authorized prescriber orders Lithium 600mg for an Individual. You have 300mg/5cc of the medication on hand.

How many cc's do you pour? _____

11. The authorized prescriber orders Indocin Susp 75mg for an Individual. You have 25mg/5cc of the medication on hand.

How many cc's do you pour? _____

12. The authorized prescriber orders Pen-V-K 750mg for an Individual. You have 250mg of the medication on hand

How many tabs do you pour? _____

CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM

Phase 1 Quiz Modules 1-3

- 1) BID means:
 - a. Once a day
 - b. Twice a day
 - c. Three times a day
 - d. Four times a day

- 2) The Trade name is:
 - a. The chemical composition of the medication
 - b. Always written in lower case
 - c. The name given for marketing purposes
 - d. The shortened version of the chemical name

- 3) If a prescription reads give 45mg, and the pharmacy sends over 15mg tablets how many do you give?
 - a. 3 tabs
 - b. 1 tab
 - c. 2 ½ tabs
 - d. No tabs are given, the pharmacy is called and told the incorrect dose was sent

- 4) When are you required to count "Controlled" medications?
 - a. Never, your nurse will count them
 - b. At midnight
 - c. At the beginning and end of your shift
 - d. At the beginning of the month

- 5) When a medication does what it is supposed to do, it is known as a(n):
 - a. No apparent effect
 - b. Therapeutic effect
 - c. Adverse effect
 - d. Anaphylaxis

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM**

- 6) The abbreviation for “sublingual” is:
- a. S
 - b. AS
 - c. OS
 - d. SI
- 7) One Tablespoon (TBSP) is equal to:
- a. 5cc
 - b. 2 teaspoons
 - c. 15mL
 - d. 1 fluid ounce
- 8) The prescriber ordered Depakote 750mg PO. You have 250 mg tablets on hand. How many tablets do you give?
- a. 1
 - b. 2
 - c. 3
 - d. 4
- 9) Medications that are to be taken on an empty stomach are given:
- a. 1 hour before or 1 hour after a meal
 - b. 2 hours before or 2 hours after a meal
 - c. 2 hours before or 1 hour after a meal
 - d. 1 hour before or 2 hours after a meal
- 10) If a medication is ordered OS, where would you place it?
- a. Left ear
 - b. Right eye
 - c. Left eye
 - d. Right ear

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM**

- 11) Which Prescriber's order is complete (name of the individual is implied)?
- a. Lipitor 20mg PO x 180 days
 - b. Neurontin 900mg BID x 180 days
 - c. Percocet 1 tab PO q4hrs PRN back pain x 2 weeks
 - d. Keflex 500mg PO TID x 10 days
- 12) What is an "Unlabeled Use"?
- a. The medication is not listed in the drug reference
 - b. The nurse will tell you what it is being used for
 - c. You don't need to know the use
 - d. The medication is being used for a reason not listed in the drug references
- 13) What are the 5-Rights
- a. The right time, right person, right prescriber, right route, right expiration date
 - b. The right date, right route, right dose, right form, right time
 - c. The right person, right time, right drug, right dose, right route
 - d. The right route, right dose, right reason, right time, right color
- 14) Who can sign medication prescriber orders?
- a. The APRN
 - b. The PA
 - c. The Psychiatrist
 - d. All the above
- 15) If a medication is ordered Amoxicillin 250mg/5mL give 1000mg PO TID for 10 days, how much would you pour to administer a dose?
- a. 15mL
 - b. 20mL
 - c. 4mL
 - d. 5mL

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM**

Phase 1 Quiz 2 (Modules 4- 6)

- 1) Which statements are true regarding dysphagia and medication administration?
 - a. Medications ordered in liquid form may require thickening to meet the prescribed dietary consistency of the individual
 - b. When administering medications to an individual with dysphagia, it is important to remember to administer according to their prescribed dietary consistency
 - c. Both a and b
 - d. None of the above

- 2) What do you do if you cannot read the medication label?
 - a. Give it because you know to whom it belongs
 - b. Give it and then call the nurse
 - c. Give the medication and then call the Pharmacy
 - d. Do not give it, call the nurse or chain of command per the agency's policy

- 3) The steps for safe medication administration state that all the following steps are to be completed prior to administration except.
 - a. Counting controlled medications
 - b. Reading the communication log
 - c. Checking for swallowing
 - d. Ensuring for familiarity with new medications

- 4) How long does it take a PO medication to take effect?
 - a. 20 - 40 minutes
 - b. 10 - 20 minutes
 - c. 30 - 60 minutes
 - d. 15 - 30 minutes

- 5) If a tablet has a special coating that prevents the medication from dissolving in the stomach it is said to be:
 - a. Enteric Coated
 - b. Time-Released
 - c. A Capsule
 - d. None of the above

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM**

- 6) When pouring a liquid, you should:
- a. Have the cup on a flat surface
 - b. Have the cup at eye level
 - c. Measure very carefully to avoid over or under medicating"
 - d. All the above
- 7) A sublingual medication is placed where?
- a. Between the cheek and gum
 - b. On the tip of the tongue, after giving a drink of H₂O
 - c. Under the tongue
 - d. In the mouth and have the Individual swallow it whole
- 8) In order to administer ear drops to an adult you must:
- a. Warm the solution to body temperature
 - b. Pull the Pinna down to open the ear canal
 - c. Clean the inside of the ear with a cotton swab
 - d. Position tip of dropper touching the inside of the ear canal
- 9) Transdermal refers to:
- a. An adhesive patch that contains medication which is absorbed directly through the skin
 - b. A tablet with an indentation down the center
 - c. The ribbon of ointment placed from the inner corner of the eye to the outer
 - d. Rectally
- 10) A Sedative will:
- a. Lower your blood pressure
 - b. Calm you and promote sleep
 - c. Relieve pain
 - d. Help relieve an allergic reaction
- 11) If a medication is used to treat a condition caused by a bacterial infection, it is:
- a. A vaccine
 - b. An antibiotic
 - c. An antitussive
 - d. An antiepileptic

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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- 12) Mood stabilizers treat:
- a. Congestion
 - b. Bipolar Disorder
 - c. Asthma
 - d. Hypertension
- 13) Why would you call the nurse or chain of command per the agency's policy, to hold an Individual's medication?
- a. There are no signed orders
 - b. The Individual refuses
 - c. There is a change in their level of consciousness
 - d. All the above
- 14) When administering eye drops to an individual it is important to remember which of the following:
- a. place the prescribed number of drops directly onto the eyeball
 - b. you must clean the eye vigorously prior to administering
 - c. both a and B
 - d. when administering more than 2 drops you must wait prior to adding additional drops to avoid the medication dripping out of the eye
- 15) Which statement is false regarding refusal of medications:
- a. If an individual refuses a medication this could be harmful to them
 - b. Staff may coerce the individual to take the medication in the allowed time frame
 - c. All individuals have the right to refuse their medication
 - d. Refusals beyond the allowed time frame for administration require that staff notify the nurse or contact the chain of command and document the medication refusal

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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Phase 1 Quiz 3 (Modules 7 – 9)

- 1) How do you store internal and external medications?
 - a. Together in a container in a locked cabinet
 - b. Put all the Individual's external medications in one container
 - c. All Individuals must have their internal medications stored separately from their external medications
 - d. External medications can be kept in the refrigerator – it's better to apply external medications when they are cool

- 2) When a prescriber writes an order, the first thing you must do is:
 - a. Transcribe it onto the MAR
 - b. Fax it from the group home to the pharmacy to be filled
 - c. To review the order when received from the prescriber to ensure it is complete
 - d. Have the doctor call the family so they can get the medication

- 3) If a medication needs to be refrigerated, the temperature should be kept between:
 - a. 36 – 46 degrees
 - b. 50 – 55 degrees
 - c. 30 – 36 degrees
 - d. 20 – 30 degrees

- 4) The rules for accessing and carrying med keys, including controlled med keys, state:
 - a. Medication storage keys are to be always secured, according to agency policy
 - b. Controlled medication keys must be kept on a separate key ring from the non-controlled medication keys
 - c. Keys must be stored in a locked box per your agency policy
 - d. All of the above

- 5) Regarding leave of absence transfer of responsibility, the following is true:
 - a. When transferring medication during a home outing or visitation, specific procedures shall be followed depending on agency policy
 - b. Documentation of leave of absence (LOA) medication transfer and administration may be necessary depending on agency policy
 - c. The pharmacy is not legally able to prepare medications and provide them to the family, individual, or authorized persons.
 - d. Both a & b

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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- 6) When you make an error during documenting, the best thing to do is:
- a. Just use White-Out and then correct the error
 - b. Let your manager know of the error
 - c. Draw a single line through the mistake, write your initials, and the date above it
 - d. All the above
- 7) Some general rules of documentation are:
- a. The time and date should be noted in all documentation
 - b. Any color pen can be used if your documentation is legible
 - c. Use full legal name and title
 - d. Both a & c
- 8) True or false – Controlled medications are not habit forming, are prescribed in large quantities, and must be documented on the Shift – to Shift Controlled Medication Form?
- a. True
 - b. False
- 9) Regarding destruction of medications, all should always be destroyed by two employees.
- a. True
 - b. False
- 10) Which statement is not true when referring to proper storage of internal vs external medications?
- a. Medications for internal administration shall be stored separately from medications that are for external administration
 - b. Medications that are given orally and administered rectally are not allowed to be stored together
 - c. Medications such as creams, otic and optic medications may be stored in separate bins from each other as necessary
 - d. Lighting, temperature, and humidity have no effect on the storage of medications

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- 11) If someone returned from an LOA, and you noted that an incorrect number of pills had been administered, what is the first thing you should do?
- a. Leave a note for the RN to read at his/her next visit
 - b. Call the Rn/Chain of Command to report error
 - c. Ask the Individual if they got their med correctly
 - d. Leave a message for the manager to call the family
- 12) When you transcribe a new order to the MAR (Kardex), it is to be taken directly from:
- a. The pharmacy label
 - b. The authorized prescriber's orders
 - c. The nurse's notes
 - d. The daily logbook
- 13) An employee takes a telephone/ verbal prescriber's order. This would be an example of a
- a. Class A Error
 - b. Class C Error
 - c. Class B Prohibited Practice
 - d. This is an acceptable step that the employee needs to perform before transcribing a medication to the MAR
- 14) What is a "Receipt & Disposition" form?
- a. The form to give to the family when the Individuals go home
 - b. The form that you sign when you count your controlled medications at change of shift
 - c. The form that you use to document the use of controlled substances (each time a pill is removed)
 - d. The form that you sign when you are discarding controlled medications
- 15) Under what circumstance should you question an order?
- a. The order is for prn Tylenol, the order contains the 5 rights, an expiration date, it is signed and dated by the prescriber, and there is a reason for the prn noted
 - b. The order is for John Valez, Verapamil 120 mg po bid x 90 days, and is signed and dated by the prescriber
 - c. Sara has dysphagia and is on a pureed diet and has a new order for potassium capsules which are very large
 - d. None of the above would need to be questioned

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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Medication Classifications Matching Skill

| Match the medication classification listed in Column B with its description in Column A | |
|--|-----------------------------|
| Column A | Column B |
| ___ Used for its calming effects. | A. Antianxiety |
| ___ Used to increase blood supply to poorly perfused (poor blood supply) tissues. | B. Laxative |
| ___ Used to control seizure disorders. | C. Diuretics |
| ___ Facilitates emptying of the bowels. | D. Anticonvulsant |
| ___ Used to treat anxiety, tension, nervousness. | E. Antibiotics |
| ___ Suppresses cough reflex. | F. Hypnotics |
| ___ Prevents the clotting process. | G. Sedatives |
| ___ A medication that dilates the bronchial tubes. | H. Antitussive |
| ___ Treat high blood pressure. | I. Antihypertensives |
| ___ Medications that treat Bipolar Disorders. | J. Bronchodilator |
| ___ Rids the body of excess fluid. | K. Anticoagulant |
| ___ Used to produce sleep. | L. Analgesics |
| ___ Relieve pain without producing a loss of consciousness. | M. Mood stabilizers |
| ___ Designed to destroy or prevent the growth of bacteria. | N. Vasodilators |

CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM

How much medication do you pour?

1. The authorized prescriber orders 500mg of Carbamazepine Liquid for an Individual. You have 100mg / 5cc of the medication on hand.

How many cc's do you pour? **25cc**

2. The authorized prescriber orders 400mg of Robitussin liquid for an Individual. You have 200mg / 5cc of the medication on hand.

How many cc's do you pour? **10cc**

3. The authorized prescriber orders 750mg of Amoxicillin Liquid for an Individual. You have 250mg / 5cc of the medication on hand.

How many cc's do you pour? **15cc**

4. The authorized prescriber orders 300mg Dilantin Liquid for an Individual. You have 100mg / 5cc of the medication on hand.

How many cc's do you pour? **15cc**

5. The authorized prescriber orders 300mg of HCTZ Liquid for an Individual. You have 50mg / 5cc of the medication on hand.

How many cc's do you pour? **30cc**

6. The authorized prescriber orders 120mg of Zoloft Oral Concentration for an Individual. You have 60mg / 5cc of the medication on hand.

How many cc do you pour? **10cc**

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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7. The authorized prescriber orders Depakote 1000mg for an Individual. You have 250mg tabs of the medication on hand.

How many tabs do you pour? **4 tabs**

8. The authorized prescriber orders Lasix 60mg for an Individual. You have 20mg tabs of the medication on hand.

How many tabs do you pour? **3 tabs**

9. The authorized prescriber orders Neurontin 300mg for an Individual. You have 600mg scored tabs of the medication on hand.

How many tabs do you pour? **1/2 tab**

10. The authorized prescriber orders Lithium 600mg for an Individual. You have 300mg/5cc of the medication on hand.

How many cc's do you pour? **10cc**

11. The authorized prescriber orders Indocin Susp 75mg for an Individual. You have 25mg/5cc of the medication on hand.

How many cc's do you pour? **15cc**

12. The authorized prescriber orders Pen-V-K 750mg for an Individual. You have 250mg tabs of the medication on hand.

How many tabs do you pour? **3 tabs**

CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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Phase 1 Quiz Modules 1-3

- 1) BID means:
- a. Once a day
 - b. Twice a day**
 - c. Three times a day
 - d. Four times a day
- 2) The Trade name is:
- a. The chemical composition of the medication
 - b. Always written in lower case
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- 3) If a prescription reads give 45mg, and the pharmacy sends over 15mg tablets how many do you give?
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 - b. 1 tab
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- 4) When are you required to count "Controlled" medications?
- a. Never, your nurse will count them
 - b. At midnight
 - c. At the beginning, at end of your shift and when you dispense them**
 - d. At the beginning of the month
- 5) When a medication does what it is supposed to do, it is known as a(n):
- a. No apparent effect
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 - c. Adverse effect
 - d. Anaphylaxis

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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- 6) The abbreviation for “sublingual” is:
- a. S
 - b. AS
 - c. OS
 - d. Sl**
- 7) One Tablespoon (TBSP) is equal to:
- a. 5cc
 - b. 2 teaspoons
 - c. 15mL**
 - d. 1 fluid ounce
- 8) The prescriber ordered Depakote 750mg PO. You have 250mg tablets on hand. How many tablets do you give?
- a. 1
 - b. 2
 - c. 3**
 - d. 4
- 9) Medications that are to be taken on an empty stomach are given:
- a. 1 hour before or 1 hour after a meal
 - b. 2 hours before or 2 hours after a meal
 - c. 2 hours before or 1 hour after a meal
 - d. 1 hour before or 2 hours after a meal**
- 10) If a medication is ordered OS, where would you place it?
- a. Left ear
 - b. Right eye
 - c. Left eye**
 - d. Right ear

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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- 11) Which Prescriber's order is complete?
- a. Lipitor 20mg PO x 180 days
 - b. Neurontin 900mg BID x 180 days
 - c. Percocet 1 tab PO q4hrs PRN back pain x 2 weeks
 - d. Keflex 500mg PO TID x 10 days**
- 12) What is an "Unlabeled Use"?
- a. The medication is not listed in the drug reference
 - b. The nurse will tell you what it is being used for
 - c. You don't need to know the use
 - d. The medication is being used for a reason not listed in the drug references**
- 13) What are the 5-Rights
- a. The right time, right person, right prescriber, right route, right expiration date
 - b. The right date, right route, right dose, right form, right time
 - c. The right person, right time, right drug, right dose, right route**
 - d. The right route, right dose, right reason, right time, right color
- 14) Who can sign medication prescriber orders?
- a. The APRN
 - b. The PA
 - c. The Psychiatrist
 - d. All the above**
- 15) If a medication is ordered Amoxicillin 250mg/5mL give 1000mg PO TID for 10 days, how much would you pour to administer a dose?
- a. 15mL
 - b. 20mL**
 - c. 4mL
 - d. 5mL

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
ADMINISTRATION CERTIFICATION PROGRAM**

Phase 1 Quiz 2 (Modules 4- 6)

- 1) Which statements are true regarding dysphagia and medication administration?
 - a. Medications ordered in liquid form may require thickening to meet the prescribed dietary consistency of the individual
 - b. When administering medications to an individual with dysphagia, it is important to remember to administer according to their prescribed dietary consistency
 - c. Both a and b**
 - d. None of the above

- 2) What do you do if you cannot read the medication label?
 - a. Give it because you know to whom it belongs
 - b. Give it and then call the nurse
 - c. Give the medication and then call the Pharmacy
 - d. Do not give it, call the nurse or chain of command per the agency's policy**

- 3) The steps for safe medication administration state that all the following steps are to be completed prior to administration except.
 - a. Counting controlled medications
 - b. Reading the communication log
 - c. Checking for swallowing**
 - d. Ensuring for familiarity with new medications

- 4) How long does it take a PO medication to take effect?
 - a. 20 - 40 minutes
 - b. 10 - 20 minutes
 - c. 30 - 60 minutes**
 - d. 15 - 30 minutes

- 5) If a tablet has a special coating that prevents the medication from dissolving in the stomach it is said to be:
 - a. Enteric Coated**
 - b. Time-Released
 - c. A Capsule
 - d. None of the above

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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- 6) When pouring a liquid, you should:
- a. Have the cup on a flat surface
 - b. Have the cup at eye level
 - c. Measure very carefully to avoid over or under medicating”
 - d. All the above**
- 7) A sublingual medication is placed where?
- a. Between the cheek and gum
 - b. On the tip of the tongue, after giving a drink of H₂O
 - c. Under the tongue**
 - d. In the mouth and have the Individual swallow it whole
- 8) In order to administer ear drops to an adult you must:
- a. Warm the solution to body temperature**
 - b. Pull the Pinna down to open the ear canal
 - c. Clean the inside of the ear with a cotton swab
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- 9) Transdermal refers to:
- a. An adhesive patch that contains medication which is absorbed directly through the skin**
 - b. A tablet with an indentation down the center
 - c. The ribbon of ointment placed from the inner corner of the eye to the outer
 - d. Rectally
- 10) A Sedative will:
- a. Lower your blood pressure
 - b. Calm you and promote sleep**
 - c. Relieve pain
 - d. Help relieve an allergic reaction
- 11) If a medication is used to treat a condition caused by a bacterial infection, it is:
- a. A vaccine
 - b. An antibiotic**
 - c. An antitussive
 - d. An antiepileptic

**CONNECTICUT UNIFORM INTERAGENCY MEDICATION
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12) Mood stabilizers treat:

- a. Congestion
- b. Bipolar Disorder**
- c. Asthma
- d. Hypertension

13) Why would you call the nurse or chain of command per the agency's policy, to hold an Individual's medication?

- a. There are no signed orders
- b. The Individual refuses
- c. There is a change in their level of consciousness
- d. All the above**

14) When administering eye drops to an individual it is important to remember which of the following:

- a. place the prescribed number of drops directly onto the eyeball
- b. you must clean the eye vigorously prior to administering
- c. both a and B

d. when administering more than 2 drops you must wait prior to adding additional drops to avoid the medication dripping out of the eye

15) Which statement is false regarding refusal of medications:

- a. If an individual refuses a medication this could be harmful to them

b. staff may coerce the individual to take the medication in the allowed time frame

- c. all individuals have the right to refuse their medication
- d. Refusals beyond the allowed time frame for administration require that staff notify the nurse or contact the chain of command and document the medication refusal

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Phase 1 Quiz 3 (Modules 7 – 9)

- 1) How do you store internal and external medications?
 - a. Together in a container in a locked cabinet
 - b. Put all the Individual's external medications in one container
 - c. All Individuals must have their internal medications stored separately from their external medications**
 - d. External medications can be kept in the refrigerator – it's better to apply external medications when they are cool

- 2) When a prescriber writes an order, the first thing you must do is:
 - a. Transcribe it onto the MAR
 - b. Fax it from the group home to the pharmacy to be filled
 - c. To review the order when received from the prescriber to ensure it is complete**
 - d. Have the doctor call the family so they can get the medication

- 3) If a medication needs to be refrigerated, the temperature should be kept between:
 - a. 36 – 46 degrees**
 - b. 50 – 55 degrees
 - c. 30 – 36 degrees
 - d. 20 – 30 degrees

- 4) The rules for accessing and carrying med keys, including controlled med keys, state:
 - a. Medication storage keys are to be always secured, according to agency policy
 - b. Controlled medication keys must be kept on a separate key ring from the non-controlled medication keys
 - c. Keys must be stored in a locked box per your agency policy
 - d. All of the above**

- 5) Regarding leave of absence transfer of responsibility, the following is true:
 - a. When transferring medication during a home outing or visitation, specific procedures shall be followed depending on agency policy
 - b. Documentation of leave of absence (LOA) medication transfer and administration may be necessary depending on agency policy
 - c. The pharmacy is not legally able to prepare medications and provide them to the family, individual, or authorized persons.
 - d. Both a & b**

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- 6) When you make an error during documenting, the best thing to do is:
- a. Just use White-Out and then correct the error
 - b. Let your manager know of the error
 - c. Draw a single line through the mistake, write your initials, and the date above it**
 - d. All the above
- 7) Some general rules of documentation are:
- a. The time and date should be noted in all documentation
 - b. Any color pen can be used if your documentation is legible
 - c. Use full legal name and title
 - d. Both a & c**
- 8) Controlled medications are not habit forming, are prescribed in large quantities, and must be documented on the Shift – to Shift Controlled Medication Form?
- a. True
 - b. False**
- 9) Regarding destruction of medications, all should always be destroyed by two employees.
- a. True**
 - b. False
- 10) Which statement is **not true** when referring to proper storage of internal vs external medications?
- a. Medications for internal administration shall be stored separately from medications that are for external administration
 - b. Medications that are given orally and administered rectally are not allowed to be stored together
 - c. Medications such as creams, otic and optic medications may be stored in separate bins from each other as necessary
 - d. Lighting, temperature, and humidity have no effect on the storage of medications**

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- 11) If someone returned from an LOA, and you noted that an incorrect number of pills had been administered, what is the first thing you should do?
- a. Leave a note for the RN to read at his/her next visit
 - b. Call the RN/Chain of Command to report error**
 - c. Ask the Individual if they got their med correctly
 - d. Leave a message for the manager to call the family
- 12) When you transcribe a new order to the MAR (Kardex), it is to be taken directly from:
- a. The pharmacy label
 - b. The authorized prescriber's orders**
 - c. The nurse's notes
 - d. The daily logbook
- 13) An employee takes a telephone/verbal prescriber's order. This would be an example of a
- a. Class A Error
 - b. Class C Error
 - c. Class B Prohibited Practice**
 - d. This is an acceptable step that the employee needs to perform before transcribing a medication to the MAR
- 14) What is a "Receipt & Disposition" form?
- a. The form to give to the family when the Individuals go home
 - b. The form that you sign when you count your controlled medications at change of shift
 - c. The form that you use to document the use of controlled substances (each time a pill is removed)**
 - d. The form that you sign when you are discarding controlled medications
- 15) Under what circumstance should you question an order?
- a. The order is for prn Tylenol, the order contains the 5 rights, an expiration date, it is signed and dated by the prescriber, and there is a reason for the prn noted
 - b. The order is for John Valez, Verapamil 120 mg po bid x 90 days, and is signed and dated by the prescriber
 - c. Sara has dysphagia and is on a pureed diet and has a new order for potassium capsules which are very large**
 - d. None of the above would need to be questioned

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Medication Classifications Matching Skill

| Match the medication classification listed in Column B with its description in Column A | |
|--|----------------------------|
| Column A | Column B |
| G Used for its calming effects. | A. Antianxiety |
| N Used to increase blood supply to poorly perfused (poor blood supply) tissues. | B. Laxative |
| D Used to control seizure disorders. | C. Diuretics |
| B Facilitates emptying of the bowels. | D. Anticonvulsant |
| A Used to treat anxiety, tension, nervousness. | E. Antibiotics |
| H Suppresses cough reflex. | F. Hypnotics |
| K Prevents the clotting process. | G. Sedatives |
| J A medication that dilates the bronchial tubes. | H. Antitussive |
| I Treat high blood pressure. | I. Antihypertensive |
| M Medications that treat Bipolar Disorders | J. Bronchodilator |
| C Rids the body of excess fluid. | K. Anticoagulant |
| F Used to produce sleep. | L. Analgesics |
| L Relieve pain without producing a loss of consciousness. | M. Mood stabilizers |
| E Designed to destroy or prevent the growth of bacteria. | N. Vasodilators |