



Vermont
**MEDICATION
ASSISTANT
ENDORSEMENT**

certification examination

CANDIDATE HANDBOOK

January 2016

QUICK REFERENCE

VERMONT BOARD OF NURSING

89 Main Street — 3rd Floor
Montpelier, VT 05620-3402
802-828-3089

www.vtprofessionals.org/oprl/nurses

*Hours of Operation:
Monday through Friday
8 a.m. – 4:30 p.m.
(Eastern Standard Time)*

PEARSON VUE®

Vermont MACE

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437
(888) 252-8564

*Hours of Operation:
Monday – Friday, 5:00 a.m. – 8:00 p.m.
Saturday, 5:00 a.m. – 2:00 p.m.
Sunday, 7:00 a.m. – 1:00 p.m.
(Eastern Standard Time)*

Call Pearson VUE to:

- Schedule, re-schedule or cancel an examination
- Obtain information regarding an examination

Go to Pearson VUE's website (www.pearsonvue.com) to:

- Download a Candidate Handbook
- Schedule an examination

RESERVATIONS OVERVIEW

Before making an exam reservation, candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process. For more detailed information, please go to page 3.

MAKING AN EXAM RESERVATION

Candidates may make a reservation by:

- Visiting the website at
www.pearsonvue.com/MACE/VT
- Calling (888) 252-8564

Candidates should make a reservation online or by phone at least forty-eight (48) hours before the desired examination date. **Walk-in examinations are not available.**

SCHEDULES & FEES

TEST CENTER LOCATIONS

A list of test centers appears on page 4 of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

EXAM FEES

The examination fee is \$80 and must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Fees will not be accepted at the test center. Examination fees are non-refundable and nontransferable, except as detailed in the *Change/Cancel Policy* (page 6).**

EXAM DAY

WHAT TO BRING TO THE EXAM

Candidates should bring to the examination proper identification. A complete list of acceptable forms of identification appears on page 11.

EXAM PROCEDURES

Candidates should report to the test center at least thirty (30) minutes before the examination begins to complete registration. The time allotted for the examinations is 2 hours. Each candidate will leave the test center with an official score report in hand.

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INTRODUCTION

This handbook is designed for candidates seeking the Medication Assistant Endorsement in Vermont. It describes the process of applying for and taking the Medication Aide Examination.

It is important that you read the entire handbook and keep a copy of it until you are notified of your examination results.

The purpose of the Medication Aide Examination is to ensure that individuals who administer medication have the basic knowledge and skills to perform their duties.

The Vermont Board of Nursing has contracted with Pearson VUE®, a nationally recognized leading provider of assessment services to regulatory agencies and national associations, to administer the examination. Pearson VUE along with the National Council of State Boards of Nursing (NCSBN) will develop, score, and report the results of the Medication Aide Examination to the Vermont Board of Nursing.

Completion of this medication aide examination and endorsement through the Vermont Board of Nursing will qualify a nursing assistant-certified with a medication assistant endorsement for consideration of employment to administer medications and nursing commission-approved treatments to residents in nursing homes, under the direct supervision of a designated registered nurse.

MEDICATION AIDE EXAMINATION

The Medication Aide Certification Examination (MACE) is a national medication aide certification examination typically administered to nursing assistants who choose to receive additional training to become certified medication aides. NCSBN develops the MACE examination and administers the computer-based exam with the contractual assistance of Pearson VUE.

EXAM OVERVIEW

The Medication Aide Examination consists of fifty (50) multiple choice questions written in English. An examination outline is located on the following pages. The examination will be administered on an electronic testing system. The examination is scored immediately after you complete it, and you will leave the test center with your score report.

ELIGIBILITY

All candidates applying to take the Medication Aide Examination in Vermont MUST complete a Medication Nursing Assistant Endorsement Application form. The completed application, along with the application endorsement fee and proof of your training completion certificate, must be submitted. This form can be located on the Pearson VUE VT MACE website at www.pearson.com/mace/vt.

Applicants for an initial medication assistant endorsement 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 longterm care nursing facility
- Complete an MNA training program approved by the Board
- Successfully complete MNA competency and math proficiency examinations approved by the Board

You must submit an application to receive an Authorization To Test (ATT) from the VT Board of Nursing. You must receive an ATT every time you test.

APPLICATION AND SCHEDULING

You may schedule your examination using the following options:

ONLINE RESERVATIONS

Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go to www.pearsonvue.com/mace/vt to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process. Candidates must make an online reservation at least forty-eight (48) hours before the desired examination date.

PHONE RESERVATIONS

Walk-in examinations are not available. Candidates who have received an *Authorization To Test* letter (ATT) may contact the Pearson VUE Reservation Unit at **(888) 252-8564** to make an examination reservation.

Pearson VUE Hours

Monday – Friday 8 AM – 11 PM

Saturday 8 AM – 5 PM

Sunday 10 AM – 4 PM

Eastern Standard Time

Before calling, candidates should have the following:

- Legal name, address, authorization number, day-time telephone number, and date of birth
- The name of the examination
- The preferred examination date and test center location

A Pearson VUE representative will help candidates select a convenient examination date and location, and will answer questions.

Candidates should make a reservation at least two (2) business days before the desired examination date.

TESTING LOCATIONS:

South Burlington, VT

Albany, NY

Concord, NH

Springfield, MA

HOLIDAY SCHEDULE

The examination will not be scheduled on the following holidays or holiday weekends:

New Year's Day / Eve

Martin Luther King Jr. Day

Memorial Day / Weekend

Independence Day / Weekend

Labor Day / Weekend

Thanksgiving Day / Weekend

Christmas Day / Eve

CONFIRMATION NUMBER

Candidates will be provided with a

- confirmation number
- examination date
- Pearson VUE test center
- Pearson VUE representative

The confirmation number should be written down. This number is used for any contact with Pearson VUE.

EXAM FEES

There is an examination fee of \$80 each time you test. Payment must be paid at the time of reservation by credit card, debit card, voucher or electronic check. Once you have been made eligible and received your *ATT* you must test within the validity dates of your *ATT*. These validity dates cannot be extended for any reason. Appointments may be made up to two business days in advance (unless payment is made by electronic check; refer to page 5).

Payment will NOT be accepted at the test center.

Examination fees are non-refundable and nontransferable except as detailed in Change/Cancel Policy on page 5.

ELECTRONIC CHECKS

Candidates who choose to pay the fees by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Social Security number, state-ID number, or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

VOUCHERS

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at www.pearsonvue.com/vouchers/pricelist/akins.asp by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.**

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

CANCELLATION AND RE-SCHEDULING

CHANGE/CANCEL POLICY

To change or cancel your examination reservation without monetary penalty, you must notify Pearson VUE by phone at least 48 hours before your scheduled examination. If you call at least 48 hours before your scheduled examination, the fee from your first reservation will be applied to your new reservation.

See the following pages for specific circumstances. Pearson VUE Customer Care Representatives are available at **(888) 252-8564** from:

Monday – Friday 8 AM to 1 PM

Saturday 8 AM to 5 PM

Sunday 10 AM to 4 PM

Eastern Standard Time

If you call Pearson VUE less than 48 hours before your scheduled examination, you will forfeit the full examination fee for the canceled reservation and you must pay another fee for a new reservation.

ABSENCE

Since unexpected situations occasionally occur, Pearson VUE will consider excusing an absence from a scheduled examination in certain situations.

Acceptable reasons for re-scheduling are as follows:

- Illness of yourself or a member of your immediate family
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing and received **within ten (10) business days** following the scheduled examination. This request must include verification of your absence from an appropriate source. For example, if you had jury duty, you must supply a copy of your court notice.

The decision of Pearson VUE will be final regarding whether an absence is excused and whether you must pay the examination fee if you are absent.

LATENESS

Plan to arrive about thirty (30) minutes before the examination starts. If you are late for your scheduled examination, or do not bring all of your required items (see What to Bring), you will **NOT** be allowed to test and your examination fee will **NOT** be returned.

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within ten (10) business days of the original examination date.

WEATHER EMERGENCIES

Examinations will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination will be delayed or cancelled. Candidates may call Pearson VUE at (800) 274-2615 for details on weather delays and cancellations. If the examination has been cancelled, you will be rescheduled for the next available examination at that site.

ACCOMMODATIONS

The Vermont Board of Nursing complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. The VT BON provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

If you have a disability, you must ask for special arrangements for testing before scheduling a Medication Aide Competency Exam (MACE). All requests must be approved in advance by the VT BON. Be sure that the following materials are attached to your MNA licensure application:

- A statement of diagnosed disability from your health care provider or other valid documentation such as a copy of your IEP or 504 plan
- A signed letter from you (the exam applicant) requesting ADA accommodations
- A letter from your instructor detailing accommodations provided during training and specific accommodations needed for testing.

CONTENT OUTLINE

NATIONAL MEDICATION AIDE CERTIFICATION EXAMINATION (MACE®) CONTENT OUTLINE

I. Authorized Duties 16% = 8 questions

- A. Building Relationships
- B. Delegation
- C. Role of MA-C
 1. Permitted Duties
 2. Restrictions/Limitations
- D. Specific Legal and Ethical Issues
- E. Location and Use of Resources and References (e.g., nurse, pharmacist, Physician, package/drug insert, drug reference manuals)

II. Medication Administration, Observation and Reporting 60% = 30 questions

- A. Administering and Charting Medications
 1. Medication Orders
 2. Documentation of Medication Administration
 3. Storage
 4. Disposal
- B. Safety and Rights of Medication Administration
- C. Routes of Administration
- D. Factors Affecting How the Body Uses Medication
- E. Classifications/Categories of Medications Related to Body Systems and Actions (e.g., antimicrobials, cardiovascular, dermatological, endocrine...)
- F. Rights of Individuals
- G. Causes and Reporting of Medication Errors
- H. Reporting of Symptoms and Side Effects
 - I. Reporting Any Change from Client's Normal Condition

III. Medication Concepts and Measurements

24% = 12 questions

- A. Medication Concepts
 1. Terminology and abbreviations
 2. Dosage Range
 3. Actions and Implications
 4. Therapeutic and other side effects (e.g. idiosyncratic, paradoxical, antagonist)
 5. Precautions
 6. Interactions

- B. Forms of Medication
 - 1. Liquid
 - 2. Solid and semi-solids
- C. Measurements

EXAM DAY

PROPER IDENTIFICATION

All candidates are required to bring identification that is deemed acceptable, as listed under *Acceptable Forms of Candidate Identification* (below), to the test center on the day of examination.

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidate must present **two (2)** forms of current (not expired) signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued, photo-bearing with a signature and the secondary identification must contain a valid signature. Identification must be in English. Photocopies of identification will NOT be accepted.

PRIMARY ID (PHOTOGRAPH, AND SIGNATURE, NOT EXPIRED)

- Government-issued Driver's License
- U.S. Department of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

SECONDARY ID (SIGNATURE, NOT EXPIRED)

- U.S. Social Security Card
- Debit (ATM) card or Credit card
- Any form of ID on the Primary list

Continued next page

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature. Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification will be reviewed.

You will have your palm vein patterns (and fingerprint) recorded when you arrive at the testing center to check-in for your exam. Your pattern will be matched when you return to the testing room after a break. Your palm vein patterns will also be compared with those of other candidates to allow Pearson VUE to find people who may have tested under multiple names or identities. When the reader scans your palm, the information about your vein patterns is stored as a digital template. After you finish taking your exam, the template is sent via encrypted transmission with your test results to Pearson VUE. Your vein pattern template is stored separately from other information about you in the system.

After the manager gathers your information, he or she will take your photograph, which will be printed on your score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action, such as prohibiting re-tests for a designated amount of time.

After registration, the test center manager will assign you a seat and assist you with the testing unit. You will have an opportunity to go through a tutorial on the testing system. The time spent on the tutorial will not reduce

the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations nor with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure. Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question.

You will be given two (2) hours to complete the examination. After the examination time has expired, the testing unit will automatically turn off. Under no circumstances will you be permitted to work beyond the allotted time. Official scoring of your examination will take place immediately. You will leave the test center with your official score in hand.

REVIEW OF EXAMS

For security reasons, examination material is not available to candidates for review.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to the following: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**

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- Studying is **not** allowed in the test center. Visitors, children, family, and/or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and/or reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. When the candidate enters and is seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.