

Task 1.1

1. Virginia Law assures clients who are residents of an adult or group home certain rights. These rights include:
 - a. Client must be informed of _____ . If changes are made, the client _____ .
 - b. Client must be informed of the _____ and _____ .
 - c. Client has a right to take part in _____ .
 - d. Client has a right to _____ .
 - e. Client has a right to _____ during medical treatment including during the _____ .
 - f. Client has a right to take only those _____ prescribed by their own _____ .
 - g. Client has a right to refuse to participate in any _____ .
 - h. Client has a right to choose their own _____ as long as they are reasonably available and they client can _____ .
 - i. Client has a right to _____ . Only staff members _____ to a client may have access to their medical records.
 - j. Client has a right to _____ release or to _____ release of their _____ to an individual outside the facility unless _____ .
2. As a staff member, it is your responsibility to make their rights, responsibilities, and rules known to the client. The client should be provided with a _____ of their rights upon admission. Also, the client should be given a system for _____ without fear of punishment.

Task 1.2

1. The three Cs when responding to all varieties of health threatening situations are:
 - a. _____
 - b. _____
 - c. _____
2. There are three type of health threatening conditions. They are”
 - a. _____
 - b. _____
 - c. _____
3. True emergencies are _____ and often mean the difference between _____.
4. What are some examples of true emergencies?
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
5. The three Cs for true emergency situations are as follows:
 - a. Check _____
 - b. Call _____
 - c. Care. Provide _____.
6. Following all emergencies:
 - a. As soon as the emergency is under control
_____.
 - b. _____ according to your facility’s policy.
7. Non emergency, health threatening conditions are _____, which lead you to believe that the _____ of the client or others is in danger, but the _____. Think of those conditions when you would call a _____ but not _____.
8. What are some non emergency health threatening conditions?
 - a. _____

- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____

9. Other changes in physical condition or behavior are important and should be recorded and reviewed. These types of conditions are the most _____ . They are changes in which the person is _____ but there is a _____ .

10. What are some other changes in physical condition or behavior?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Task 1.5

1. "Psychotropic drug" mean any drug prescribed or administered with the _____ .

2. Examples include:

- a. Medications for _____
- b. Medications for _____
- c. Medications for _____
- d. Medications to _____
- e. _____ Medications

3. Using a psychotropic drug when it is not necessary for the client's condition, simply for the purpose of convenience of discipline is called a _____ .

4. Examples of ways that psychotropic medications may be used as a chemical restraint include:

- a. _____

- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

5. If you notice what seems to be an adverse effect or if the client seems to be overmedicated you should _____.
Then either you or your supervisor should contact the _____ with your concerns.

Task 3.1

Use the sample admission form on pages 45 – 49 in your book to answer the following questions.

1. What is the name of John Williams' personal doctor?

2. Does he have any allergies? If yes, to what?

3. What are his height and weight?

4. Mr. Williams is oriented to _____ but NOT _____.
5. What SCHEDULED medications is Mr. Williams taking?

6. What PRN medications does Mr. Williams have available?

7. What medical diagnosis does Mr. Williams have?

8. What diet recommendations does Mr. Williams have?

9. Does Mr. Williams need any mobility aids like a cane or walker to move around? _____

Task 3.2

1. You need to communicate about the client to all those who work with them. This includes their _____, their _____, and your _____.
2. The information that the doctor should be given when seeing a client from your facility is:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
3. When visiting the doctor you should get certain information from them. All information should be _____ so that it may be more accurate.
4. The information you should obtain includes:
 - a. _____
 - b. _____
5. The following questions should be kept in mind when dealing with a new medication:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____
6. Your MAR should serve as your _____.
7. It is very important that MARs be kept _____ with the client's current _____.

If medications have been _____ or the resident has _____ these medications should not be _____

_____ every month after the _____. **Task**

3.3

Use the blank front pages of a MAR on the next two pages to create a MAR based on the medication list on page 56 of your book.

You may check your work using the completed MAR on pages 57 – 60 of your book.

After completing your MAR, answer the following questions.

1. List the medications the client is scheduled to take at 8am.

2. List the medications the client is scheduled to take at 1pm.

3. List the medications the client is scheduled to take at 5pm.

4. List the medications the client is scheduled to take at 10pm.

5. List the medications the client is able to take As Needed.

6. Stop medications on the MAR so that it is

_____ that the medications has been stopped.

- a. Mark an _____ through the _____.

- b. In the calendar section of the MAR write

_____, the _____, and
your _____.

- c. Mark out any _____ of the month for that
medication.

7. _____ discontinued medications from _____
for all time passes.

Physician/Atc. Physician	Telephone No.	Diagnosis	Score Name
Resident/Patient/Client	Room	Bed	Patient Code
			Admr. Date
			Sex
			Date Of Birth
			Allergies
			Charting For/Through
			%pk



Meds/Orders

HOUR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Physician/Alt. Physician	Telephone No.	Diagnosis	Store Name
Resident/Patient/Client	Room	Bed	Patient Code
			Admin. Date
			Sex
			Date Of Birth
			Allergies
			Charting For/Through
			Page

Task 3.4

1. The human body does not always _____.
Sometimes a doctor will order medication to help the body _____.
2. There are three outcome that may occur when a drug is taken:
 - a. _____
 - b. _____
 - c. _____
3. Medications are given for many reasons. Some examples include:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
4. When the prescribed medication is _____,
we say the medication is producing the _____.
5. The desired effect is the _____.
6. When a doctor prescribes the drug there is always the possibility that the client may experience _____.
7. A side effect may not occur in _____ for whom the drug is prescribed, but it happens frequently.
8. Common interactions are listed in the _____,
under _____.
9. Unwanted side effects may present as either a _____,
such as an upset stomach, or a _____, such as confusion.
10. Some individuals have _____ to certain medications. Drug allergies are a type of _____ that can be very dangerous.
11. _____ are another type of unwanted effect which occurs when certain medications are mixed together.

Task 3.6

1. Each time you administer or assist with the administration of a medication you should be sure you have followed the five rights. They are:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Even though most of the medication you will be giving will become routine to you over time, it is important to continue to

_____ you administer medications.

3. There is always the possibility that a medication has _____, that a medication is _____, or that you have accidentally _____ . There is also the possibility that an _____ .

4. Always compare the name on the _____, to the client's name on the _____.

5. If you have questions about the appearance of a medication or the name of the drug, be sure to call and check with the _____.

6. If you need to measure out the _____, do so carefully, and _____ once finished pouring.

7. Some medications must be given at a _____. Pay careful attention to any special directions regarding the _____ of medication administration.

8. PRN drugs are given as needed, therefore no specific time is listed on the MAR. Make sure that the doctor includes the _____ of any PRN medication and the _____ when they write the order.

9. The route of administration is _____ a medication is given.

10. Remember, you should administer the medication only when you are sure of _____.

Task 3.7

1. Call your client _____ and ask them if that are _____.

2. _____ your work area and _____.
3. Review the _____ and count the number of _____ that are to be given at the appropriate time.
4. Put the medications in the _____.
5. Use the _____ when dispensing medications and always check your _____ with every drug that you are going to give.
6. Compare the _____ to the _____.
7. Once you have compared all 5 rights, remove the medication out of the calendar card and put it into the medication cup. Do not touch the medication unless you are wearing a _____.
8. Once the medication is in the cup then put your _____ in the appropriate box on the MAR.
9. Once you have all the medications prepared ask your client _____.
10. Give the medications to your client as directed. Ask your client to show you that they _____.
11. Once you know for sure that your client has swallowed all of their medications the go back to the MAR and put your _____ in the box beside your _____.
12. Your second initial indicates that you have _____ your client _____.
13. Never leave medications _____. Make sure you have _____ according to the facility policy.
14. Controlled substances need to be _____.
15. Over the counter and other prescription drugs need to be locked with at least _____.
16. The keys to the medication cart need to _____.
17. The client has a right to _____. Please _____ them to take it but if they refuse you cannot force them to take the medication.

18. If a tablet falls on the floor it is _____. Please _____ this medication following proper disposal procedures.
19. Crush medications, dissolve them in _____, then mix with _____, and place in a sealed plastic bag before tossing in the _____.
20. If the medication is a controlled drug, a _____ should observe and co-sign the document.
21. After proper disposal of the _____ give the consumer a _____. If using bubble cards, use the tablet from the _____. Be sure to call the pharmacy and make them aware that an _____.
22. There are numerous different devices that may be used to accurately measure out a _____. Do not use a household _____ or _____.
23. Place the medication cup on a _____.
24. Bend down as necessary so that you are at _____ with the medication dose you are trying to measure.
25. Pour the liquid medication until the _____ of the _____ is at the _____.
26. If using a syringe, Once the medication is drawn up in the syringe, squirt it into the _____.
27. Do not squirt medication directly into _____ to prevent _____.

Task 3.8

1. When measuring _____, it is important to know what is _____.
2. Temperature normal values:
 - a. Oral (by mouth) _____
 - b. Rectal _____
3. Pulse Range: _____
4. Respiratory Rate: _____
5. Blood Pressure: _____
6. How to take a temperature with a digital thermometer:

- a. Turn the unit _____.
 - b. Wait for the thermometer to _____ across the window.
 - c. Place the thermometer _____.
 - d. The unit will _____ when it is _____ the temperature results.
7. How to take a pulse:
- a. Feel for the _____ on the client's _____.
 - b. This is found on the _____ of the wrist on the side nearest the _____.
 - c. It is best to use _____ to feel for the pulse. Do not use your _____.
 - d. The beats should be counted for _____.
 - e. To measure a pulse you must have a _____ or a clock that has a _____.
8. How to take a respiratory rate:
- a. Using a _____ or _____, watch the client's _____ as they _____ for 60 seconds.
 - b. As the chest _____ and _____, this is one respiration.
 - c. Count the number of respirations that occur in _____.
 - d. It is sometimes difficult for a person to _____ if they know you are counting their _____.
 - e. You will get a more accurate reading if you measure the _____ without telling the client _____.

Task 3.10

1. Residents do have a right to _____ medication.
2. You can _____ them to take their medication but you cannot _____ them.
3. It is _____ to hide the medications in the client's food without their knowledge.
4. It is important that you _____ and _____ a refusal to take medication.

5. It is important to notify the _____ and/or _____ when a resident refuses a medication, especially if they refuse _____.
6. When a resident refuses to take a medication, the medication aide should talk to the resident about why they are refusing. Discuss the resident's _____ and _____ them to take the medication.
7. Reapproach the resident within _____.
8. Medications should be given within _____ of the specified time slot.

Task 4.8

How to use a metered dose inhaler:

1. _____ with soap and warm water.
2. _____ the inhaler well. If you haven't used the inhaler in a _____, or it is the _____ you have used the inhaler _____ before using it to check that it works.
3. Replace the _____ cover.
4. Have client sit/stand _____, with the head slightly _____.
5. First, ask the client to _____ as much air as possible.
6. Position the inhaler in the _____.
7. Have the client take a _____, and at the _____ firmly to release the medication.
8. After breathing in as much as the can, ask the client to hold their breath to the _____.
9. _____ slowly.
10. _____ the client's mouth with water to prevent _____.
11. Take apart the inhaler and _____ and _____ the _____.

12. For clients who are unable to _____ the inhaler and breathing in at the same time, a _____ is recommended.

How to use spacer device with a metered-dose inhaler:

1. _____ hands with soap and warm water.
2. Have the client _____ or _____ and _____ to open the airways.
3. Remove the cap from the mouth piece of the inhaler and _____ the inhaler. If you haven't used the inhaler in a _____, or it is the _____ you have used the inhaler _____ before using it to check that it works.
4. Insert the _____ into the hole in the end of the spacer.
5. Have the client take some _____ and seal their lips around the _____.
6. _____ on the canister in the inhaler to spray _____ puff of medicine into the spacer.
7. Have the client _____ slowly and deeply when they are ready, then hold their breath for _____.
8. Breath out, then _____ deeply again through the _____ of the spacer and hold breath. The client should take _____ deep held breaths from the spacer for _____ puff from the inhaler.
9. Don't spray more than _____ at a time into the spacer.
10. Clean the spacer _____ with _____.

How to use a dry powder inhaler:

1. Hold the _____ in one hand. Place the thumb of your other hand in the _____. Push your thumb _____ . This action opens the _____.
2. Hold the diskus in a _____ to prevent the medicine from _____. Slide the _____ away from you until it _____. This action _____ the _____. You will notice the dose counter on the device decrease by one.

3. Have the client tilt head _____ from the diskus and _____ as much air as they can.
4. Place the diskus mouthpiece into their mouth and instruct them to _____ as _____ as they can.
5. Remove the diskus from their mouth and have them _____ for _____.
6. _____ the diskus by placing your thumb in the _____ and slide the grip back toward you over the _____. This action _____ so it is ready to use for the next treatment.
7. Have the client _____ their mouth out with water.
8. Never place the DPI in _____
9. Never _____ or _____ the DPI
10. Never use a _____ with the DPI.
11. Inform the client that unlike other inhaled medications, they may not _____.

Task 4.10

1. A _____ is used to provide a slow release of medication through the skin over a period of time. To apply follow the following instructions:
2. _____ hand and apply _____.
3. If an old patch is due to be _____, then do so, making nose of the skin site. Be sure to _____ with the _____ before discarding into the _____.
4. Chose your skin site. Various patches may recommend specific sites. As a general rule, patches may be applied to the _____ or _____ . The site should be a _____ area. Avoid any skin area that is _____ or have _____ . _____ skin sites with each application to avoid _____.

5. The skin site should be _____, _____, and _____.
6. Peel off the _____ and apply firmly to skin with the _____.
7. Write _____ on the patch with a permanent marker.
8. While handling the patch be careful not to _____ or _____ or to _____ even with your gloves on.
9. Remove _____ and _____ immediately.

Task 4.11

1. A nebulizer is a device driven by a _____. It allows you to take breathing treatments in the form of a _____.
2. The hand held nebulizer consists of a _____.
_____.
_____.
For children under the age of two, the mouthpiece may be replaced with a _____. To use the nebulizer:
 3. _____ your hands and _____.
 4. _____ the correct amount of _____ and place it in the _____.
 5. Fasten the _____ to the _____ and connect to the _____.
 6. Connect the _____ with the _____ using each end of the _____.
 7. Ask the client to put the mouthpiece in their _____. With _____ closed around it (or place _____ over child's _____).
 8. Turn on _____.
 9. Encourage client to take _____ in through the _____ and hold each breath _____ before breathing out if comfortably possible.

10. Continue until all medication is _____ from the cup (approximately _____).
11. If you do not _____ and _____ the nebulizer parts, you could be delivering infection causing germs into the lungs.
12. The _____ should never be washed or rinsed.
13. After _____ of the nebulizer, rinse the cup, mouthpiece, and t-piece well in _____ for _____.
14. Shake off excess water and allow to _____.
15. The cup, mouthpiece, and t-piece need to be disinfected _____.
16. Mix one cup _____ with 2 cups _____.
17. Soak the mouthpiece, t-piece, and medicine cup in the vinegar solution for _____.
18. Rinse well and allow to _____ before using again.

Task 4.12

1. EpiPen is used in an emergency situation, for a client who is having a _____.
2. When does an EpiPen need to be administered?
 - a. When a person is experiencing _____.
Symptoms are:
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____
3. How to use an EpiPen:
 - a. Wear gloves _____
 - b. Remove _____ safety release
 - c. Inject into _____ if possible, otherwise, inject through _____:
 - i. Hold the EpiPen firmly in your _____.
_____ put your _____ or _____ in front of the

_____, as this is where the needle will come out.

- ii.
- iii. Place the _____ of the EpiPen firmly against the _____.
- iv. Hold in place for _____ to allow the medication to absorb into the skin.
- v. Massage the _____ for
- vi. _____. This increases circulation and allows the medication to _____.

4. Check _____ on the EpiPen regularly.

Task 1.3 Abbreviation Matching

1. IM _____
2. QID _____
3. mg _____
4. SC or SQ _____
5. SL _____
6. BID _____
7. TID _____
8. PC _____
9. gtt or gtts _____
10. PO _____
11. AU _____
12. OU _____
13. ung _____
14. Q4h _____
15. HS _____
16. PRN _____
17. SOB _____
18. d/c _____
19. NPO _____
20. Tab _____
21. AC _____
22. PR _____
23. PV _____
24. IV _____
25. H _____
26. Q _____
27. QD _____
28. g or gm _____
29. Cap _____
30. Susp _____
31. Tsp _____
32. Tbsp _____

- A. By Mouth
- B. Suspension
- C. Tablets
- D. Hour
- E. Before Meals
- F. After Meals
- G. Both Eyes
- H. Both Ears
- I. Ointment
- J. Capsule
- K. Drop or Drops
- L. Intramuscular
- M. Intravenous
- N. Every four hours
- O. As needed
- P. Four times a day
- Q. Three times a day
- R. Two times a day
- S. Rectally
- T. Vaginally
- U. Subcutaneous
- V. Sublingual (Under the tongue)
- W. Teaspoon
- X. Tablespoon
- Y. Milligrams
- Z. Gram
- AA. Every
- BB. Every Day
- CC. At bedtime
- DD. Nothing by mouth
- EE. Discontinue
- FF. Shortness of breath

Task 1.3 Math practice

1. 10ml = _____ Teaspoons
2. 30ml = _____ Tablespoons
3. 4gm = _____ Milligrams
4. 20ml = _____ Teaspoons
5. 100cc = _____ Milliliters
6. 3tsp = _____ Milliliters
7. 2tbsp = _____ Ounces
8. 400ml = _____ cc
9. 3tsp = _____ Milliliters
10. 1000mg = _____ gram

Your client's medication comes in a stock solution of 200mg per ml. Your client needs 400mg. How many ml should you give your client?

Your client's medication comes in a stock solution of 500mg per 2ml. Your client needs 1000mg. How many ml should you give your client?

Your client's medication has 100mg per teaspoon. Your client needs 300mg. How many teaspoons should you give them?

Your client's medication has 400mg per 2 teaspoons. Your client needs 200mg. How many teaspoons should you give them?

Task 1.4 Practice Matching

Match the drug with its class. Some classes will be used more than once.

1. metoprolol (Lopressor) _____

2. fluticasone (Advair Diskus)

3. tamoxifen (Nolvadex) _____

4. Ibuprofen (Motrin, Advil)

5. triple antibiotic ointment
(Neosporin) _____

6. omeprazole (Prilosec) _____

7. ciprofloxacin (Cipro) _____

8. digoxin (Lanoxin) _____

9. sertraline (Zoloft) _____

10. amlodipine (Norvasc) _____

11. Tramadol (Ultram) _____

12. Famotidine (Pepcid) _____

13. Montelukast (Singulair) _____

14. Risperidone (Risperdal) _____

15. Azithromycin (Zithromax)

16. Alprazolam (Xanax) _____

17. Erythromycin (Ery-Tab) _____

18. Hydrocodone/acetaminophen
(Norco) _____

19. Lisinopril (Zestril) _____

20. Ranitidine (Zantac) _____

A. Antibiotics (to fight infection)

B. Cardiovascular (heart and blood pressure)

C. Psychotropic (mental health)

D. Breathing

E. Stomach or intestine

F. Cancer

G. Skin

H. Pain

Task 1.4 Practice Multiple Choice

Which of the following is a cancer drug?

- a. Digoxin
- b. Tamoxifen
- c. Vitamin
- d. penicillin

Which of the following is a cardiovascular drug?

- a. Sertraline
- b. Famotidine
- c. Lisinopril
- d. Estrogen

Which of the following is a pain medication?

- a. Azithromycin
- b. Montelukast
- c. Omeprazole
- d. Acetaminophen

Which of the following is an antibiotic?

- a. Penicillin
- b. Lithium carbonate
- c. Nitroglycerin patch
- d. Anastrozole

Which of the following is a psychotropic drug?

- a. Metoprolol
- b. Risperidone
- c. Erythromycin
- d. Lisinopril

Which of the following is a breathing drug?

- a. Ibuprofen
- b. Albuterol
- c. Ciprofloxacin
- d. Amlodipine

Which of the following is a stomach drug?

- a. Albuterol
- b. Famotidine
- c. Tramadol
- d. Digoxin

Which of the following is used on the skin?

- a. penicillin
- b. tamoxifen
- c. triple antibiotic ointment
- d. ensure

Tramadol is an example of what?

- a. Antibiotic
- b. Pain medicine
- c. Cancer drug
- d. Breathing drug

Montelukast is an example of what?

- a. Cardiovascular drug
- b. Antibiotic
- c. Breathing drug
- d. Hormone

Azithromycin is an example of what?

- a. Antibiotic
- b. Psychotropic drug
- c. Stomach drug
- d. Pain medicine

Alprazolam is an example of what?

- a. Breathing
- b. Nutritional product
- c. Psychotropic
- d. Hormone

Omeprazole is an example of what?

- a. Stomach drug
- b. Breathing drug
- c. Antibiotic
- d. Pain medicine

Lisinopril is an example of what?

- a. Cancer drug
- b. Cardiovascular drug
- c. Pain medicine
- d. Cancer drug

Tamoxifen is an example of what?

- a. Cancer drug
- b. Nutritional product
- c. Psychotropic drug
- d. Breathing drug

Vitamins are an example of what?

- a. Hormone
- b. Breathing drug
- c. Antibiotic
- d. Nutritional product

Task 1.3

1. L
2. P
3. Y
4. U
5. V
6. R
7. Q
8. F
9. K
10. A
11. H
12. G
13. I
14. N
15. CC
16. O
17. FF
18. EE
19. DD
20. C
21. E
22. S
23. T
24. M
25. D
26. AA
27. BB
28. Z
29. J
30. B
31. W
32. X

Task 1.3 Math

1. 2
2. 2
3. 4000
4. 4
5. 100
6. 15
7. 1
8. 400
9. 15
10. 1
11. 2ml
12. 4ml
13. 3 teaspoons
14. 1 teaspoon

Task 1.4 Multiple Choice

1. B
2. C
3. D
4. A
5. B
6. B
7. B
8. C
9. B
10. C
11. A
12. C
13. A
14. B
15. A
16. D

Task 1.4 Matching

1. B
2. D
3. F
4. H
5. G
6. E
7. A
8. B
9. C
10. B
11. H
12. E
13. D
14. C
15. A
16. C
17. A
18. H
19. B
20. E

