

Task 2.1

1. Universal precautions is defined as:

2. It is very important that these precautions be taken within the facility because when followed properly,

Universal Precaution Procedure

- 1. _____
- 2. _____

If you skin is touched by a body fluid, wash immediately with soap and water.

3. If you assist a consumer or resident with insulin injections:

- a. _____
- b. _____
- c. _____

4.

- a. Feces should be discarded directly into the _____
- b. Disposable supplies contaminated with body wastes should be discarded into a _____
- c. Spills of blood or body fluids on non-disposable items or surfaces should be _____

5. If you have an _____, protect yourself by

Some facts about the importance of using universal precautions

1. Why is the use of universal precautions so important for you? (Summarize)

2. Why are universal precautions used on everyone instead of only using them on those who you know to be infected? (Summarize)

3. Is there a cure for the Hepatitis B, Hepatitis C, or HIV viruses? (Summarize)

4. Who is responsible for seeing that universal precautions are followed in your facility? (Summarize)

5. Am I responsible for preventing the spread of infections diseases from one client to another? (Summarize)

Remember:

Gloves are an important part of following _____. Remember that gloves are meant to protect _____ but gloves are also used to protect _____. After you have washed your hands and applied your gloves, do not _____

It is important to _____ before and after _____. Be sure not to _____ with contaminated gloves (ex: _____). Do not touch _____ with contaminated gloves and always _____ when they are _____ or if they _____.

Task 2.2

1. Importance: Maintaining _____ are an important means of _____.
2. Products: There are many products that may be used to routinely clean the storage area of medications such as _____.
3. Procedure: Your facility should have a _____ that will direct you in the _____ used to clean you medication area.

Task 2.3

1. Definition: Infectious waste is _____

_____.
2. Any item that is contaminated with a _____ should be considered _____.
3. What items would you find in the facility that would be considered infections waste?
 - a. _____
 - b. _____
 - c. _____
 - d. _____
4. How are infections wastes packaged and labeled for disposal?
 - a. _____
 - b. _____
 - c. _____
 - d. _____
5. Virginia state law requires that needles and syringes (sharps) be disposed of in _____.

Task 3.11

1. Definition: A medication error occurs if _____
_____ or if a _____
_____.
2. Examples of medication errors include:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
3. When medications errors occur, _____
_____ are critical to the proper care of
your consumers.
4. Medication error documentation can also _____
_____ so that we can prevent _____
_____.
5. If you determine that a medication error has occurred, follow these
procedures.
 - a. _____

 - b. _____

 - c. _____

6. Part of your responsibility as a medication aid is _____
_____ any medication errors that may have
occurred, but _____
_____.
7. You can monitor for this using a _____.
8. During a medication audit, both the _____ and the _____
are carefully reviewed, to ensure that _____.

_____ and that _____ was completed.

Task 3.12

1. All drugs must be stored in the _____ by the pharmacy. The labels on these containers must be kept _____. Do not make any _____ on the label. If a change is necessary, please contact the pharmacy so that the pharmacist can make the change for you and send you a corrected label. Medication aids _____ repackage medications into a different container.
2. All medications must be stored in a _____. Most homes use a _____. A _____ may serve the same purpose. Any locked unit must have _____.
3. The keys to the medicine cart must be kept _____ at the facility who is _____. Keys should never be _____.
4. All controlled substances should be kept under a _____.
5. Any medication that needs to be stored in the _____ must also be _____. The refrigerator must be equipped with a _____ or it must be in a _____ that is not accessible to the residents.

Task 3.13

1. A controlled drug is a drug with a _____ meaning that it can be _____.
2. Because of the _____, the laws concerning controlled drugs are very strict.

3. Drug diversion means _____

This is a criminal activity and will result in a police investigation.
4. Medication aids are responsible for _____
of the _____ in the facility.
5. Documentation of the inventory may be maintained using an _____
_____ along with a _____
_____ form.

Task 3.14

1. When a prescription expires, is discontinued, or is left after a resident's death, certain procedures must be followed in disposing of the unused drugs:
 - a. _____

 - b. _____

 - c. _____

2. The Drug Enforcement Agency (DEA) prohibits the pharmacy from taking back _____ for disposal. For this reason, please use the instructions below to properly dispose of controlled substance.
 - a. _____ solid medications or _____
(this applies for liquid medications as well) and mix with _____

then place in a _____
to reduce the risk of _____
before tossing in the _____.
 - b. Remove and destroy ALL _____
_____ (prescription label) from the
medication container.
3. If the medication is a controlled drug, a _____ should observe and co-sign the documentation.

4. If a resident leaves your facility, remember that _____
_____. If the resident is not responsible enough to handle their medication, it should be given to _____
_____. Your facility may use a _____
_____ when discharging a resident with their medications.
5. Proper handling of medications includes _____
as well as _____.

Task 4.1

Steps in Using Eye Drops

1. _____ with soap and warm water and dry them. Apply _____.
2. _____ the eye drop container if it is a _____,
_____ or labeled _____.
3. Remove the _____. Do not _____
with your gloved hands or to the eye. Eye drops must be kept _____.
4. _____ the client's head _____.
5. Pull the lower eyelid _____ from the
eyeball to form a _____.
6. Hold the dropper tip _____, but do
not allow it to _____.
7. Ask the client to _____ to prevent blinking. Place
_____ in the pocket and continue to hold the eyelid for a
moment while the medication runs in.
8. Carefully _____ and ask the client to
gently _____ for _____.
Do not squeeze the eye tightly shut, or rub it.
9. If the medication is for Glaucoma, also _____
_____,
while sitting with the eyes closed.
10. Wait at least _____ if the client needs more than one
drop to be _____ in the eye or before applying another
eye medication.
11. Replace the _____ on the container.

12. Remove _____ and _____.
13. _____ properly on the client's MAR.

Steps in Using Eye Ointments and Gels

1. _____ with soap and warm water and dry them. Apply _____.
2. Remove the _____ from the medication tube. Do not _____ or let the tip touch _____.
Eye ointments and gels must be kept _____.
3. _____ the client's head _____.
4. Pull the lower eyelid _____ from the eyeball to form a _____.
5. _____ the tube until some medication comes out and then _____ (usually a _____) to the _____ of the lower eyelid.
6. Release the eyelid, and ask the client to _____ and keep it closed for _____. While the eyelid is closed, ask the client to _____ to distribute the medicine. Ask the client not to rub the eye. Eye ointments and gels can temporarily _____.
7. Replace the _____ on the medication tube.
8. Wipe off any _____ from the eye with a _____.
9. Remove _____ and _____.
10. _____ properly on the client's MAR.

Task 4.2

1. _____
2. Carefully _____ the _____ of the ear, taking care not to get any water in the ear canal.

3. If the ear drops have been stored in the _____, _____ by holding the container in the palms of your hands for a few minutes.
4. If the drops are a _____, are _____ or are labeled _____, shake the container.
5. Have the client tilt their head to the _____ or _____.
6. Open the container carefully. Position the dropper tip near, _____, the ear canal opening. Do not allow the dropper to _____, because it could become contaminated or injure the ear.
7. If the client is a child younger than _____, pull the ear _____ . For adults or older children, pull the client's ear _____. This opens the _____, and will allow the medication to flow more freely into the inner part of the ear.
8. Place the _____ into the ear. Then _____ the container.
9. Gently _____ the small, flat _____ over the ear canal opening multiple times, to force out any air bubbles.
10. Ask the client to stay in the same position for at least _____. If the client cannot stay still, _____, _____ to prevent the medication from draining out.
11. _____ the procedure for the other ear, it _____.
12. Gently _____ off the outside of the ear, using caution to avoid getting _____ in the ear canal.
13. _____ properly on the client's MAR.

Task 4.3

Steps to Use Nose Drops:

1. _____ with soap and warm water and apply _____.

2. Have the client blow their _____ to clear the nostrils.
3. _____ the outer portion of the _____ with a damp tissue.
4. Have the client _____ on their _____ with the _____ and the _____ (allow the head to hang over the edge of the bed or place a small pillow under the neck and shoulders).
5. _____ the nose drops container.
6. Insert the dropper tip into _____, and place the _____ or number of drops in the nostril. Try not to _____ with the dropper tip.
7. Ask the client to stay in the same position for _____.
8. Unless otherwise directed, _____.
9. _____ the dropper tip with warm water and _____ the cap on the container.
10. _____ and _____.
11. _____ properly on the client's MAR.

Steps to Use Nose Sprays:

1. _____ with soap and warm water and apply _____.
2. Have the client blow their _____ to clear the nostrils.
3. _____ the outer portion of the _____ with a damp tissue.
4. _____ the medication container.
5. Keep client's head _____ (Remember _____). Press a finger against the _____ to close one nostril. Insert the tip of the pump or spray into the _____. Ask the client to _____. Have the client _____ through the nostril while quickly and firmly _____ or activating the pump or inhaler.

6. _____ for the other nostril only if _____.
7. _____ the spray, pump, or inhaler tip with _____ and replace the cap on the container.
8. _____ your hands.
9. _____ properly on the client's MAR.

Task 4.4

Topical medications are those medication applied to the _____.

Examples include _____
_____.

1. _____ prescription directions.
 2. _____ hands.
 3. _____ a _____ of the cream, ointment, etc. to an appropriate _____. This prevents the tip of the ointment _____ from coming into _____ with the client's skin. You also should _____ the topical medication directly to the skin _____.
- Instead you may:
- a. _____ (Mandatory if the affected skin is broken or has open sores.)
 - b. Use a _____.
4. _____ the cream, ointment, etc. to the _____.
 5. _____ cover with a _____ unless instructed to do so by the _____.
 6. _____ and place them, along with any gauze pad used, into the _____.
 7. _____ immediately.
 8. _____ properly on the client's MAR.

Task 4.5

1. A dressing is a _____, such as a gauze pad,
_____.
2. Dressings have many purposes including:

- a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
3. When a medication is to be applied _____, a wet dressing is used. A wet dressing is also known as a _____.
4. A compress is a dressing _____.
5. When a dressing or compress is to be applied, follow these steps:
- a. _____
 - b. _____ if applying a dressing to an open wound
 - c. _____ and follow doctor's orders to _____.
 - d. If the order calls for a warm compress, use warm water _____ (never _____ or _____ the water) to prepare the solution. Check the temperature on your _____ to make sure it is not too hot. If the order calls for a cold compress use cold water _____.
 - e. Get a clean _____ or _____ that is the appropriate size for the skin site, to use as the compress. Keep the compress _____. (Do not allow the clean dressing to _____)
 - f. _____ the compress in the _____ and _____.
 - g. _____ over the affected area, for the _____ as specified on the _____.
 - h. Check the area frequently for signs of _____:
 - i. For warm compress, watch for _____
 - ii. For cold compress, watch for _____
 - i. Maintain correct temperature of the dressing, by _____ back into the _____ every _____.
 - j. When finished, discard the compress with your _____

- k. Discard the extra solution in the _____.
- l. Remove _____ and wash _____.
- m. _____ properly on the client's MAR.

Task 4.6

Steps in using rectal products: suppositories, enemas, rectal creams or ointments:

1. _____ and _____
2. Suppositories
 - a. If the suppository is too soft to insert, place it in the _____ before removing the _____.
 - b. _____ the foil or plastic wrapper.
 - c. _____ the suppository with _____.
 - d. Have the client _____ on their _____.
 - e. _____ the suppository well up into the rectum, with _____ (_____).
3. Creams and Ointments
 - a. _____ the rectal area
 - b. Have the client lie on their _____ and _____ of cream or ointment, and _____.
 - c. If the doctor's order calls for inserting the cream or ointment into the rectum, _____ onto the _____.
 - d. _____ the applicator tip into the rectum and _____ the tube to release the medication.
 - e. _____ the applicator tip from the tube and _____.
4. Enemas
 - a. Have the client _____, with _____.
 - b. Place an _____ beneath the client.

- c. Remove the _____ to the enema, and _____ with water based lubricant.
 - d. _____ into the rectum.
 - e. _____ the enema bottle, allowing the enema fluid to _____.
 - f. Follow any _____ for use.
 - g. Be prepared to _____.
 - h. Dispose of enema bottle in _____.
5. After any rectal products, _____, place into _____ or use _____ and _____.

Steps in using vaginal products:

1. _____ and _____.
2. Read _____.
3. Prepare the medication.
 - a. For vaginal creams:
 - i. _____ and screw applicator onto the _____.
 - ii. _____, forcing cream into the _____, until it is full with the _____ of medication.
 - iii. Remove _____ from _____.
 - b. For vaginal suppositories:
 - i. _____ from package
 - ii. Place _____ into _____.
4. Have client lie on their _____, with _____.
5. Hold applicator by the _____ and _____ into the vagina _____.
6. Press _____ to _____.
7. While keeping plunger _____, _____ from the vagina.
8. Disposable applicator should be discarded with the _____. Reusable applicator should be taken apart and _____.
9. Remove _____ and wash _____.

10. Reusable applicators should be stored with the _____.
The applicator cannot be reused by anyone other than the _____.

Task 4.7

A sitz bath is a _____ for the _____.
Typically, a sitz bath is ordered for a patient after a _____.

If you receive an order for a sitz bath or to soak any other body part such as an arm or foot, make sure the following steps are carried out.

1. Get the client into a _____ for the soak or the sitz bath.
2. Prepare _____ according to _____. (Frequently the soaking solution is _____)
3. Maintain _____ of the soaking solution throughout the treatment. Solution should feel warm to the _____.
4. _____ the body part for the _____.
5. Maintain _____ during a sitz bath.
6. _____ the treated area once soaking is completed.
7. Wearing gloves, _____.

Task 4.9

1. Oral hygiene products are used to _____.
2. Commonly used oral hygiene products include _____.
3. Client's with dentures require extra attention. Dentures should always be _____. Sleeping in dentures can cause _____.
4. Dentures should be _____ just as teeth are, _____ if necessary; using a _____.
5. The client's gums should _____.

6. If desired, the dentures may also be _____ using a product such as _____.
7. After cleaning, dentures should be stored in _____ until the client is ready to put them back in the mouth. Do not soak in _____ as this can damage dentures.
8. When assistance is required with a specific oral hygiene product, the medication aid should follow the following steps:
 - a. Read _____ and/or any specific directions written by a doctor.
 - b. _____ and _____.
 - c. Administer _____ as _____.
 - d. Properly dispose of _____ and _____.
 - e. Properly store remaining _____.
9. Commonly used prescription oral hygiene products:
 - a. _____ generic for _____ is an oral rinse for clients with certain kinds of _____. Chlorhexidene should be used _____ a client has brushed and flossed their teeth. Have the client swish the rinse around their mouth for _____. Then have the client _____ the medication; this medication should _____. The client should not _____ for _____ after using the oral rinse.
 - b. _____ toothpaste or brush on gel generic for _____ is a prescription medicine that makes teeth more _____. The toothpaste should be used like other toothpastes, however the resident should not eat or drink anything for _____ after using this product.

Task 1.3 Abbreviation Matching

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

- 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. 5gm = _____ Milligrams
3. 2tbsp = _____ Ounces
4. 800cc = _____ Milliliters
5. 30ml = _____ Tablespoons
6. 600ml = _____ cc
7. 4tsp = _____ Milliliters
8. 30ml = _____ Teaspoons
9. 2000mg = _____ gram
10. 2tsp = _____ Milliliters

Your client's medication has 200mg per teaspoon. Your client needs 600mg. How many teaspoons should you give them?

Your client's medication comes in a stock solution of 300mg per ml. Your client needs 600mg. How many ml should you give your client?

Your client's medication has 800mg per 2 teaspoons. Your client needs 400mg. How many teaspoons should you give them?

Your client's medication comes in a stock solution of 200mg per 2ml. Your client needs 400mg. How many ml should you give your client?

Task 1.4 Practice Matching

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

1. Ciprofloxacin (Cipro)_____
2. Sertraline (Zoloft)_____
3. Naproxen (Naprosyn)_____
4. Ranitidine (Zantac)_____
5. Albuterol inhaler (Proventil or Ventolin)_____
6. Metoprolol (Lopressor)_____
7. Tramadol (Ultram)_____
8. Triple antibiotic ointment (Neosporin)_____
9. Famotidine (Pepcid)_____
10. Risperidone (Risperdal)_____
11. Azithromycin (Zithromax)_____
12. Anastrozole (Arimidex)_____
13. Tamoxifen (Nolvadex)_____
14. Digoxin (Lanoxin)_____
15. Penicillin (PenVK)_____
16. Alprazolam (Xanax)_____
17. Quetiapine (Seroquel)_____
18. Acetaminophen with codeine (Tylenol 3)_____
19. Lisinopril (Zestril)_____
20. Fluticasone and salmetrol (Advair Diskus)_____

- 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. erythromycin
- b. sertraline
- c. anastrozole
- d. ibuprofen

Which of the following is a cardiovascular drug?

- a. tamoxifen
- b. ranitidine
- c. montelukast
- d. amlodipine

Which of the following is a pain medication?

- a. naproxen
- b. quetiapine
- c. azithromycin
- d. latanoprost eye drops

Which of the following is an antibiotic?

- a. omeprazole
- b. ciprofloxacin
- c. hydrocortisone cream
- d. acetaminophen

Which of the following is a psychotropic drug?

- a. ibuprofen
- b. Albuterol inhaler
- c. alprazolam
- d. digoxin

Which of the following is a breathing drug?

- a. lisinopril
- b. montelukast
- c. erythromycin
- d. tamoxifen

Which of the following is a stomach drug?

- a. ranitidine
- b. quetiapine
- c. tolnaftate
- d. naproxen

Which of the following is used on the skin?

- a. Timolol ophthalmic
- b. metoprolol
- c. nitroglycerine patch
- d. hydrochlorothiazide

Anastrozole is an example of what?

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

Advair Diskus is an example of what?

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

Vitamins are an example of what?

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

Ciprofloxacin is an example of what?

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

Acetaminophen is an example of what?

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

Famotidine is an example of what?

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

Metoprolol is an example of what?

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

Risperidone is an example of what?

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

Answers for tasks 1.3 and 1.4

Task 1.3

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

Task 1.3 Math

1. 2
2. 5000
3. 1
4. 800
5. 2
6. 600
7. 20
8. 6
9. 2
10. 10
11. 3 teaspoons
12. 2 ml
13. 1 teaspoon
14. 4 ml

Task 1.4 Multiple Choice

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

Task 1.4 Matching

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

