



Job Title/Position: Certified Medication Aide
Reports To: Nurse Operator/ Administrator

SUMMARY/OBJECTIVE

The Certified Medication Aide is responsible for administering medication to the residents. Provide quality medication management for each resident per physician orders under the direction of the facility nurse. The Certified Medication Aide also performs delegated activities of daily living and basic nursing care procedures for residents. Implements specific procedures and programs' coordinates work within the residential home, as well as with other staff. Reports pertinent information to the immediate supervisor; responds to inquiries or requests for information; and assists the immediate supervisor with tasks to support the quality of resident care.

ESSENTIAL FUNCTIONS

- Provides nursing care and support with Activities of Daily Living as assigned in a safe manner, consistent with the policies and procedures of the Company.
- Provides quality nursing care to clients/patients in an environment that promotes their rights, dignity, freedom of choice and individuality.
- Provides individualized attention, which encourages each clients/patient's ability to maintain or attain the highest practical physical, mental, and psychosocial well-being.
- Is knowledgeable of the individualized care plan for client/patient and provides support to the client/patient accordingly. Contributes to the care planning process by providing the supervisor or other care planning staff with specific information and observations of the client/patient' needs and preferences.
- Attends to the individual needs of client/patient, which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, transferring, ambulation, range of motion, communicating or other needs in keeping with the individuals' care requirements.
- Maintains the comfort, privacy, and dignity of client/patient in the delivery of services to them. Interacts with client/patient in a manner that displays warmth and promotes a caring environment.
- Fully understands all aspects of client/patient' rights, including the right to be free of restraints and free of abuse. Is responsible for promptly reporting to the supervisor or administrative staff incidents or evidence of resident abuse or violation of client/patient' rights.
- Assists in maintaining a safe, neat and clean environment; reports environmental deficiencies to the supervisor such as lighting or equipment problems.
- Protects the personal belongings of each resident, including eyeglasses, dentures, hearing aids, furnishings, jewelry, clothing and memorabilia. Promptly reports missing items according to established policy and participates in efforts to locate missing items.
- Observes client/patient for changes in condition or behavior and promptly reports these changes to supervisor.
- Provides care that maintains each resident's skin integrity to prevent pressure ulcers, skin tears and other damage by changing incontinent client/patient, turning, repositioning immobile client/patient.
- Lifts, moves, and transports client/patient, using proper body mechanics or lifting devices for accident prevention.
- Communicates and interacts effectively and tactfully with the client/patient, visitors, families, peers and supervisors.
- Assists and escorts client/patient for appointments such as at the beauty shop or attending activities or church services. Participates in activities and functions as directed.
- Practices careful and efficient use of supplies and linen and follows established charge procedures for resident charge items.
- Completes certified nursing assistant records documenting care provided or other information in keeping with company policies.
- Performs all job responsibilities in accordance with prescribed safety and infection control procedures, including thorough hand washing, use of disposable gloves where indicated and proper disposal of soiled materials.
- Responds to inquiries relating to his or her particular area or to requests from clients/patient, visitors and other personnel within given time frames and established policy.

Medication Expectations/Procedures:

- Obtain Medication keys
- Count medication cart at the beginning of every shift. Sign off on narcotic count signature sheet after count is completed; notify facility nurse if narcotic count is not accurate.
- Clean the medication cart at the beginning and end of every medication pass.
- Monitor for expired or discontinued medication and notify the facility nurse.
- Always keep medication cart free of food and drinks.
- Secure MAR (Medication Administration Record) and NAR (Narcotic Administration Record) book(s) inside of medication cart while not in use.
- Sign name and initials on the MAR signature page in the front of every MAR book at the beginning of every month.
- Administer all medication per MAR and according to physician orders.
- Check the medication administration record with the medication label.
- Wash hands with soap and water before beginning medication pass. Between each resident's medication pass use hand sanitizer and wash hands after last pass.
Initial after administering each medication, Medication Pass Policy is: Punch, Pass and Sign.
- Follow the 5 Rights of Medication Administration.
- Visually check that all medication was taken by the resident.
- Never leave resident medications unattended.
- Do not leave the medication cart unattended while unlocked.
- Do not leave medication keys unattended (See employee handbook "Lock Boxes and Medication Keys).
- Circle initials on MAR/NAR when resident refuses medication. The medication aid must: 1) call the nurse, 2) note on the back of the MAR/NAR reason for circle and intervention done 3) If medication is out, order the medication.
- On All PRN medications, 1) Notify nurse for permission to administer 2) Initial after administering PRN medication on the MAR and document the on the back of the MAR (date, time, medication, dose, reason for giving and name of nurse.)
Return to the MAR an hour after administering PRN medication and document the results of the medication.
- Obtain residents Vitals per the MAR if indicated.
- Reorder medication not on cycle.
- When accepting narcotics call nurse
- If pill(s) are dropped or wasted call facility nurse.
- Follow Standing Orders under the supervision of the facility nurse
- Clean medication related equipment per schedule.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to a variety of conditions at client sites. The employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. Due to the nature of this work, there may be an increased risk for occupational hazards and exposure to bloodborne pathogens and bodily fluids, including but not limited to HIV/AIDS, Hepatitis and Tuberculosis."

The noise level in the work environment and job sites can be loud. This position requires infrequent exposure to outside weather conditions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the business throughout the workday.
- Frequently required to push and pull items, such as resident/patient beds, requiring a force of up to 75 pounds.
- Frequently required to carry or lift items weighing up to 25 pounds at waist height. Required to obtain assistance of another qualified employee when attempting to lift objects over 25 pounds.
- Frequently required to assist in maneuvering resident/patients weighing 100-400 pounds and occasionally required to assist in maneuvering resident/patients weighing over 400 pounds.
- Tolerate standing and walking for up to 8 hours at a time on hard and soft surfaces.
- Frequently perform activities that require stooping, bending and reaching, squatting, balancing, and trunk twisting throughout the day.
- Constantly able to effectively communicate.
- Occasionally required to sit in a stationary position for up to 30 minutes at one time.

- Frequently able to detect and discern both loud and soft sounds such as resident calls, verbal orders, monitors, and phone calls.
- Frequently able to use hands and fingers to perform simple and fine motor handling tasks, such as taking vital signs, writing, and using a keyboard.

Position Qualifications and Requirements

1. High school diploma or equivalent required.
2. Current negative Mantoux test result on file.
3. Meets the training requirements in accordance with state and federal laws.
4. Possesses and maintains Certification in the state of Kansas.
5. Ability to read and follow written instructions and document care given.
6. Self-directing with the ability to work with little direct supervision.
7. Empathy for the needs of the ill, injured, frail and the impaired.
8. Possess and maintains current CPR certification.
9. Demonstrates tact, patience, and good personal hygiene.
10. Ability to pass background screening upon hire.
11. Ability to pass drug screening upon hire and throughout employment when deemed necessary.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB LIMITATIONS

The Certified Medication Aide will not function in any manner viewed as the practice of nursing according to the state's Nurse Practice Act. Specifically, Certified Medication Aide will not take physician's orders or perform procedures requiring the training, knowledge, and skill of a nurse, such as sterile techniques.

ACKNOWLEDGEMENT

My signature below acknowledges I have received and reviewed this job description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Company, without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

Employee Signature

Date