**MEDICATION AIDE**

**POSITION DESCRIPTION**

**Reports to:** Administrator / Administrator-In-Charge / Supervisor

The primary purpose of your job position is to assist in the administering of medications to residents as ordered by the attending physician, under the direction of the attending physician, your supervisor and your administrator. The administration of medications shall be in accordance with established nursing standards, the policies, procedures, and practices of this facility, and the requirements of this state.

**Delegation of Authority:**

As **a Certified Medication** Aide, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions:

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

**Responsibilities:**

1. **Administrative Functions:**
   1. Follow the policies and procedures of the facility governing the administering of medications to residents.
   2. Note and report errors in the administration of medications.
   3. Assist in developing and implementing procedures or programs of the facility that seek to determine what medication errors are taking place, when, where, and why they occur, and how they can be prevented.
   4. Perform administrative requirements, such as completing necessary forms, charts, reports, etc., and submit these as may be required.
   5. Maintain a friendly, productive, working relationship with other members of the department of nursing, attending physicians, the Medical Director, and pharmacists.
   6. Report any complaints or grievances made by residents to your Supervisor or Administrator.
   7. Participate and cooperate with any facility surreys (inspections) made by authorized government agencies as requested by the Administrator or Director of Nursing Services.
2. **Committee Functions**
   1. Participate in Quality Assurance programs, the Pharmaceutical Services Committee, and any other facility committee or program, which affects the medication, pass and seeks to improve the performance and accuracy of the medication process.
   2. Attend and participate in care plan meetings as necessary.
3. **Drug Administration Functions**
4. Accurately and safely prepare, administer, and document any oral and/or topical medications that are commonly used in this facility and that may be ordered for resident use by the attending physician or the Medical Director.
5. Verify that any medications brought into the facility by a newly admitted resident are examined and identified by the attending physician or the facility pharmacy or pharmacist.
6. Follow the labeling policies and practices of the facility.
7. Ensure that all medications administered are properly labeled.
8. Assist with medication charting as directed by the your supervisor
9. Follow facility procedures in regards to charting of medications
10. Follow facility policies and procedures regarding the destroying of medications; assist in carrying out these rules under the direction of the facilities consulting pharmacist.
11. Assist in documenting and removing medications that are discontinued by the attending physician.
12. Follow facility procedures governing drug receipt errors, including notifying the delivery source and the Administrator.
13. Ensure that medication is returned and reordered except emergency drugs. Ensure that documentation of the drug receipt error includes a written error report, signed by an observer/witness and you.
14. Follow facility procedures in holding medications for residents who are transferred from the facility or when the attending physician discontinues a medication.
15. Accurately measure, record, and report the vital signs of residents.
16. Observe and verify that medication is ingested or applied as directed. Docu­ment any instance where prescribed medication is not administered, including reason(s) for refusal.
17. Promptly notify your Supervisor, and Administrator of any errors or reactions to medications by residents.
18. Follow the medication card practices of the facility.
19. Ensure that no medication is administered without a written, signed, dated order from an attending licensed physician.
20. Follow the facility procedure for recording the order in the resident's clinical record, including the type, route, dosage, frequency and strength of each medication.
21. Verify the identity of the resident before administering the medication treat­ment.
22. Follow the facilities procedures allowing residents to self-administer their medications.
23. Assist your Supervisor in monitoring and documenting all aspects of such self-administering.
24. Promptly notify your Supervisor of any failure of a resident to properly take any “self-administered” medications.
25. Follow established guidelines concerning the storage of drugs.
26. Be familiar with the meaning and usage of common medical abbreviations, symbols, and terms relative to the administration of medications as used by the facility, pharmacists, and physicians.
27. Participate in the development and implementation of the resident's compre­hensive assessment as necessary.
28. **Staff Development**
29. Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as to maintain your certification on a current status.
30. Attend annual OSHA, HAZCOM, and TB training programs as scheduled
31. Attend and participate in orientation programs as necessary.
32. Participate in an in-service training program prior to performing tasks that involve potential exposure to blood or body fluids
33. **Safety and Sanitation**
34. Use personal protective equipment when performing procedures that involve exposure to blood or body fluids.
35. Report all hazardous conditions and equipment to your supervisor or the Administrator immediately.
36. Follow established safety precautions in the performance of all duties.
37. Wash hands before and after performing any service for the resident.
38. Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility's policies and procedures governing accidents and incidents.
39. **Residents Rights**
40. Maintain the confidentiality of all resident care information.
41. Ensure that resident interviews are conducted in private.
42. Report any complaints or grievances made by residents to the Administrator.
43. Ensure that you treat all residents fairly, and with kindness, dignity, and respect.
44. Knock before entering the resident's room.
45. Report incidents or suspected incidents of resident abuse to the Administrator immedi­ately.
46. Honor the resident's refusal of treatments or medications request.
47. Report a resident's refusal of treatments or medications to your supervisor.
48. **Working Conditions**
49. Works in the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
50. Moves intermittently during working hours.
51. Is subject to frequent interruptions.
52. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
53. Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
54. Communicates with the medical staff, nursing personnel, and other department supervisors.
55. Works beyond normal working hours and on weekends and holidays when necessary.
56. Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
57. Is involved in community/civic health matters/projects as appropriate.
58. Attends and participates in continuing educational programs.
59. Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
60. Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
61. May be subject to the handling of and exposure to hazardous chemicals.
62. Maintain a liaison with the residents, their families; support departments, etc., to adequately plan for the residents' needs.
63. Follows established procedures governing the handling and disposal of infectious waste.
64. **Education Requirements**
65. Must possess, as a minimum, a high school diploma, or a certified under the GED program or shall have passed and alternative examination established by the Department.
66. **Experience**
67. Must he a licensed Certified Nursing Assistant in accordance with laws of this State.
68. **Specific Requirements**
69. Must be able to read, write, speak, and understand the English language.
70. Must possess the ability to make independent decisions when circumstances warrant such action.
71. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
72. Must possess the ability and willingness to work harmoniously with and other personnel.
73. Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
74. Must be able to relate information concerning a resident's condition.
75. Must be a Certified Medication Aide, having successfully completed a state approved training program and any necessary examination.
76. Must provide documentation of such certification upon application for the position.
77. Must not pose a direct threat to the health or safety of other individuals in the workplace.
78. **Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices)**
79. Must be able to move intermittently throughout the workday.
80. Must be able to speak and write the English language in an understandable manner. Must be able to cope with the mental and emotional stress of the position.
81. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be totally met.
82. Must function independently, and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
83. Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
84. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
85. Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 3 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 15 feet.
86. May be necessary to assist in the evacuation of residents during emergency situations.