



JOB DESCRIPTIONS

JOB TITLE: Certified Medication Aide

REPORTS TO: DIRECTOR OF NURSING

POSITION SUMMARY:

Accurately prepare, administer, and observe resident for reaction or side effects and document medications as prescribed.

QUALIFICATIONS:

- Must have high school diploma or equivalent
- Must have completed and passed a state approved Medication Aide course
- Have a current medication aide LIC.
- Be in good standing on Nurse Aide Registry and Nurse Assistant Misconduct Registry
- Must have current Certified Nurse Assistant
- Ability to understand, remember and carry out oral and written instructions in English
- Ability to speak clearly and hear well enough to communicate with residents

ESSENTIAL FUNCTIONS:

- To assure resident safety.
- Accurately prepare, administer, and document medications as prescribed. Immediately report any errors to Charge Nurse or Director of Nursing
- Accurately take and record vital signs
- Accurately count and sign medication administration record for controlled drugs
- Safely lift, move, and transfer residents as required. This involves the ability to safely transfer residents who cannot bear their own weight. It also involves the ability to safely perform movements such as pushing, pulling, lifting, bending, kneeling, reaching, and lifting more than 150 pounds with or without reasonable accommodations; manual dexterity required performing tasks in assisting residents with their personal needs
- Observe all residents and report anything unusual or abnormal to Charge Nurse; ability to safely care for residents in a patient and respectful manner despite some resident's lack of cooperation and/or combativeness
- Follow safety guidelines; promptly remove and clean up urine or bowel excretions and other spills or safety hazards
- Safely utilize equipment. Report any equipment needing service or repair immediately
- Participate in emergency fire or disaster drills and other in-service training as scheduled; must be able to safely ascend and descend stairwells and assist in an evacuation
- Follow Universal Safety Precautions in order to protect one self, residents and other staff members; must have the capability to withstand strong foul odors and the ability to tolerate

wearing necessary personal protective equipment; willingness and ability to wear, tolerate and use protective clothing and equipment needed in the carrying out of duties, i.e., latex gloves

- Must be capable of maintaining regular attendance in accordance with facility absence policies
- Perform Nurse Aide duties, as directed; this requires the ability to perform the Essential Functions of a Certified Nurse Assistant with or without accommodations
- Promotes positive public relations with patients, residents, family members and guests
- Uses tactful, appropriate communications in sensitive and emotional situations
- Use appropriate work place behavior and always adhere to dress code
- Utilize electronic medical record charting; point click care

PHYSICAL REQUIREMENTS:

Have the ability to safely perform movements such as pushing, pulling, lifting, bending, kneeling, reaching and lifting up to 50 pounds with or without reasonable accommodations

WORK SCHEDULE:

As assigned, including some weekends, evenings and holidays, non-exempt position
AA/EEO/M/F/D/V