

JOB DESCRIPTION CERTIFIED MEDICATION AIDE

The following is a non-exhaustive criteria that relates to the job of a Certified Medication Aide, and it is consistent with the business needs of the facility. These are legitimate measures of the qualifications for a Certified Medication Aide, and are related to the functions that are essential to the job of a Certified Medication Aide.

KNOWLEDGE BASE:

- Current Medication Administration certification from state.
- Ability to record information and perform technical procedures.
- Good communication skills with excellent self-discipline and patience.
- Demonstrate competence for medication administration.
- Ability to perform work tasks within the physical demand requirements as outlined below.
- Genuine care and interest in elderly and handicapped people.
- Ability to comply with the Patient Bill of Rights and the Employee Responsibilities.
- Ability to comply with Company and departmental safety policies and procedures.
- Responsible for appropriately administering resident's prescribed PO, topical (unbroken skin) and rectal medication according to the physician's orders and Medication Administration policies.
- Monitors adverse affects of administered medications and reports them immediately to Charge Nurse.
- Records all medication administration according to company policy.
- Reports any medication errors immediately to Charge Nurse.
- Responsible for maintaining security of the medication cart and environment free of accident hazards.
- Responsible for maintaining confidentiality and privacy of residents.
- Responsible for observing infection control policies for medication administration.
- Responsible for properly monitoring assigned administration of resident medication.
- Responsible for notifying the Charge Nurse of complaints, reactions or any change in resident status.
- Ability to lift, bend and twist repetitively with minor assistance.
- Basic Computer Knowledge.

PHYSICAL DEMANDS:

- Sitting: 2 hours in an 8 hour work shift.
- Standing: 3-7 hours in an 8 hour work shift. Alternates continuous to walking.
- Walking: 3-7 hours in an 8 hour work shift. Alternates occasionally to standing.
- Lifting: 50 lbs.

Reliability, trustworthiness and consistency with regard to attendance is extremely important to this job. The ability to regularly and timely attend work, cooperative and politely work and deal with others, and to effectively multi-task and work in a stressful environment are also essential functions to this job.

STATEMENT: This position reports directly to the Charge Nurse.

APPLICANT DECLARATION: I have read the qualifications and requirements of the position of **CERTIFIED MEDICATION AIDE**. I understand and certify that the foregoing is a non-exhaustive criteria that is consistent with the business needs of this facility and is a legitimate measure of the qualifications for a Certified Medication Aide; and relates to the functions that are essential to the job of a Certified Medication Aide. To the best of my knowledge, I believe that I can perform these duties.

NAME: _____ DATE: _____