

SSCM
Motherhouse/School

Maria Hall, Inc.
Personal Care

JOB TITLE: Medication Technician
FLSA: Non-Exempt
DEPARTMENT: Nursing
ACCOUNTABILITY: The Medication Technician is directly accountable to the Director of Resident Care.
GENERAL DESCRIPTION: The Medication Technician is responsible to provide each assigned resident with routine nursing care and services in accordance with the resident's individual assessment and care plan and as directed by the Director of Resident Care. The Medication Technician role is an expansion of the Personal Care Aide/Nurse Aide or Care Aide/CNA role in that the Medication Technician may administer medications and may serve in the charge nurse role, consistent with his/her training and proven competency.

POSITION STATUS:

_____ Full Time _____ Part Time _____ PRN
_____ 1st Shift _____ 2nd Shift _____ 3rd Shift
_____ Swing Shift _____ Rotation of Weekends/Holidays Required

PRINCIPAL DUTIES & RESPONSIBILITIES

Medication Administration

1. Observe, report, record, communicate resident health status per established facility policies. Address care aide reported observations per established facility policy.
2. Administer medications per established facility protocols including typical-routine, PRN, missed dose, late administration, refused and discontinued medication.
3. Assure spoiled medications and disposal of discontinued medication is done according to established facility policy.
4. Comply with medication re-order protocols, as well as documentation standards when opening medications for first time use.
5. Immediately report to the Director of Resident Care, or on call administrator as appropriate, and document all missed dose and medication errors per established facility policy as required by DPW reportable incident regulations.
6. Complete medication administration monthly signature sheet.
7. Take vital signs per physician order or as indicated for care assessment.
8. All other duties as assigned.

Charge Nurse

1. Assume charge nurse duties as assigned.
2. Assess there are an adequate number of nursing care personnel on duty at all times. Report problems per established facility policy.

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3. Assess that all nursing service personnel comply with the procedures set forth according to facility policy and report any concerns to the Director of Resident Care.
4. Review physician's orders for completeness of information and document new orders in the resident health record.
5. Coordinate resident health care appointments, transportation and escorts. Document per established facility policy.
6. Make routine rounds of the nursing service department to ensure that all nursing service personnel are performing their work assignments in accordance with acceptable nursing standards. Report findings to the Director of Resident Care.
7. Make written and oral reports/recommendations to the Director of Resident Care as necessary/required, concerning the operation of the nursing service.
8. Accept complaints and grievances made by the resident and make a written/oral report to the Director of Resident Care indicating what action (s) was taken to resolve the complaint or grievance.
9. Ensure that nursing service personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
10. Report all resident incidents/accidents immediately, without exception before the end of the shift on which they occur, via written report and make notifications per established facility policy.
11. Immediately report suspicion of a DPW reportable condition or incident, via the chain-of-command, or administration on-call schedule as necessary.
12. During assigned shift, serve as facility representative for visitors and phone inquiries, in the absence of the Director of Resident Care.
13. Controls facility access keys during shift and transfers keys to next shift nurse.
14. Ensure that nursing service personnel follow established infection control procedures.
15. Keep the Director of Resident Care informed of the status of residents and other related matters through written/oral reports.
16. Monitor nursing procedures to ensure that nursing service supplies are used in an efficient manner to avoid waste.
17. Assess that nursing service personnel are in compliance with their respective job descriptions and report any concerns to the Director of Resident Care.
18. Respond to staff accidents, and complete incident reports as necessary per established facility policy.
19. Ensure that resident rooms, treatment areas, etc. are maintained in a clean, safe and sanitary manner Dispose of trash to central collection area, each shift.
20. Properly document and forward personnel's notice regarding schedule adherence as reported via phone notification.
21. Ensure that an adequate supply of personal protective equipment is on hand and readily available. Ensure that nursing personnel follow established hand washing procedures.
22. Ensure that personnel follow established procedures for the use and disposal of personal protective equipment.
23. Participate in the implementation and maintenance of the procedures for reporting hazardous conditions or equipment.

24. Monitor shift's personnel to ensure that they are following established safety regulations in the use of equipment and supplies.
25. Ensure only trained and authorized personnel operate the nursing service department's equipment.

MISCELLANEOUS

1. Obeys all safety procedures.
2. Ensure all work assignments are accomplished or notify the Director of Resident Care of any unfinished tasks.
3. Performs any other duties assigned by Personal Care Administrator and/or Director of Resident Care.
4. Must familiarize oneself with assigned residents support plan and adhere to its provisions.
5. Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

1. At least 18 years of age.
2. A high school diploma or GED.
3. DPW Direct Care On-Line Training diploma.
4. Completion of initial medication technician training, passing score on the competency test and initial practicum observation.
5. Successful completion of the diabetes patient education program within the last 12 months that meets the national standards for Diabetes Patient Education programs of the National Diabetes Advisory Board.
6. Completion of practicum observation, without lapse, annually.
7. Able to speak and understand the English language.
8. The ability to communicate in a professional manner both written and verbal.
9. Current CPR/First Aide training
10. The ability to lift, push, pull and move a minimum of fifty (50) pounds.
11. The ability to cope with mental and emotional stress of the job.
12. The ability to assist in the evacuation of residents during emergency situations.
13. The ability to interact cooperatively with all departments.
14. The ability to function independently and have flexibility.
15. Able to interact with all departments.

WORKING CONDITIONS

1. Personal Care Facility

EMPLOYER EXPECTATIONS

1. Professional conduct.
2. Sincere effort to foster a caring atmosphere.
3. Reliable and punctual in reporting for scheduled work.

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4. Clean and professional appearance.
5. Attend and participate in all mandated in-service and professional trainings.
6. Politely refuse tips and gratuities offered by residents, family members or visitors.
7. Report any resident abuse or fraud immediately.

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. It is not an exhaustive list of all the responsibilities, duties and skills required.

I have read this job description and fully understand the requirements, duties and responsibilities of this job.

Date

Signature of Personal Care Aide

Date

Signature of Personal Care Administrator

Date

Signature of Human Resources Manager