



## CERTIFIED MEDICATION ASSISTANT

REPORTS TO: Director of Nursing and Charge Nurse

POSITION: Provide personal care and supervision to residents in a manner conducive to their safety, comfort, security and the greatest degree of independence possible. Assists licensed staff with medication administration.

### POSITION QUALIFICATIONS:

- Current, valid certification as a Nursing Assistant in the State of Iowa required.
- Completion of Medication Aide course required.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.
- Must be 18 years or older.

### PHYSICAL REQUIREMENTS:

- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 50 lbs good body mechanics or 25-50 lbs improper mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Frequent bending: 481 or greater bends/day
- Squat/Kneel: 3-7 hours/day
- Endurance: Heavy energy requirements (7-9 mets)
- Push/Pull Over 15 lbs using proper and/or improper mechanics
- Good physical health with no limitations of restrictions as evidenced by Physical Examination and T.B. clearance.

### MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

#### WORK ENVIRONMENT:

- Work primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involve possibility of exposure to communicable disease.
- Work with frequent interruptions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Medication Administration.
- Administer all medications using the six rights method: right resident, right medication, right dosage, right time, right route, and right documentation.
- Administer oral, rectal, vaginal, ear, and eye medications as prescribed.
- Administer topical treatments as prescribed.
- Obtain Blood Pressure and TPR as needed and report to the appropriate charge nurse.
- Administer PRN medications under the supervision of the charge nurse.

#### Resident Care

- Assume accountability for compliance with Federal, State and other regulations.
- Assist in the implementation of each residents care plan by performing personal cares and all Activities of Daily Living (i.e. dressing, feeding, toileting, grooming).
- Answer any call lights to determine resident needs and take appropriate action.
- Notify charge nurse of change in resident's condition including skin tears, bruises, reddened areas, etc.
- Assist with bed bath, tub bath or whirlpool.
- Perform personal cares (i.e. nails, hair, oral hygiene).
- Assist with feeding residents; serve meal trays.
- Assist with AM and PM care-s.
- Measure and record resident intake and output.
- Pass fresh drinking water and nourishments each shift and PRN.
- Complete and submit daily assignment sheets and give Charge Nurse daily report.
- Observe and verbally reports to the charge nurse accurate and timely information concerning residents. Report changes in medical condition of health status, lack of response or resistance to care, special problems, unusual incidents, residents needs or requests, behavioral or psychological concerns and document in writing according to established procedures or as requested.
- Comply with the residents care plan in the performance of Rehabilitation, Range of Motion, or periods of exercise as ordered by the physician, PT, etc.
- Comply with safe lifting, transferring and handling of resident per procedures.
- Assume responsibility for the safety of residents under immediate supervision and those assigned at any time.
- Participate in shift to shift report.
- Assist with admission, discharge, and transfer of residents and document according to established procedures.

- Listen to residents and families/staff questions and concerns and responds in a timely manner. Report any irresolvable concerns to supervisor.
- Assist with transporting residents to activities, beautician appointments.
- Assure that residents rooms are maintained in clean orderly fashion (i.e. make beds, etc.).

#### Safety and Sanitation

- Observe safety hazards and emergency situations, and reports to appropriate person or takes corrective action according to established procedures, works safely without danger to self or others.
- Assume accountability for using, maintaining and storing facility property according to established policy.
- Demonstrate knowledge of emergency policies and procedures.
- Perform all duties in a safe and efficient manner; assure that safety regulations are followed at all times by all staff.

#### Customer Service

- Interact with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Act as a positive representative of the facility at all times.
- Perform incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
- Respond to call lights promptly.

#### Residents/Patients' Rights

- Provide privacy and maintains the confidentiality of all resident care information.
- Ensure care and security of residents' personal possessions.
- Report all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensure that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

#### In-Service Education

- Attend all in-service education programs mandated by federal, state, and company guidelines.
- Participate and assists in departmental meetings and projects as assigned.

#### Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. I have read this position description and fully understand the requirements. I accept the position of Certified Medication Aide and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Luther Manor or myself.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date