

## PRESBYTERIAN MANORS OF MID-AMERICA POSITION DESCRIPTION

<b>Position Title:</b>	Certified Medication Aide/Technician (CMA, CMT)
<b>Last Updated:</b>	01/2015
<b>Department:</b>	Health Services
<b>Supervisory Responsibilities:</b>	No
<b>Reports to:</b>	Charge Nurse

### Position Summary:

This position is responsible for assisting in the administration of medications to residents as ordered by the attending physician, under the direction of the department director. The administration of medications shall be in accordance with current federal, state and local standards, guidelines and regulations governing the Community and as may be required by the department director or supervisor to ensure the highest degree of quality care is maintained. Advances the value that the resident comes first. The employee values the Community as the residents' home and works to create attributes of home and models person centered care.

### Overall Essential Functions of the Position:

1. Comprehends the duties and responsibilities of the position.
2. Carries out the duties and responsibilities of the position in a professional manner.
3. Adapts to changes in the work place with ease.
4. Meets the needs of the work schedule (promptness, attendance), unless otherwise excused, and makes appropriate use of time while at work.
5. Follows established safety protocols as appropriate for position and/or location.
6. Customer Service duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with non-PMMA staff (i.e., residents, resident families, outside community, vendors, etc.).
7. Communication duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with PMMA staff.
8. Provides and initiates, creative, practical problem solving recommendations and/or takes the initiative to appropriately enhance job duties or area.
9. Works well with others, assists others when needed or asked and appropriately lends support to others even when not asked. Recognizes all team members in their efforts to provide person centered care.
10. Appropriately uses property, supplies and productivity during work time.
11. Represents and demonstrates the PMMA mission while carrying out job duties.
12. Attends training and or development programs as appropriate to meet or enhance current job or career knowledge.
13. Performs additional duties as reasonably assigned.

### Essential Duties and Responsibilities of the Position:

1. Follows the policies and procedures governing the administration, documentation and storage of medications and for providing treatments to residents.
2. Ensures that no medication or treatment is administered without a written, signed and dated order from the attending physician.
3. Identifies residents before administering medication, treatment or care.
4. Makes certain medications and topical creams are properly stored and drug rooms and carts are kept locked.
5. Immediately reports and documents medication errors.
6. Follows Community procedures for residents allowed to self-administer medications.
7. Checks and records vital signs such as blood pressure, respiration rate, weight and temperature.
8. Provides direct resident care as required and assigned. Ensures that resident care is provided in accordance with plan of care.
9. Observes and describes resident behavior and status. Reports pertinent changes to the charge nurse and in documentation so the plan of care can be appropriately updated. This may include presence of pressure areas on skin breaks, accidents/incidents, loss of ability and evidence of pain.

10. Assists in answering resident call lights.
11. Assists residents in preparing for or completing medical tests, exams, or rehabilitation activities.
12. Documents care given and resident condition using the appropriate documentation systems.
13. Advances the value that residents come first by reporting accidents, incidents, resident complaints and changes in the resident's condition to the supervisor.
14. Follows established universal precautions, safety and sanitation protocols and regulations. This includes proper clean-up, washing, storing of items, disposal of personal protective equipment or handling of hazardous materials. Reports occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to the supervisor. Follows established isolation precautions and protocols. Reports missing/illegible labels and SDS's to the supervisor. Adheres to fire, smoking, equipment and safety policies and procedures.
15. Protects the residents and PMMA by not disclosing or using resident health information for any purpose other than treatment for the resident, payment and operations.
16. Immediately notifies supervisor if a resident is leaving/missing from the Community.
17. Values and respects the choices and preferences of residents and works to create attributes of home, with emphasis on person centered care.
18. Upholds resident rights and confidentiality. Creates and supports a physical environment which is accessible and supports privacy, independence and comfort.

<b>Requirements of Position:</b> (All are required unless otherwise noted.)	
<b>Education, Experience and/or Training (i.e., License, Certificate and/or Registration):</b>	<ul style="list-style-type: none"> <li>• Must hold a current Certified Medication Aide/Technician certificate in accordance with laws of the state.</li> <li>• High School diploma or equivalent desired.</li> <li>• Previous 6 months of experience in long-term care desired.</li> </ul>
<b>Special Knowledge:</b>	<ul style="list-style-type: none"> <li>• Must have understanding of terms used in medication administration</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Must be able to read, write, speak and understand the English language.</li> <li>• Must possess the ability to make independent decisions when circumstances warrant such action.</li> <li>• Must function independently when necessary, demonstrating flexibility, personal integrity and the ability to work effectively with the residents, staff and support agencies.</li> <li>• Must possess the ability to deal tactfully with staff, residents, visitors, government agencies/personnel and the general public.</li> <li>• Must have patience, positive disposition and enthusiasm, as well as the willingness to handle difficult situations.</li> <li>• Must be able to relate information concerning a resident's condition.</li> <li>• Must not pose a direct threat to the health or safety of other individuals in the workplace.</li> </ul>
<b>Physical or Mental Demands:</b>	<ul style="list-style-type: none"> <li>• This position is classified as Medium Work for physical exertion requirements. Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.</li> <li>• Periods of prolonged sitting, standing, bending, stooping, squatting, reaching above, at or below shoulder level, kneeling, crouching and twisting may occur.</li> <li>• Must meet the general health requirements set forth by the policies of this Community that may include a medical and physical examination.</li> <li>• May be necessary to assist in the evacuation of residents during emergency situations.</li> <li>• Moves intermittently during working shift.</li> <li>• Is subject to frequent interruptions.</li> </ul>
<b>Working Environment:</b>	<ul style="list-style-type: none"> <li>• May work beyond normal working shift, and/or subject to call back, when necessary and in other positions, temporarily, when needed.</li> <li>• Is subject to injury from falls, burns from equipment, odors, etc., throughout the work shift.</li> </ul>

	<ul style="list-style-type: none"> <li>• Is subject to exposure to dust, disinfectants, chemicals and other air contaminants.</li> <li>• May be exposed to illnesses and diseases, including Tb and the AIDS and hepatitis B viruses.</li> </ul>
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<b>Risk Exposure to Blood/Body Fluids:</b>	It is highly likely that while performing the essential functions of this position you will be exposed to blood or body fluids.
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I acknowledge that I have received a copy of the **Certified Medication Aide/Technician** job description and have had the opportunity to review and ask questions regarding the duties and responsibilities of the specific position. I understand that the job description is not an exhaustive representation of the tasks I will be required to perform.

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supv. or Dept. Mgr. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_