Certified Medication Aide – Job Description

Reports to:  Charge Nurse, ADON, or DON

Job Objective:
The primary purpose of this job position is to carefully administer medication to patients under direct supervision of a registered nurse (RN) according to established policies, procedures, and objectives of Lafayette Manor.

Qualifications:
- High School diploma or equivalent.
- Current Certified Nursing Assistant (CNA) certification active in the state of Wisconsin.
- Current Trained Medication Aide (TMA) certification active in the state of Wisconsin.
- Current listing on the Wisconsin Nurse Aide Registry, as having no substantiated findings of abuse, neglect or misappropriation of property.
- Maintain registration/status requirements.
- Minimum of 18 years of age.
- Follows/adheres to organization, Federal/State regulations and guidelines, including Residents Rights.
- Verbally communicate with residents, families, visitors and other staff members.
- Fluently read and write English, document observations, and follow verbal and written job duties and schedules.
- Be honest, dependable, and exhibit a warm cheerful, caring manner.
- Maintain a neat, well groomed appearance, adhering to Lafayette Manor dress code policy.
- Safely perform essential job functions with or without reasonable accommodation.

Essential Functions of the Med Tech/Certified Medication Aide:
- Administer oral, inhalation and topical medications to patients under direct supervision of a RN unless otherwise allowed by state law.
- Follow written or verbal instructions on how to manage medications.
- Perform tasks associated with medication administration, including patient vital signs, calculate medication dosages and stock the medication cart.
- Track all prescription and non-prescription drugs administered, keeping meticulous records of dosage times and amounts.
- Collect specimens/samples for analysis as directed.
- Provide assistance with activities of daily living (ADLs) by assisting with any and all needs the residents may have, including but not limited to activities such as bathing, dressing, grooming, hygiene, mobility, toileting, and eating while not handling medications.
- Maintain a consistent charting rhythm with all residents in their care, following the medication administration requirements for each individual resident.
- Observe and report any changes in the resident needs or condition immediately to charge nurse.
- Perform all functions in a professional, calm manner in emergency situations.
- Work tactfully and cooperatively with resident families, visitors and staff.
Know and follow existing lines of communication and authority.
Attend required departmental meetings, seminars and all mandatory in-services.
Share responsibility for preparation, proper use and care of equipment and supplies, to assure the neatness and cleanliness of entire unit.
Maintain the confidentiality of resident information and records at all times.
Answer questions within knowledge of environment and within restrictions of role.
Refer people, inquiries, and any problems to charge nurse.
Follow all safety, security, infection control (including Standard Precautions) and hazardous materials policies and procedures.
Perform all tasks to assure resident and personal safety and the protection of Lafayette Manor property.
Treat all residents with respect and dignity.
Follow the instructions and direction from leadership as well as working in conjunction with other floor staff including nurses and other aides.

Physical / Mental Requirements:
Must have the ability to lift/carry objects such as resident charts, thermometers, linens, resident care items and appliances, etc., on a regular basis which may weigh up to 20 lbs. and occasionally up to 50 lbs. without assistance.

Strength –
- Ability to transfer, lift, move and turn a resident into or from a bed, wheelchair, Hoyer or electric lift, toilet, tub and shower, and occasionally the floor with assistance.
- Requires varying degrees of pushing, pulling, and lifting due to the differences in resident weights, laundry bags, and food carts.

Manual Dexterity –
- Must be able to continuously perform simple manipulative tasks such as the equipment listed above, as well as safety pins, buttons, snaps, buckles, and tie strings.
- Occasionally perform difficult manipulative tasks.

Equipment Used –
- Phone system, electronic time clock, emergency call/intercom system, Wanderguard System, bed and chair arms, microwave oven, adaptive devices, wheelchairs, Blood Pressure equipment, Apollo tub, walker, cane, chair scale, commode, electric bed, electric wheelchair, gait belt, Geri chair, gloves (vinyl, rubber), Hoyer lift, electric lift, hamper, isolation apparel, linen cart, nail clipper, razor (manual/electric), serving trays, switches, electronic thermometers, and oxygen saturation machine.

Employee Responsibility in an Emergency:
As an employee of Lafayette Manor, you are expected to respond to emergency situations involving the safety of residents, other employees, and the facility. This includes the ability to assist with a possible evacuation of residents.

Management Statement:
This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor or other nursing management personnel. This document is for management communication only and not intended to imply a written or implied contract of employment.