
POSITION DESCRIPTION

Job Title:	Certification Medication Tech	Effective Date:	05/01/06
Department:	Nursing	Revised:	11/2016

Summary Description:

Administers medications and treatments in accordance with current applicable federal, state, and local standards. This job description may be used independently or in conjunction with the Certified Nursing Aide Position Description

Essential Functions and Responsibilities:

1. Prepares and administers oral, nasal, eye, ear, and topical medications, in accordance with facility policies and procedures and state law.
2. Immediately after administering medication, administration is documented on the Medication Administration Record.
3. Notifies the licensed nurse of any medications not administered and documents such according to standard.
4. Administers P.R.N medications per facility standard and state law. Informs licensed nurse of request and response.
5. Completes intake and output form per facility policy.
6. Adheres to appropriate infection control practices during medication administration.
7. Maintains medication cart in a clean and orderly fashion.
8. Checks for outdated medications.
9. Stocks medication cart with juice, cups, straws, and other necessary supplies.
10. Accesses a nursing drug reference book as appropriate.
11. Follows appropriate protocols during the administration of specific medications (e.g., pulse with Digoxin, scheduled blood pressures, etc.).
12. Adheres to administration times and guidelines of one-hour-before and one-hour-after prescribed time.
12. Has knowledge of all medications administered including side effects.
13. Adheres to the five (5) rights of medication administration:
 - A. Right patient/resident
 - B. Right dose
 - C. Right route
 - D. Right time
 - E. Right medication
14. Identifies patient/resident prior to administering medication.
15. Maintains security of the medication cart (i.e., locked when not in sight.)
16. Positions cart at door within sight according to policy. Does not take cart into the patient's/ resident's room.
17. Intervenes in any safety hazard or other potential hazard. Safety concerns are identified and appropriate actions are taken to assure patient safety.
18. Observes patient/resident needs while giving medications and notifies floor staff for assistance as appropriate.

19. Adheres to patient/resident rights policy.
20. Performs patient/resident care duties as delegated by the charge nurse and as permitted by state law.
22. Performs other duties as assigned by the charge nurse.
23. Adheres to facility policy and procedures.
24. Participates in the performance improvement process and activities.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
 - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

Employment Standards:

Education: High school graduate preferred.

Experience: At least one year of experience preferred; will train qualified candidate.

License/Other: CNA and State approved certificate for administering medications. Must have a reliable source of transportation.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling with or without accommodation. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date