

Pleasant View Nursing Home

Green County Position Description

Position Title: Certified Medication Assistant (CMA)
Department: PVNH – Nursing

FLSA: Non-Exempt
Reports to:
Nurse/NCC/Supervisor

Payroll Group 1
Pay Grade: 43

Date: November 2014

PURPOSE OF POSITION

The primary purpose of your job position is to assist in the administering of medications to residents as ordered by the attending physician, under the direction of the nurse, the NCC and the RN Supervisor and the Director of Nursing Services. The administration of medications shall be in accordance with established nursing standards, the guidelines and practices of this facility.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Follow the guidelines of the facility and the Department of Health Services governing the administering of medications to residents.
2. Note and report errors in the administration of medications.
3. Maintain a friendly, productive, working relationship with other members of the department of nursing.
4. Report any complaints or grievances made by residents to the Director of Nursing.
5. Accurately and safely prepare, administer, and document the various routes of medications that are commonly used in this facility. Medication routes may include oral, sublingual, nasal, optic, aural, rectal, and/or transdermal.
6. Follow the labeling guidelines and practices of the facility.
7. Ensure that all medications administered are properly labeled.
8. Follow facility guidelines in regard to charting of medications.
9. Follow facility guidelines regarding the destroying of medications.
10. Assist in documenting and removing medications that are discontinued by the attending physician.
11. Follow facility guidelines in holding medications for residents who are transferred from the facility.
12. Accurately measure, record, and report the vital signs of residents and document the data.
13. Observe and verify that medication is ingested or applied as directed. Document any instance where prescribed medication is not administered, including reason(s) for refusal.
14. Follow the facility procedure for recording the order in the resident's clinical record, including the type, route, dosage, frequency and strength of each medication.
15. Verify the identity of the resident before administering the medication treatment.
16. Follow the facility guidelines allowing residents to self-administer his or her medications.
17. Follow established guidelines concerning the storage of drugs and biologicals.
18. Be familiar with the meaning and usage of common medical abbreviations, symbols, terms relative to the administration of medications.
19. Attend and participate in continuing education programs designed to maintain your certification.

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20. Attend annual in-service training programs as scheduled.
21. Use personal protective equipment when performing procedures that involve exposure to blood or body fluids.
22. Report all hazardous conditions and equipment to the nurse supervisor immediately.
23. Follow established safety precautions in the performance of all duties.
24. Wash hands before and after performing any service for the resident.
25. Maintain the confidentiality of all resident care information including protected health information.
26. Report any complaints or grievances made by residents to the Director of Nursing and the Administrator immediately.

Resident Rights

1. Maintains the confidentiality of resident health care information.
2. Upholds Resident Rights
3. Reports allegations of resident abuse or neglect immediately to the Administrator. Safe guards the resident from harm.

Personnel Functions

1. Understands and follows the Green County Employee Handbook.
2. Follows facility guidelines and is responsible to read and understand updates, memos, and educational sessions.
3. Fulfills work schedule arriving to the work station at the start of the shift. Meets attendance standards. Will fill in for open shifts.
4. Work cooperatively and collaboratively with other nursing assistants assisting one another as needed and when requested. Be a positive team member. Refrains from speaking negatively, engagement in gossip and the criticism of fellow employees.
5. Be supportive of the nurse, the NCC and/or RN Supervisor and the DON. Communicate in a positive manner. Be an active member of the improvement process by presenting concerns along with suggestions in a timely manner.
6. Be supportive of the nurse, the NCC and/or RN Supervisor and the DON. Communicates in a positive manner. Be an active member of the improvement process by presenting concerns along with suggestions in a timely manner.
7. Communicates concerns, questions, frustrations and complaints to the supervisor in a timely and confidential manner. In the event that this communication is not resolved, communication of this will be presented to the Administrator.
8. Performance and conduct reflects positive customer service to internal and external customers.
9. Upholds the privacy and confidentiality of resident information at all times.
10. Attends all mandatory in-services or completes the make-up session in a timely manner.
11. Attends and participates in unit meetings, department meetings and other meetings as assigned
12. Keeps personal items, cell phone in the employee locker or in the employee's vehicle. Understands that cell phones are not to be used during paid work time.
13. Uses the facility computer for resident documentation only. Understands that the computer is facility property and is not to be used for personal use for any reason or method.
14. Understands that job performance will be reviewed for a clear understanding of expectations.
15. Understands that job performance that does not meet standards and guidelines may result in disciplinary action up to and including termination.

As a Medication Assistant, you have also signed the Nursing Assistant Job Description. Therefore, when performing the duties of the Medication Assistant you may be called upon to perform and/or

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assistant with the duties of the Nursing Assistant. The duties listed here are in addition to those listed in the Nursing Assistant Job Description.

Minimum Training and Experience Required to Perform Essential Job Functions

Must possess, as a minimum, a high school education or its equivalent. Must be a licensed Certified Medication Aide having successfully completed a state approved training program and any necessary examination(s) in accordance with laws of this State.

- Has a basic understanding of caring for the elderly and special needs
- Has a basic understanding of Resident Rights
- Has a basic understanding of Abuse Prevention and Reporting
- Has a basic understanding of change of condition
- Has a basic understanding of accident prevention and safety
- Has a basic understanding of Fire Safety and Tornado Safety.
- Has a basic understanding of dementia and approaches in caring for a person with dementia
- Has a basic understanding of what to do when a resident presents in a combative, aggressive or difficult manner.
- Has a basic understanding of Infection Control Practice
- Has a basic understanding of skin care, nutritional care, hygiene and personal care

Pleasant View Nursing Home is a 24-hour facility which requires continuous care for residents, therefore employees must meet attendance standards by arriving to work on time, work all scheduled shifts and extra shifts that are agreed to work and have an overall excellent attendance record.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to explain, demonstrate and clarify to others within well established guidelines and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to utilize descriptive data and information, such as PVNH policy and procedure manual, emergency plans, regulations, medical charts, nurse's notes, treatment orders, and general operating manuals.
- Ability to communicate effectively with residents, resident's families, nursing supervisors, CNAs, other CMAs, activity personnel, therapists.

Mathematical Ability

Ability to add and subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information measurable criteria.

Physical Requirements

- In an eight-hour work day have the ability to sit approximately 2-3 hours, stand approximately 5-6 hours and walk approximately 4-5 hours or longer when needed.

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- Ability to stoop, squat, bend, kneel, reach, twist, climb and balance approximately 1-33% and have hearing acuity, vision acuity far, vision acuity near, color vision and depth perception approximately 67-100% of the time working.
- Ability to use both right and left hands for repetitive actions such as grasping, grasping and turning, fine manipulation, speed work.
- Ability to operate equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools. Ability to operate medication carts, mechanical lifts, stethoscope, sphygmomanometer, and thermometers.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, reading care plans, walking to assist residents.
- Ability to exert mildly heavy physical effort in moderate to heavy work in an eight-hour work day, including lifting/carrying (0-34 lbs. approximately 34-66%; 35-100+ lbs. approximately 1-33%).
- Ability to push/pull residents and other necessary items related to performing the CNA role (1-24lbs. approximately 34-66%; 25-100+ lbs. approximately 1-33%).
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures associated with residents' conditions.

Environmental Adaptability

- In regard to environment factors work under moderately safe and comfortable conditions with potential factors such as odors, smoke, potential violence, noise, disease.

Green County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date