

Redstone Presbyterian SeniorCare Job Description

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| Job Title: | Medication Technician CNA |
| Department: | Nursing |
| Reports To: | Personal Care Manager, Campus Director, Executive Director |
| FLSA Status: | Non-exempt |
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| Approved By: | Vicki Loucks |
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Summary

The Medication Technician CNA will assist nurses and other medical personnel with medication administration, administrative and clerical work. Maintains medical records according to the nursing department guidelines and in compliance with state and federal regulations. The Medication Technician CNA provides care to residents on an assigned unit. Responsible for maintaining a safe, abuse free environment for all residents living in the facility. Demonstrates knowledge and support of the philosophy, purpose, goals and policies of Redstone Presbyterian Senior Care and consistently complies with the Resident Bill of Rights.

Essential Duties and Responsibilities

Teamwork with the following and all other duties and responsibilities assigned.

1. Responsible for the administration of medications as prescribed by the physician.
2. Administers controlled substances according to facility policy. Completes narcotic count with oncoming licensed staff and verifies inventory by signatures of both licensed staff. Discrepancies are immediately reported to the supervisor as per facility policy.
3. Reports any change in resident condition to the charge nurse immediately.
4. Provides care and services to residents as defined by individualized care plans. Care and services include but are not limited to: ADL assistance, mobility assistance, positioning assistance and feeding assistance. Can be pulled to work as a nursing assistant due to staffing needs per supervisor discretion.
5. Performs routine rounds on each resident upon arrival, through the shift and prior to departure.
6. Takes and records temperature, blood pressure, pulse, respiration rates, and food and fluid intake and output, as directed.
7. Coordinates schedule for all ancillary services, schedule diagnostic testing and doctor appointments. Notifies residents/families/responsible party and nursing unit of scheduled appointments. Works in conjunction with Redstone Highlands' scheduler to adjust staffing for accompaniment of Redstone Highlands' staff with residents to their scheduled appointments. Schedules volunteers as warranted. Arranges for van/ambulance transportation as needed.
8. Maintains records, such as medical charts, lab reports and correspondence that are kept at the nurses' station. Prints reports from the computer and files it with the resident's history or into appropriate workbooks.
9. Collects all information required for a resident's chart and electronic medical record, arrange chart in proper sequence and files records in designated areas according to alphabetic or numeric filing systems. Coordinates and assembles records as requested for residents/families/insurance/legal requests under the direction and coordination with the Risk Management division.
10. Assists with printing and distribution of mini care plans and skin sheet/shower schedules or other schedules as needed.

Other Responsibilities

1. Answers telephone and greets or directs visitors.
2. Calls appropriate companies for office and medical equipment repairs.
3. Reviews charts to ensure that new forms, doctor physicals and progress notes, signatures, etc. are complete and in compliance with regulatory standards.
4. Compiles Quality improvement data from facilities internal reporting system of abnormal findings and submits report to Nursing Management weekly.
5. Attends in-service training sessions required appropriate for position.
6. Assists in coordinating resident care, as needed.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Successfully passed medication administration course. Certificate must be in good standing. Prior experience preferred, but not required. Requires at least six months of experience as a secretary in a medical environment; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret nursing periodicals, scientific journals, technical procedures, or governmental regulations, documents such as physician's orders, notes from nurses and C.N.A.'s, supply catalogs, order forms, safety rules, operating and maintenance instructions for office equipment, and corporate policies and procedures. Ability to write routine reports and correspondence for the medical staff, which includes meeting minutes and letters to family members or POA's. Ability to effectively present information and answer questions from callers, visitors, employees, physicians, and residents.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply these concepts in situations such as, but not limited to: measuring medications, taking temperatures and blood pressure, measuring wounds, using medical equipment, assessing changes in a patient's blood sugar level, ordering supplies, and measuring dietary intake and urine output. Ability to compute volume, rate, ratio, and percentage in the same situations.

Reasoning Ability

Ability to interpret non-verbal gestures, body movements, and facial expressions as cues to determine residents' needs. Ability to deal with several abstract and concrete variables to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with several concrete variables in standardized situations, such as transferring phone calls, greeting visitors, and following ordering procedures. Ability to interpret a variety of written and verbal instructions. Ability to read and maintain schedules of appointments and tasks.

Computer Skills

Uses the ECS program on the computer to update care plans, record use of PRN medications, and note physical or behavior changes. Uses e-mail to communicate with others internally and externally.

Individual should also have knowledge of spreadsheet and word processing software for creating reports and correspondence.

Certificates, Licenses, Registrations

Medication Technician. CPR certification. Certified Nurse Aide certification required.

Other Skills and Abilities

Skills specific to communicating with geriatric residents are needed. Ability to read and understand medical terminology.

Mental Abilities

- * The ability to get along with others and engage them in activities
- * The ability to concentrate for extended periods of time
- * The ability to remain calm in emergency situations
- * The ability to shift focus from one task to another
- * The ability to prioritize tasks effectively

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear when communicating with residents, family members, Redstone staff, and outside business contacts. The employee is frequently required to stand while conversing with various individuals, preparing medications at the medicine cart, and administering medications to the residents; walk throughout the unit; sit at a desk; use hands to finger, handle, or feel when preparing medications, using syringes and the telephone or computer, and attending to the physical needs of the resident; and reach with hands and arms when obtaining supplies, dispensing medications, and attending to resident needs. The employee is occasionally required to climb stairs or balance when assisting the C.N.A.'s with residents; stoop or crouch to communicate with residents and to place items in or get items from low drawers or shelves; pump a foot pedal to raise or lower a resident's bed; and use his/her sense of smell to detect odors within the unit and emanating from the residents. The employee must regularly move up to 50 pounds when pushing the medicine cart. The employee must occasionally lift or move up to 100 pounds when moving residents by wheelchair or assisting the Aides with the residents. The employee must occasionally lift up to 10 pounds, which is generally supplies such as reams of paper, files, medications, and forms. Specific vision abilities required by this job include: close vision, distance vision and peripheral vision in order to monitor resident behavior at close range and at a distance and to maneuver the medicine cart; close vision for computer and paper detail work; distance vision to see resident call lights down the hall; color vision to identify medications, assess changes in coloring of patients' skin or wounds, and to review color-coded spreadsheets or documents; and depth perception and ability to adjust focus from far patients to near patients and from computer to desk or unit hallways.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes from medications or cleaning supplies. The employee is occasionally exposed to airborne viruses and bacteria, and may also be exposed to blood-borne, fecal-borne, and other bodily pathogens carried by residents. The noise level in the work environment is usually loud because the workstation is in a common area where there are televisions and equipment operating, phones ringing, light to heavy traffic, and people talking.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is Redstone Presbyterian SeniorCare's policy to base hiring decisions solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.

I have read the Medication Technician CNA job description. By my signature I confirm that I fully understand and certify that I am able to perform the duties listed.

Printed Name: _____ Date: _____

Signature: _____