**Job Description:** Med Tech

Reports to the Director of Nursing

**Position Summary:**

Med Tech works under the direction of a licensed nurse as assigned and by State/ Federal regulations and facility procedures and reports observations to the Director of Nursing; maintains clean and orderly equipment for medication administration.

The Med Tech is responsible for administering medications to each resident ensuring they receive the necessary care and services to attain or maintain the highest practicable physical, mental, and psychosocial well-being as outlined by the assessment and plan of care.

**Education/Experience/Certification:**

* High School diploma or equivalent preferred
* Experience in a health care setting preferred.
* Ability to understand English both written and spoken.
* Must have sufficient communication and language skills to perform duties, and communicate with residents, other staff, family members, and health care professionals, as needed.
* Obtain or possess up-to-date CPR (including abdominal thrust) and First Aid certification directed by state and agency guidelines for healthcare settings.
* Obtain or possess up-to-date Food Handler Certification as directed by state guidelines.
* Satisfactory background check including criminal history, and employment verification for the position held.

**Knowledge / Skills / Abilities:**

* Work independently, and collectively as a team along with the ability to relate well with all people associated with the facility including but not limited to residents, resident families, visitors, volunteers, staff, and other professionals inside or outside the agency personnel.
* Document professionally with the use of facility forms and resident management systems on a computer in a professional, timely manner.
* Flexible, receptive, adaptive to change, and ability to plan, organize, implement, and follow through on duties and responsibilities given.
* Practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions, accidents, or injuries immediately to the facility Director or Designee.
* Practice infection control procedures by good hand washing, and using personal protective equipment as needed.
* Adhere to the approved break and meal schedule as directed by the Oregon Bureau of Labor \* Industries (BOLI) in the Employee Handbook.
* Assume responsibility for reporting and documenting incidents of abuse, suspected abuse, or injury of unknown cause abuse and other actions affecting resident welfare to the appropriate facility administrator or facility designee, local department office, or local AAA, Law Enforcement Agency if the suspected abuse is believed to be a crime (e.g. rape, murder, assault, burglary, kidnapping, theft of controlled substances, etc.)
* Provide residents or the resident’s representative with information on services provided by the State Long Term Care Ombudsman Office.
* Report promptly any condition that may be unsafe or unhealthy and any on-the-job or work-related injury.
* Maintain an accurate record of your time worked while following standards of attendance outlined in the Employee Handbook.

**Essential Functions:**

* Able to lift, move, push, and pull up to 50 lbs., hear, see, speak, sit, balance, kneel, reach, grasp, walk, stand, stoop, squat, and bend adequately perform the job functions.
* Must be able to perform functions related to the job safely and successfully, with or without reasonable accommodation required by federal, state, or local law.
* Function with inside and outside environmental conditions.
* Ability to work on your feet and in the standing position for extended periods of time.
* Adequately demonstrate the ability to use a gait or walking belt to ambulate, transfer, or lift residents.
* Follow established performance standards and perform duties outlined in facility policies and procedures.
* Come to work in clean, neat attire consistently presenting a professional appearance as outlined in the Employee Handbook.

**Tools & Equipment Used:**

* Manage Keys provided for security
* Medication Carts
* Pill Crusher
* Blood Pressure Monitor
* Blood Sugar Monitor
* PPE Sharps Containers
* Water Pitcher
* Bubble Pack Pill dispensing system
* Bottle Pill dispensing system
* Dining Carts
* Laundry Carts
* Trash Carts
* Communication / Paging Devices
* Computer / Phone / Fax
* Gait Belt for patient transfer
* Wheelchair for patient mobility
* Personal Protective Equipment

**Position Attire:**

* Scrubs
* Closed Toed Shoes
* Gait Belt
* Name Badge
* Resident Call Device ( pager )

**Med Tech Responsibilities:**

* Medications administered must be set up or poured and documented by the same person who administers them.
* The Med Tech who administers the medication must visually observe the resident take ( e.g., ingest, inhale, apply) the medication unless the prescriber’s order for that specific medication states otherwise.
* Follows all steps in administering medication: Correct resident, medication, dosage, form of dosage, and time included for documenting to ensure best practice.
* Keep medications secure between set-up and administration of medications.
* Follow the facility-approved system for tracking controlled substances and disposal of all unused, outdated, or discontinued medications.
* Follow medication and treatment orders carried out as prescribed.
* Promptly administer PRN when resident requests.
* Maintains accurate documentation of all medications and treatments based on policy and best practices.
* Assist with returning, re-ordering, and destroying medications per facility policy.
* Notifies the Director of Nursing of any outdated medication and any projected shortage of medications or supplies.
* Make suggestions to resolve problems or streamline the medication system to the Director of Nursing Services.
* Keeps medication cart clean and stocked with appropriate stock needed for dispensing medications.
* Report any unusual or unwanted medication side effects to the Director of Nursing.
* Monitors and records vital signs according to physician orders and standards of practice.
* Administers routinely scheduled oral and topical medications according to physician orders.
* Assist employees in following established facility policies and procedures.
* Assume Leadership roles and responsibilities in Emergencies.
* Assist in coordinating and leading caregivers in the coordination of services on shift.
* Ability to perform all routine duties of a Caregiver as required or assigned.

**Resident Services:**

* Know, understand, implement, and advocate the Resident's Bill of Rights as outlined in the Oregon Administrative Rules for Residential Care and Assisted Living Facilities.
* Compassionately offers comfort, friendship, and companionship to residents.
* Communicate with the healthcare team and family members curiously and professionally in all aspects of resident care.
* Carry out assignments as directed by those who initiate care.
* Facilitate resident care as outlined in Person-Centered Service Plans including Individual-based Limitations, change of conditions, interim service plans, and behavior plans, and provide positive interventions and support.
* Assist with scheduled and unscheduled needs of each resident that include assistance with activities of daily living, resident-focused activities, supervision, and support.
* Respond to resident call lights promptly with professionalism, kindness, and courtesy.
* Assist Residents with all aspects of ADLs (Activities of Daily Living) including but not limited to bathing and washing hair, personal grooming, toileting and bowel and bladder management, eating, personal hygiene including handwashing, dressing and undressing, teeth brushing or denture care, cleaning glasses, hearing aid management, intermittent curing, redirecting and environmental cues for cognitively implored residents and intermittent intervention, supervision and staff support for residents who exhibit behavioral symptoms.
* Assist in maintaining a clean and sanitized residential environment including but not limited to changing soiled sheets, cleaning up spills, personal laundry, trash removal, and dishes.
* Assist residents with self-directed access to social involvement, appropriate nutrition including assistance with mobility to and from social engagement, meals, meal delivery, and appropriate before and after meal sanitation assistance.
* Assist in mobility, including one-person transfer as needed with the use of a gait belt.
* Be alert to subtle changes in resident condition, reporting and documenting all resident injuries to medical staff who can initiate care.
* Assist with facility procedures for admission, discharge, or transfer of residents and resident appointments.
* Assume responsibility for facility keys and manage the use of communication equipment communication including proper storage completing shifts.

**Facility Training/Ongoing Education:**

* Complete facility training program that includes methods to determine the competency of direct care staff through evaluation, observation, or written testing. Maintain current documentation regarding demonstrated competency.
* Complete facility training program that includes methods to determine the competency of Med Tech staff through evaluation, observation, or written testing. Maintain current documentation regarding demonstrated competency.
* Assume responsibility for attending Monthly In-service, in-person scheduled training, and completing continuing education to maintain compliance for the position held.
* Participate in health care teaching and counseling provided by the facility director of nursing.
* Familiarize oneself with the information contained in the Employee Handbook and seek verification or clarification where necessary.

I have read the provided job description for Willamette Manor and fully understand the requirements of this position. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

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| STAFF SIGNATURE | DATE |
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