



Job Description: Medication Tech

Reports to: Nurse

Position Summary:

Administer Resident Medications

Essential Duties & Responsibilities

- Sets up and dispenses resident medications as assigned by the Nurse
- Write physician's orders received by telephone on weekends or after business hours for existing medications only. All other orders are to be faxed to the facility. Do not take telephone orders during business hours on weekdays.
- Communicate with physicians by fax and forward any orders to the pharmacy by fax
- Responsible for the accuracy of control drug audits
- Assume Leadership Role in Emergencies
- Supervise Caregivers and Resident care when RCM is not available
- Review Resident Service plans and perform the service as outlined and sign
- Communicate with residents, staff, families, physicians, and other agency personnel
- Manage keys to provide security
- Work as a team member
- Assist new employees in following established facility policies and procedures
- Clean med cart daily and removes outdated or discontinued meds
- Administer medications to the right resident at the right time, the right route, and the right dosage. Explain to a resident what medications are for if asked. Know every resident has the right to refuse medication.
- **Promptly** administer PRNs when resident requests
- Re-order medications as needed

Policies & Procedures

- Follow Resident's Rights policies at all times
- Assume responsibility for following facility procedures related to the control of medication and supplies
- Follow established performance standards and perform duties according to nursing service policies and procedures
- Follow facility procedures for admission, discharge, and transfer of residents, and physicians' appointments
- Practice good infection control procedures by good hand washing, using Personal Protective Equipment (PPE) as needed
- Document incidents and/or unusual problems according to established facility procedures
- Assume accountability for data contained in the Employee Handbook
- Observe all facility safety policies and procedures

Resident Services

- Report changes in residents' condition to RCM and/or Nurse
- Answer resident call lights as needed
- Responsible for the safety of residents under her supervision
- Ensure that residents receive adequate nutrition

Documentation

- Document in progress notes changes in residents' condition, action taken, response or lack response to service provided, and the follow-up plan.
- Complete incident reports as needed
- Document PRN Medications
- Document on MAR medication administered
- Document in residents' records objective information

Other Duties

- Participate in facility education programs as assigned
- Complete Online Education as Assigned
- Attend all In-Service classes as assigned
- Fill out the timecard completely and timely
- Come to work in clean, neat attire and consistently present a professional appearance
- Identify safety hazards and emergencies, and initiate corrective action
- All staff is encouraged to participate in marketing and fundraising
- Answer the telephone using proper telephone etiquette
- Operate the fax machine, pager & two-way radio
- Come to work as scheduled and consistently demonstrate dependability and punctuality
- Accept assigned duties in a cooperative manner
- Function with inside and outside environmental conditions
- Assist new employees in following established facility policies and procedures
- Perform other related duties as directed by Resident Care Manager and R.N.

Qualifications

- Completion of Willamette Manor Medication Administration Class and orientation
- High School Diploma or equivalent preferred
- Possess current CPR (including abdominal thrust) and First Aid certification for health care providers (new hires will have thirty (30) days to obtain certification)
- Read, write and communicate in English
- Knowledge of infection control practices
- Know the policy regarding delegations
- Know where to find information on drugs and side effects
- Know where to find physicians' orders and Service plans in the chart
- Know the procedure for ordering meds from the pharmacy
- Know how to get medication by satellite
- Communicate in a professional caring manner
- Balance, climb, squat, grasp, kneel, lift, pull, push, reach, stand, walk, stoop, feel, hear, see, smell, speak, write and read to adequately perform the functions of the job
- Able to function inside and outside environmental conditions
- Answer the telephone, answer call lights, use the fax machine and copy machine
- **Acknowledgement**
- I have read the Medication Aide job description for Willamette Manor and fully understand the requirements of the 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.

Signature

Date