

CEDAR COMMUNITY
Medication Assistant @ CLHRC

Department:	Nursing	Job Status:	ALL
FLSA Status:	Non-Exempt	Reports To:	Charge Nurse
Grade/Level:	Medication Assistant Certification	Amount of Travel Required:	No travel required

Work Schedule:

Eight-hour shifts, may include weekend shifts and designated holidays. May be requested to stay beyond shift in an emergency.

Positions Supervised:

POSITION SUMMARY

The Medication Assistant in performs the functions below in addition to the essential functions of the CNA. Under the direction and supervision of the Charge Nurse or RN, administers oral and topical medications to residents, following state and federal regulations.

ESSENTIAL FUNCTIONS

- Provides a warm, welcoming and friendly atmosphere for residents, family, visitors and staff.
- All functions addressed in CNA job description.
- Administers scheduled medications prescribed for routine administration according to established CLHCC medication administration policies and procedures, and state and federal regulations.
- Administers PRN medications only with prior approval of licensed nurse.
- Accurately documents medication administration.
- Licensed nurse is to co-sign PRN's by co-initiating MAR and Pain Flow Record.
- Takes and records blood pressures and pulses as assigned and as scheduled in conjunction with prescribed medication therapy. Reports changes from prior readings to unit nurse.
- Keeps medex/med cart clean and in proper order.
- May not take orders from physicians.
- Scheduled II narcotics may be given with permission of licensed nurse.
- Knowledge of medications and their side effects and use of reference material.
- Fills portable oxygen tanks according to facility policy & -performs blood sugar testing according to policy and updates charge nurse as needed
- Ability to document accurately and timely.
- Ability to review and question inconsistencies on MARs and MD orders.
- Maintains clean and neat working environment.
- Performs related duties as assigned by the charge nurse.
- Knows duties and limitations of C.N.A/N.A.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Autonomy - Ability to work independently with minimal supervision.

- Communication Oral - Ability to communicate effectively with others using the spoken word.
- Communication Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Successful completion of State of Wisconsin approved Medication Assistant training program.

Experience

Six months to one year related experience

SKILLS & ABILITIES

Computer Skills

Ability to use the computer for documentation

Certificates & Licenses

Current State of Wisconsin Licensure

Other Requirements

Must have patience, tact, sense of humor, enthusiasm and a willingness to handle difficult patients.

PHYSICAL DEMANDS

Must be able to lift up to 50 pounds of weight and successfully pass all the portions of the pre-employment physical process.

Physical Abilities		Lift /Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	O (Occasionally)		
Bend	F (Frequently)		

Push / Pull

- 12 lbs or less F (Frequently)
- 13-25 lbs F (Frequently)
- 26-40 lbs F (Frequently)
- 41-100 lbs F (Frequently)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Able to hear and respond to patient's spoken needs, emergency procedure instructions and to use the intercom)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (All Equipments)

EQUIPMENTS

Lifting equipment, including mechanical lifts, adjustable beds, side rails, gait belt, bathing equipment, scale, laundry and food carts, telephone, intercom, water faucets, thermometers, watch, adjustable ceiling tables, wheelchairs, walkers, hearing aids, electric shavers, catheter, bed pan flusher, and hopper sink. Computer, Kiosks, gucometer, VS Monitor

WORK ENVIRONMENT

The Medication Assisatant works inside the facility, which is climate controlled at 72 degrees. There is frequent exposure to blood, body tissues and other potentially infectious fluids. There is some exposure to loud and unpleasant noises, dust and chemicals. May be subject to hostile and emotionally upset residents, family members or visitors.

Name (Please Print): _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.