

# Job Description

## Medication Technician

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**Reports to:** Resident Care Director

**Date Prepared:** 4/30/02

**FLSA Status:** Non-exempt

**Revision Date:** 09/01/03

**Position Supervises:** N/A

**Basic Purpose of Position:** Provide direct care assistance to the resident in a manner that meets or exceeds Community expectations; these responsibilities include being familiar with and prepared to fulfill responsibilities as outlined in the following position descriptions:

- Care Assistant to Residents
- Laundry / Housekeeper
- Dishwasher / Kitchen Helper
- Bus Person

### **Duties and Responsibilities:**

- Provide assistance (or reminders) with activities of daily living such as grooming, oral hygiene, bath / shower, hair cleaning and brushing, transferring and getting to and from activities and meals as needed
- Provide assistance with resident's personal environment, (e.g., clothing, linen, and personal belongings)
- Assist in meal preparation / presentation and serving to residents, as well as other dining related responsibilities. Record and report changes in resident's eating habits to the supervisor.
- Maintain a clean, safe, and orderly environment for the residents. Perform general housekeeping following cleaning schedules for resident laundry, bedrooms, dining area, living space, bathrooms, kitchen, etc.
- Communicate compassionately and professionally with staff, residents and families
- Follow directions (written and verbal)
- Initiate and participate in leisure activities provided for residents. Encourage residents to socialize and participate in planned activities or programs and to develop friendships with other residents.
- Follow proper procedures in emergency situations and respond promptly and positively to resident requests for assistance – including emergency pull cords, telephone calls and requests from family and friends.
- Assist residents with medication as defined in medication procedure. Assist or supervise residents who self-administer medication. Follow physician orders and state laws to administer medications to residents who are not capable of self administration. Exhibit understanding of and follow medication policy and procedures.
- Correct environmental hazards in appropriate and safe manner;
- Maintain residents' records daily in a timely manner and in accordance with company policy and procedures. This includes documentation related to: medication distribution; leisure activities; incidents and observations; changes in resident's physical condition and/or behavior; visitors; etc. Observe and document the health and emotional condition of each resident and promptly report all changes to the supervisor.
- Assist supervisor with administrative tasks including:

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- Function as point of contact during shift for communication with supervisors, doctors or families.
- Stock medical and office supplies on a weekly basis.
- Follow up weekly on bath schedules and vital signs (blood pressure, weight and respiration, etc).
- Check resident's files weekly for appropriate and necessary signatures.
- Assume additional responsibilities related to medication administration as allowed by law or regulation including:
  - Administration of medications and ensuring that care and services are provided to residents in a safe and secure manner and according to state licensure rules.
  - Weekly verification that self-medicating residents are taking meds (and are completing the medication administration record, where applicable).
  - Assist with review of medication book for errors.
  - Review medication error forms and obtain the appropriate staff signatures before forwarding to supervisor.
  - Responsible for medication reorders, including PRN medication.
  - Perform monthly review of medication sheets and verification of resident understanding of self-medication.
  - Fax written or faxed orders from doctor to pharmacy.
- Perform work assignments and attend required in-service training;
- Comply with all Resident Rights;
- Observe universal precautions and infection control procedures;
- Report concerns and problems to supervisor;
- Demonstrate interest in improving skills;
- Able to work well under pressure;
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly;
- Promote positive work environment that emphasizes teamwork and open communication;
- Maintain resident confidentiality;
- Be familiar with OHMC Policies & Procedures manual;
- Be familiar with OHMC Employee Handbook; and
- Other duties as assigned.

### Qualifications

This position requires a high school diploma or equivalent certificate and competent history in a similar facility. Employee must possess a valid First Aid card. In accordance with state regulations, may need to possess current CPR, certified nursing assistant certification, state certification, examination and/or skills evaluation and must follow regulations for continuing education requirements to maintain license(s). Able to speak, read and understand the English language fluently.

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### Physical Demands:

In order to successfully perform the various duties of this job, the associate must frequently be able to stand, stoop and bend; regularly must lift up to 20 pounds and push up to 40 pounds, is regularly required to talk and hear, sit, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. Specific vision abilities required for this job include close vision, depth perception and the ability to adjust focus.

Physical demands described here are representative of those that must be met by every associate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Print Associate Name	
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Associate Signature	Date
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Supervisor/Manager	Date