



JOB DESCRIPTION CERTIFIED MEDICATION AIDE

Overview:

The Certified Medication Aide (CMA) is a certified nurse assistant who has successfully completed a training program approved by the State of Oklahoma for medication administration, has an acceptable score on the written and clinical examinations and has received certification as Medication Aide. Elmbrook Management Company is committed to providing care that recognizes each resident's emotional, physical and spiritual needs beyond the traditional nursing procedures and protocols. The Certified Medication Aide reports to the Staff Nurse.

Under the supervision of the Staff Nurse, The Certified Medication Aide administers medications as prescribed by the resident's physician and documents the administration, the medication effectiveness and any noted adverse actions or side effects of the medications in accordance with the established policies and procedures of Elmbrook Management Company, current standards of practice and care and applicable state/federal regulations.

Physical Requirements:

This job requires excellent physical and mental health. The CMA must possess manual dexterity to handle delicate instruments and other equipment and the ability to observe and report changes in a resident's clinical condition to the Staff Nurse. The CMA must be able to obtain and record the resident's temperature, pulse, respiration rate and blood pressure. The CMA must be able to lift, stoop, carry, turn, and assist high-risk residents, push medication carts and be willing and able to work a flexible work schedule.

The CMA must be able to sit, stand, bend and move continuously during work hours. Must be able to lift and/or carry 50 to 75 pounds.

Qualifications/Education:

This employee must have successfully completed course work and examinations to obtain certification as both Certified Nurse Assistant and Certified Medication Aide. The CMA must obtain continuing education credits as required by the state to maintain certification as a CMA and must provide evidence of continued certification to the facility in a timely and accurate manner. The CMA must possess knowledge of safe medication administration technique and demonstrate this knowledge with a medication error rate of 5% or below. The CMA must familiarize him/herself with Elmbrook Management Company's policies and procedures and demonstrate this knowledge during the performance of their duties. The CMA must recognize complications, adverse actions or side effects of medications and obtain input from the Staff Nurse as indicated to ensure the optimum health and safety of the resident. The CMA must understand and practice resident confidentiality.

Duties:

- Understands and agrees with Elmbrook Management Company's philosophy and goal to maintain, improve and/or enhance each resident's quality of care and quality of life.



- Administers and accurately records the administration of medications for residents as prescribed by the physician in accordance with established policies and procedures of Elmbrook Management Company and applicable state/federal regulations.
- Observes, records and reports to the Staff Nurse symptoms and conditions of residents that could be related to medication interactions, adverse drug reactions or medication side effects.
- Determines and records effectiveness of medications in a timely and accurate manner as required by state and federal regulations.
- Provides and promotes resident's rights during the administration of medications.
- Stores medications in a safe and accurate manner in accordance with established policies and procedures of Elmbrook Management Company and applicable state/federal regulations.
- Monitors medications to ensure adequate accountability measures are taken when medications are ordered, received into the facility, administered and at change of shift as required by policies and procedures of Elmbrook Management Company and applicable state/federal regulations.
- Routinely inspects, cleans and monitors equipment and supplies to ensure resident safety. Reports any equipment or supply issues to the Staff Nurse for correction or repair.
- Obtains, records and reports vital signs as indicated during the administration of medications.
- Demonstrates awareness of proper infection control practice by using Universal Precautions and following policies and procedures of Elmbrook Management Company, including OSHA's Blood-borne Pathogen Standard and Elmbrook Management Company's Exposure Control Plan.
- Communicates to residents, staff and others in accurate and factual manner and seeks clarification from or refers questions to Staff Nurse when indicated.
- Perform other duties as assigned or as listed in the Certified Nurse Assistant job description.

Employee Signature