

MEDICATION AIDE

DEPARTMENT: Nursing

FLSA STATUS: Non-Exempt

SUPERVISOR: Director of Nursing and/or Charge Nurse

DATE: August 1, 2024

DUTIES AND RESPONSIBILITIES

Administer, pour, pass, and document all routinely prescribed medications, except by the injection route, and except for PRN medication which must be given only when so instructed by a licensed nurse. Must be under the supervision of a licensed nurse.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Administer and document regularly prescribed medications which the medication aide is permitted to administer only after personally preparing (setting up) those medications to be administered.
2. Document in the resident's medical record those medications given.
3. Observe and report to the licensed nurse reactions and side effects of medication commonly administered to nursing facility's residents.
4. Take and record vital signs prior to administration of medications which could affect or change the vital signs.
5. Administers PRN medications under the instruction of a licensed nurse.
6. Must document administration of all PRN medications according to state standards in all areas of the chart.
7. Administer oxygen per nasal cannula or a non-sealing face mask only in an emergency.
8. At discretion of charge nurse, count narcotics, give all routine prescribed narcotics, and document same on individual sheet and medication sheet.
9. Apply specifically ordered ophthalmic, otic, and nasal medication.
10. Regarding PRN orders, document in nurses' notes symptoms indicated for the need of the medication and the time that symptoms occurred.
11. The licensed nurse shall initially document on the appropriate medication record from which medications are administered the authorization for the medication aide to crush the medication.

LIMITATIONS OF THE POSITION

May administer oral, sublingual, topical, ophthalmic, otic, nasal and inhalant methods except as otherwise provided by state regulations. It is of utmost importance that the medication nursing assistant be aware of the limitations of the position, which include, but are not limited to, the following:

1. May not administer medications by the injection route, including hypodermoclysis, intradermal, intramuscular, intravenous, and subcutaneous except pr labeled , predrawn insulin or as specified by state regulations.
2. May not administer medications used for intermittent positive-pressure breathing (IPPB) treatments or other methods involving medicated inhalation treatments.
3. May not administer PRN medications unless authorization is obtained from the facility's nurse with specific reason and instructions or according to the state regulations.

4. May not calculate for administration any resident's medication dose.
5. May not crush medications unless the initial prior authorization is obtained from the facility's licensed nurse.
6. May not administer medications by way of the nasogastric tube or erjejunostomy tubes.
7. May not accept or process medication order changes.
8. May not order residents' medications from a pharmacy.
9. May not apply topical medications that involve the treatment of skin that is broken or when a specified aseptic technique is ordered by the attending physician.
10. May not provide information or education to a patient beyond basic knowledge of medications and medication administration.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:	X			
Stooping:			X	
Squatting:			X	
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Nursing station, drug room, resident rooms, and throughout the facility

QUALIFICATIONS

License/Registration: Possess a current acknowledgment card and/or certificate issued by a state agency

Continuing Education: As required by state law and regulations

Education: Successfully completed a state-approved school of medication administration

Experience: At least one year's experience as a nursing assistant preferred.

Standards: Function in accordance with accepted pharmaceutical and nursing practices as set forth by state and facility policies and procedures.

Professional Memberships: Not required, but encouraged

Other: Willing to cooperate with licensed nurses; be aware of limitations and not attempt to exceed these limitations; work with the residents.

Job Knowledge: Perform the functions of medication nursing assistant, including pharmaceutical and nursing practices

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

RECEIPT OF JOB DESCRIPTION

I have carefully read and understand the job description, including the qualifications and requirements of the position of **Medication Aide**. I certify that I can perform the essential functions of the position with or without accommodation.

The job description reflects the general nature and level of work considered necessary to perform the essential functions of the job identified and are not a detailed description of all work requirements that may be inherent in the job. I understand that other duties may be assigned to meet business needs as determined by the Company.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

I understand this job description is subject to change. This job description supersedes all prior job descriptions. Nothing contained in this job description or in any other statement of Company philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.

I understand this job description is not a contract, expressed or implied.

Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right.

Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.

Further, any employment agreement entered into by the President or his designated representative will not be enforceable unless it is in writing.

Signature of Employee

Date