

ST. JOSEPH'S VILLA & COURT
ADORERS OF THE BLOOD OF CHRIST

CERTIFIED MEDICATION AIDE

JOB DESCRIPTION

JOB TITLE: Certified Medication Aide

LOCATION: St. Joseph's Villa & Court

DEPARTMENT: Nursing

JOB STATUS: Full-time and/or part-time, Non-Exempt/Hourly

SUPERVISION: Directed by the DON and/or if at A/L-Court the A/L Manager; and the Administrator

WORK WEEK: 30 hours + FT or 29hours - PT, may include some evenings, weekends and holidays

ACCOUNTABILITY: DON and/or Administrator (Also Court Manager for Court M/A's)

PURPOSE OF THE JOB:

*To provide personal care to all the Residents, to adhere to all the standards of nursing care and to promote teamwork among co-workers. The CMA will adhere to the scope of practice with regard to the Medication Aide Act and State of NE Assisted Living Regulations, as well a facility rules, regulations, policies and procedures applicable in the performance of duties to enhance and safeguard resident(s).

QUALIFICATIONS:

- *Must have high school diploma or equivalent
- *Current Medication Aide Certificate
- * Current C.N.A. License
- *Minimum of six months experience in a related field, preferred
- *Above average interpersonal skills
- * Knowledge of medical terminology
- *Education/training/work experience in understanding the needs and relating to the elderly
- *Ability to protect the confidentiality of all information
- *Willingness to adhere to and implement all policies and procedures
- *Willingness to perform all duties and behave in a manner consistent with the expectations of the supervisor
- *Willingness to support the vision and values of the Adorers of the Blood of Christ
- *Willingness to work and interact effectively with the immediate supervisor, Sisters or co-workers
- *Professional, discreet, positive and congenial work attitude
- *Show ability to read, write and follow oral and written directions and in the English language
- *Patience, tact, enthusiasm and positive attitude toward the elderly
- *Perform duties in a manner that assures resident safety

PHYSICAL & MENTAL REQUIREMENTS (Americans with disability specifications):

- *Must be organized; flexible in schedule; adaptable
- *Ability to focus on multiple projects simultaneously
- *Constant standing, walking, bending, use hands to fingers, feel objects and/or tools/or controls, reaching with arm and hands, move boxes, carts, furniture, climb stairs, balance stoop, kneel, crouch or crawl, talk or hear, taste or smell
- *Ability to physically transfer, lift or assist the residents whose average weight is 160 lbs.
- *Ability to make assessments of residents by means of vital signs, skin temperature and color, etc.
- *Ability to understand concepts of geriatric care, comprehend and utilize professional education materials, make independent decisions when circumstances warrant and cope with mental and emotional stress of the position
- *Ability to manage emotions of angry or hostile persons
- *Ability to be exposed to blood, bodily fluids, household dusts and some loud and unpleasant noises
- Responds to all call signals and requests for assistance from residents and co-workers in a timely manner
- *Assist the residents in small tasks, as requested, (i.e. reading fine print, delivering notices, hanging picture, writing cards, dial/holding the phone, putting on hose, etc.)
- *Assists with or provides cleaning of personal space in residents' room including bed making, arranging and

organizing of the room in order to create and maintain an atmosphere of warmth, personal interest, safety and cleanliness

- * Reports any changes/concerns in residents or any changes in a residents status in a timely manner to the A/L Manager, Administrator and/or DON
- * Document accurately and legibly all care/medications given
- * Ability to use and maintain tools, equipment, furniture, etc. necessary in department
- * Occasional lift and/or move up to 25-50 lbs. Specific vision abilities by the job requires close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- * Subject to constant interruptions and yet able to perform duties efficiently and correctly
- * Involved with residents, family members, personnel, visitors, government agencies/personnel, etc. under all conditions & circumstances
- * Maintain professional competence through attendance and participation in continuing education programs, seminars and professional activities and programs
- * Ability to distinguish smells
- * Ability to understand and apply training and education to staff
- * May be asked to work beyond normal hours

ESSENTIAL JOB FUNCTIONS:

- * Pass medications or perform treatments as directed by the physician, RN Consultant, A/L Manager and/or DON (depending on location of M/A while on duty)
- * Conducts observations and forwards information to appropriate person (supervisor in assigned location – Court Or Villa)
- * Responds promptly to all call signals and requests for assistance.
- * Interpret the department's policies and procedures to employees, residents, visitors, government agencies, etc. as necessary
- * Submit incident/accident reports to supervisor or Administrator within twenty-four (24) hours after their Occurrence
- * Function as effective member of the health Care Team in response to care planning
- * Assist with protocols and recommendations of therapists, such as physical or occupational therapy
- * Ensure antiseptic techniques and good hand washing practices for infection control, as well as utilizing universal precautions are in place and practiced
- * Make periodic rounds to check equipment and to assure that necessary equipment is available and in good working condition
- * Must be able to cope and handle the emotional and mental stress of the position
- * Ability to function effectively, productively and calmly
- * Involve the resident/family in planning objectives and goals for the resident
- * Communicates with medical staff, nursing service and other department supervisors
- * Maintains a liaison with other department supervisors to adequately plan for resident activities
- * May be subject to the handling of and exposure to hazardous chemicals
- * May be subject to exposure to infectious waste, diseases, conditions, etc, including TB and the AIDS and Hepatitis B viruses
- * Maintain resident confidentiality, staff confidentiality; treat staff and residents with kindness, dignity and respect
- * Comply with Resident's Rights rules
- * Performs other related duties as assigned by the A/L Manager and/or Administrator

NOTE: Specific job duties may vary depending on shift, location: Court or Villa, and staffing needs.

JOB PERFORMANCE CRITERIA

- 1. Professionalism: Conduct and present self in all behaviors as a professional, inclusive of dress as appropriate to the job.**
- 2. Respectful: Be respectful to all employees, visitors and callers.**
- 3. Efficient: Be efficient in time management, assigned projects, duties and responsibilities.**

4. **Productivity:** Complete assignments, duties and responsibilities timely and correctly.
5. **Accountability:** Adhere to and implement the Mission and Values, policies and procedures, and operating standards of the facility.
6. **Responsibility:** Perform duties in professional and competent manner at all times.
7. **Effective:** Provide assistance and support/cooperation to all employees at all times.
8. **Attendance:** Timely reporting for duties as per schedule of department; adherence to overtime regulations and call-in policies.
9. All other duties as assigned by supervisor/administrator

(The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.)

ACKNOWLEDGEMENT

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

DATE

EMPLOYEE

SUPERVISOR

ADMINISTRATOR