**Certified Medication Aide**

The following statements are intended to describe the general nature and level of work being performed and are not intended to be a complete list of all responsibilities, duties and skills required.

**SUMMARY**

Administers oral and external medications to residents under the direction and supervision of a registered nurse or a licensed practical/vocational nurse.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Prepares and administers medications to residents following established procedures
* Verifies identity of resident receiving medication and records name of drug, dosage, and time of administration on specified forms or electronic records.
* Clarifies any order or treatment regimen believed to be inaccurate, ineffective or contraindicated by consulting with appropriate licensed practitioner. Notifies supervisor when making the decision not to administer.
* Takes and records vital signs upon administration of medications when required.
* Orders and re-orders medications and returns all discharge medications for credit in compliance with federal and state regulations.
* Maintains neat, clean and orderly medication room and cart. Takes appropriate precautions to make sure residents/patient do not have access to medications other than those prescribed.
* Completes required forms and documents in accordance with company policy and state and /or federal regulations.

**ENTRY QUALIFICATIONS**

* Minimum high school diploma or equivalent, or experience as required by state regulations.
* Successful completion of a state approved course and is approved to administer oral and external medication.

**PHYSICAL DEMANDS AND ENVIRONMENT**

Shift work may be required. Employee is frequently required to stand, walk, use hands or fingers, reach with hands and arms, feel, talk, and hear. Employee is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic or caustic chemical. In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**OTHER REQUIRMENTS**

Participates in (or conducts) company-sponsored training to safeguard against improper use and disclosure of residents’ protected health information. Monitors and ensures compliance with company policies, procedures and state and federal law. By his /her signature below, employee agrees to and oversee communication of privacy guidelines relative to the confidentiality of residents’ protected health information.

I acknowledge I have received a copy of and read my job description. I understand the duties, requirements, and expectations of my job. If I have any questions, I understand I should contact my immediate supervisor.

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Print Name Signature Date