**Medication Tech**

**Job Description**

Reports to:  **Director of Health Services**

**JOB SUMMARY:** The Medication Tech is responsible for the safe administration of medications, treatments and resident care duties in accordance with established policies and procedures, state and federal regulations and as directed by the Director of Health Services, to assure that the highest degree of quality resident care is maintained.

**PRIMARY RESPONSIBILITIES:**

*Medication and Treatment Administration*

1. Administer medications and treatments as assigned within the scope of practice, following the five “R”s: right resident, right time, right medication, right dose, and right route.
2. Take and record vital signs as ordered or otherwise necessary.
3. Monitor self-medication program of residents when ordered by the physician, or assigned by the nurse.
4. Follow infection control and safety procedures to protect resident and employee from exposure risk.
5. Notify a supervisor, at once, of any noted adverse reaction of medication or awareness of medication error.
6. Pass medications, staying with each resident until the medication is consumed.
7. Maintain upkeep and cleanliness of med carts and medication room.
8. Responsible for recording and/or restocking of medications from pharmacy after receiving proper instructions. Responsible for counting, locking, and storing narcotics.
9. Responsible for ordering new, routine, and cycle fill medications as ordered by physician.
10. Gathers and records I & O’s.
11. Carry out other duties as assigned by supervisor.

*Resident Care Services*

1. Fill out Incident Report for resident and or staff when an incident occurs on shift and contact supervisor on duty.
2. Become familiar and adhere to each resident’s individual service plan and assist in all care as needed.
3. Assist with resident activities, encourage, remind, and assist residents to participate in activities.
4. Assist with cleaning (or disinfecting) resident assistive appliances and/or equipment, as needed.
5. Practice proper body mechanics when lifting and follow safety guidelines according to community policies and procedures.
6. Dispose of any biohazard waste according to OSHA regulations and company policies.
7. Carry out all resident care duties following Universal Precautions with appropriate application and removal of personal protective equipment.
8. Answer and respond immediately to resident calls for assistance.
9. Assist nurse with resident transfer or transportation arrangements.

*Documentation and Communication*

1. Take and receive report from out/in going nurse or Medication Tech.
2. Maintain accurate, complete and confidential resident medication, treatment, and care records, according to company policies and procedures.
3. Notify the supervisor on duty immediately when a resident becomes severely ill, injured, or presents with a change of condition.
4. Notify supervisor of any concerns or questions presented by the residents’ family members.
5. Report immediately to supervisor any employee incident/injury.
6. Communicate as needed with physicians, families, and other appropriate parties, concerning resident status, changes in status, need for appointment, etc.

QUALIFICATIONS/SPECIFICATIONS:
1. Genuine concern for and ability to work with the elderly.
2. Knowledge of the requirements for providing care and supervision to the elderly.
3. Ability to supervise, lead, and motivate people.
4. Ability to delegate responsibility while maintaining focus of daily activities.
5. Ability to manage and prioritize a complex medication and treatment administration process, within a specified timeframe.
6. Must be able to utilize standard precaution knowledge and infection control measures where required.
7. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
8. Possess sufficient communication and language (orally and written) skills to perform job duties, interpret medical information and communicate with residents, other staff, family members, etc., as needed.
9. Must be 18 years of age or older.

EDUCATION:
High school graduate or GED. CPR/first aid certification required depending on state requirements.

EXPERIENCE:
Minimum six months experience as a caregiver, prefer previous experience as a Medication Tech or Lead Aide.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:
- Stand/walk constantly, walk long distances occasionally throughout the day.
- Sit infrequently.
- Constantly Frequent Occasional Rarely
  Lift  ≤10#  ≤30#  ≥75-100#  ≥150#
  Carry  ≤10#  ≤30#  ≥75-100#  ≥150#
  Push/pull  ≤10#  ≤30#  ≥75-100#  ≥150#
- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤30#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤30#.
- Reaches on a constant basis while performing caregiving functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤30#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤30#.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language-must have strong command of the English language sufficient to read and write and interpret medical information.
- Bloodborne exposure category: High-Offer vaccine. Exposure tasks include: Injections, direct resident care.

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know as soon as possible.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

________________________________________________  ___________________
Applicant’s/Employee’s Signature                      Date