

**POSITION
DESCRIPTION**

POSITION TITLE	Certified Residential Medication Aide
SUMMARY	Administration of certain medications to residents as prescribed for them by their licensed care providers under the direction of the Executive Director, Residential Services Director (or their designee) in accordance with state and federal regulations and facility policy. This position may also entail other nursing directed activities including provision of personal care services, assistance, support and supervision for residents, and other designated duties assigned by their supervisor.
SUPERVISOR	Director of Nursing
ESSENTIAL JOB RESPONSIBILITIES	<p>Primary responsibility includes the preparation, administration and documentation of medication administered to individual residents, ensuring accuracy of person receiving medication, preparation, route, dosage, form and time of delivery of medication, as well as timely documentation of all of the above</p> <ol style="list-style-type: none">1. Transcribes orders written by licensed practitioner (MD, DO, FNP, or PA) in accordance with Federal and State regulations, and in accordance with facility policies and procedures Telephone orders must be transcribed by a licensed registered nurse.2. Ensures that medication is verified three times prior to its administration. Ensures label on medication contains all documentation required by federal and state legislation, and that label agrees with current order.3. Observes each resident as they take their medication. Ensures medication is never left unattended, or left with the resident, at the bedside.4. Documents administration of medication in the Medication Administration Record (MAR) and or other appropriate forms as soon as resident is observed taking medication. Documents any instance when medication is not taken or is refused, as well as the reason for omission and or refusal, and reports these instances to supervisor when appropriate.5. Documents cause and effect of all prn medications and regularly scheduled medications. Observes, records and reports unusual signs, symptoms or reactions to the nurse or duly authorized licensed practitioner. Completes an incident report as soon as possible for adverse medication reactions and in the instance of medication errors, as required by the facility policies and procedures.

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6. Observes records and reports effects of all medications administered to residents. Records appropriate vital signs whether required before during or after administration of medication. These may include temperature, pulse, respirations, blood pressure, oxygen saturation, blood glucose, or level of discomfort, in accordance to medication orders or parameters, and in accordance with facility policies and procedures.
7. Documents administration of medication in the Medication Administration Record (MAR) and or other appropriate forms as soon as resident is observed taking medication. Documents any instance when medication is not taken or is refused, and reports these instances to supervisor when appropriate (i.e. antihypertensive, hypoglycemic, antipsychotic, antidepressant medications, etc.)
8. Consults appropriate drug references to verify proper drug indication, dosage, route, purpose, storage and administration guidelines and precautions, as well as interactions and possible side effects of each medication.
9. Demonstrates knowledge of common terms, abbreviations and symbols related to medications and their administration.
10. Stores medications in accordance with current federal and state regulations and policies and procedures of the facility. Maintains the security of all drug storage areas at all times.
 - Separates internal vs. external preparations
 - Maintains separation of individual resident's medications
 - Ensures preparations requiring refrigeration are properly maintained between 35 and 41 degrees Fahrenheit, maintains and records refrigerator log
 - Maintains double locked security of controlled substances
 - Performs accurate numerical count at beginning and end of shift of all controlled substances; reports discrepancies to supervisor immediately
 - Observes state and federal as well as facility guidelines pertaining to the destruction and disposal of all medications, including controlled substances
 - Observes all federal, state and facility regulations pertaining to dispensing and releasing medications to residents in the instance of leave of absence or discharge
11. Observes residents' rights related to medication administration, recognizing the following:
 - The right to be informed of the purpose for the medication
 - The right to refuse any or all medication
 - The right to select their own pharmacy provider
 - The right to treatment with dignity and respect at all times

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- Maintains confidentiality of all information in accordance with HIPPA and facility guidelines
 - Immediately reports any violations of resident rights, complaints or grievances made by residents or their families to the administrator
12. Utilizes appropriate aseptic techniques in the preparation, administration and storage of medication.
 - Disinfects hands after administering medication to each resident
 - Washes hands with antibacterial soap and water utilizing proper hand washing techniques after the administration of eye preparations
 - Utilizes personal protective equipment when there is risk of exposure to blood or body fluids
 13. Assists residents with oxygen, indwelling catheters, ostomies and other medical therapies and treatments according to the CRMA scope of practice. Records these therapies and incorporates them into the individualized service plan, as well as reporting observations to supervisor.
 14. Assists residents with activities of daily living (bathing, dressing, grooming etc.) and instrumental activities of daily living (housekeeping, minor meal preparation, meal service, laundry, and transportation) as assigned by supervisor.
 15. Assist with activity programs upon direction from shift supervisor or Residential Services Director. Conducts/ directs activities as directed by the Activities Coordinator or as assigned by supervisor.
 16. Encourage and/or remind residents to participate in activities. Promote activities enthusiastically to pique residents' interest.
 17. Provide one-on-one support/ visitation to assigned residents on a weekly basis or as requested by supervisor or as specified in the assistance plan or daily communication log.
 18. Monitors health, safety and well-being of the residents. Accurately measures resident's blood pressure, temperature, pulse respirations weight and other appropriate vital signs and records them accordingly. Reports concerns about residents to supervisor and coworkers on a need to know basis, maintaining confidentiality at all times.
 19. Responds to resident needs and emergencies promptly; provides first-aid assistance and makes necessary arrangements for appropriate medical attention/ follow-up. Documents these events appropriately.

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20. Provides transportation services for residents, as directed by Activities Coordinator or shift supervisor, using the company vehicle. Maintains adequate mileage log, attendance record, and submits these documents when required. Chaperones activities outside the facility when requested.
21. Identifies supplies needed to perform tasks; communicates these needs to supervisor.
22. Maintain an accurate record of chargeable services (transportation, cleaning, personal laundry, guest meals, guest room use, etc.). Submits record to supervisor by the designated date each month.
23. Practices safe working habits while utilizing all equipment, chemicals, tools and utensils. Reports any equipment malfunctions and or safety concerns.
24. Assists in keeping the environment safe for residents; follows safe working practices and encourages others to do so as well.
 - Immediately reports all accidents/incidents and injuries to shift supervisor/administrator and accurately completes incident report and/or workman's compensation report.
 - Follows all safety policies and procedures and reports all hazardous or malfunctioning equipment, as well as missing or illegible MSDS chemical labels to person in charge or the administrator.
 - Follows established policies and procedures related to infection control and exposure to blood and body fluids. Immediately reports occupational exposures to person in charge and or administrator.
 - Uses appropriate personal protective equipment when there is a risk of exposure to blood borne or other potentially infectious material.
25. Provides care for residents within scope of practice of a CRMA. Documents all provision of care.
26. Documents information pertaining to changes in residents' functional health status, personal needs, appointments, etc. Communicates these changes to appropriate personnel.
27. Attends continuing education programs and facility in-services when required to ensure current, relevant knowledge of issues affecting the elderly, as well as facility policies and procedures.

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28. Leaves work area for breaks only as assigned and as expressly authorized by the person in charge or by Director of Residential Services.
29. Maintains a positive work atmosphere by behaving and communicating in a manner which promotes teamwork.
30. Performs other tasks as designated by Residential Services Coordinator or immediate supervisor.

WORKING BEHAVIORS

1. Adheres to and carries out all policies and procedures.
2. Reports on-the-job injuries and or grievances to the supervisor before the end of the shift on the day the injury occurs.
3. Establishes and maintains constructive working relationships with coworkers, residents, families and visitors.
4. Maintains confidentiality of verbal and written information pertaining to residents, facility operations and personnel.
5. Promotes *DIRIGO PINES* in a positive way.
6. Promotes teamwork in the provision of services for residents.

KNOWLEDGE EXPECTATIONS

1. Must have proof of current certification as a Certified Residential Medication Aids (CRMA) or Certified Nursing Assistant-Medications (CNA-M)
2. Current Heart saver AED certification, if not current will take recertification course within 3 months of date of hire
3. OSHA-MSDS sheets and procedures Food-handling regulations
4. Fire and safety procedures
5. Operation of kitchen appliances (dishwasher, garbage disposal, microwave, coffee maker, ice machine), office equipment (photocopier, telephone, facsimile)

WORKING CONDITIONS

1. Heated/ Air-conditioned, well-lit facility with minimal barriers
2. Weekend work on a rotation basis
3. On call on a rotation schedule
4. Must be able to sit, stand, walk, bend squat, twist and kneel according to needs of shift and or patient acuity.
5. Manual dexterity required to perform all aspects of care and prescribed treatments for residents, including but not limited to preparation of different forms of medication as well as the ability to administer them; also involves manual dexterity to administer personal care and other therapies as prescribed for residents.
6. Lifting, pushing or pulling up to 30 lbs., using proper body mechanics and/or available equipment
7. Bending or kneeling for up to 15 consecutive minutes to

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- perform cleaning tasks
- 8. Working 3-3.75 hours standing, walking and moving about without the need to sit down
- 9. Working with cleaning chemicals and other medicinal/pharmaceutical preparations which may require personal protective equipment.

QUALIFICATIONS

- 1. Training/Experience as a nursing assistant or home-health aide
- 2. Certified medication training as outlined by the state
- 3. Skills in nurturing and organizing similar to those in a domestic household
- 4. Experience or interest in working with older adults
- 5. Maturity, friendliness and enjoyment in working with people
- 6. High school diploma or GED, with reading, comprehension and writing ability at 12th-grade level or higher
- 7. Clean driving record (verified by MVR) and willingness to drive the company vehicle to transport residents

STANDARDS

- 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. Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- 3. Neat appearance, adherence to the dress code and good personal hygiene is expected.

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I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation. I understand that the first three months of employment are probationary. Furthermore, I understand that during this probationary period employment may be terminated at will by either party.

Employee's Signature

Date

DIRIGO PINES is an equal opportunity employer.

Approval date _____	Review date _____	Review date _____
Review date _____	Review date _____	Review date _____
Review date _____	Review date _____	Review date _____
Review date _____	Review date _____	Review date _____