



Episcopal Retirement Homes

POSITION DESCRIPTION

Position Title: Medication Administration Aide	Process/Dept.: Residential Housing and Healthcare
FLSA Classification: Non-exempt	Date: April 2010

Position Purpose:

Under the guidance of the Household Nurse and working within the scope of standard practices approved by the State of Ohio, the primary purpose of this position is to provide medication administration and support to the household residents in accordance with ERH’s established policies, person-centered care principles, procedures and household standards to ensure the highest degree of quality care is maintained at all times.

Essential Functions/Accountabilities:

Frequency	Function
Ongoing	Administers medications according to established policies and procedures and standards of care.
Ongoing	Follows policies and procedures of pharmacy related to acceptable storage of medications, i.e., medications administered by different routes are stored separately.
Ongoing	Documents administration of medication immediately following administration utilizing facility’s established documentation system.
Ongoing	Promptly reports medication errors and refusal of resident to comply with medication administration to Household Nurse on duty.
Ongoing	Fulfills responsibilities as a versatile worker within the household in accordance with the versatile worker job description.

Other Responsibilities:

Frequency	Responsibility
Ongoing	Attends and participates in continuing education programs designed to keep current with changes in the certified medication administration aide profession, as well as to maintain certification in an active status.

Expected Behaviors:

Frequency	Responsibility
Ongoing	Upholds person-centered care principles.
Ongoing	Cultivates effective and respectful relationships with residents, families and staff.
Ongoing	Exhibits behavior in accordance with ERH’s core values.
Ongoing	Provides outstanding customer service to all customers in accordance with ERH’s Five-Step Customer Service Program. Takes ownership for the resolution of any concerns presented or observed.
Ongoing	Adheres to all of ERH’s policies and procedures including our safety and Corporate Compliance programs.
Ongoing	Maintains confidentiality of a resident’s pertinent health information in accordance with HIPAA guidelines.

While every effort has been made to make this description of the essential functions and other responsibilities as complete as possible, it in no way states or implies that this is an exhaustive listing of the only duties you will be required to perform. The omission of specific statements of functions or responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Minimum Qualifications:

- Must possess, as a minimum, a certificate from an accredited program and possess a current, unencumbered, active certificate to practice as a certified medication administration aide in the State of Ohio.
- Must be able to read, write, speak, and understand the English language. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must be knowledgeable of standards of practice and procedures, as well as laws, regulations, and guidelines that pertain to medication administration by a certified medication administration aide.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- Must have the ability, with or without reasonable accommodation, to lift, push, pull or move 50 lbs on a regular basis and 100 lbs occasionally.
- Must not pose a direct threat to the health and safety of other individuals in the workplace.
- Must be able to cope with the mental and emotional stress of the position.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- May be necessary to assist in the evacuation of residents during emergency situations.

Working Conditions:

- Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.)
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as to reactions from dust, disinfectants, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
- May be subject to the handling of and exposure to hazardous chemicals.