

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Healthcare Center

POSITION: Trained Medication Assistant

GENERAL SUMMARY

The Trained Medication Assistant is responsible to administer medication and treatments under the direction and supervision of a licensed nurse. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Administers medications (including narcotics) by mouth, directly to the skin, eyes, ears, nose and rectum within standards of practice.
- Orders medications from the pharmacy.
- Performs assigned tasks including, but not limited to: specimen collection; vital signs; blood glucose checks.
- Collects information and records on the medical record under the direction of a licensed nurse.
- Records on healthcare flow sheets.
- Under the direction of the licensed staff, sets priorities to complete shift tasks in an efficient and orderly manner.
- Reports changes, observations or unusual events to the charge nurse.
- Attends and contributes to the shift report. May be required to give report.
- Provides personal care as outlined in the Sister's plan of care.
- Assists with keeping the Sister and her environment neat, clean and safe.
- Responds promptly to call signals and fulfills residents' requests in a reasonable amount of time.
- Assists in orienting and training new staff.
- Follows the established policies, procedures and mission of the Healthcare Center.
- Maintains work related equipment.

OTHER FUNCTIONS

- Assists in keeping medication carts clean and organized.
- Assists in keeping supply areas orderly.
- Performs other duties as assigned by the Healthcare Manager or designee.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Directed Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- High school diploma or equivalent required.
- Nursing Assistant certification and Medication Administration certification required.
- Must pass written medication exam during orientation with a passing grade = or > 80%.
- Ability to read, write and communicate effectively.
- Ability to work independently and collaboratively with all team members.
- Ability to organize and prioritize work load.
- Ability to maintain confidentiality.
- Ability to accept directions and carry out assignments.
- Knowledge and use of personal protective equipment (PPE).

WORKING CONDITIIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Frequently requires objects weighing up to 50 lbs. to be lifted, pushed and/or carried.
- Exposure to blood and other body fluids.
- Exposure to latex, plastic and other materials used for PPE.
- Personal care for the Sisters must be performed by a female caregiver.
- This position may entail weekend and shift work- days, evenings, nights.

ACCOUNTABILITY: Reports to Healthcare Manager

POSITION LEVEL: HCC-5

FLSA: Non-Exempt

DATE UPDATED: 2019

SIGNATURES:

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.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership