

Medical Technician

Job Title: Medication Technician

FLSA Status: Non-Exempt

Department: Wellness

Prepared Date: August 2015

Reports To: Wellness Nurse

Summary: Administers medications or assists residents with their medications prescribed by the resident's physician. Documents the administration, medication effectiveness and any noted adverse actions or side effects of the medication in accordance with established policies and procedures, current standards of practice and applicable state/federal regulations.

Essential Duties and Responsibilities:

Core Values:

Our team members demonstrate the core values of the community every day.

- **Safety – We work safely for ourselves and our residents.**
 - Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others.
- **Residents – Our residents are the priority**
 - Shows interest in, anticipates, and responds timely to resident's needs.
- **Communication – We are open and honest with our communication**
 - Avoids confrontational approaches and keeps the communication positive.
- **Integrity – We do the right thing, every time.**
 - Respects and maintains confidentiality; tells the truth and is honest in all dealings.
- **Respect –We genuinely care for others. We respect every person and every role.**
 - Maintains an open, approachable manner, and treats others fairly and respectfully
- **Empowerment – We enable our residents and team members to make decisions.**
 - Balances analysis, knowledge, experience, and perspective when making decisions.
- **Accountability- We take responsibility for ourselves and our results**
 - Shows up to work on time, and follows instructions, policies, and procedures.

Operational Duties and Responsibilities:

- Passes medications/treatments or assists residents with their medications/treatments according to physician's orders ,company policy and state regulations.
- Documents medications in accordance with community policy/state requirement.
- Observes, records and reports to the Nurse symptoms and conditions of residents that could be related to medication interactions, adverse drug reactions and medication side effects.
- Determines and records effectiveness of medications in a timely and accurate manner as required by state/federal regulations.
- Notifies pharmacy of medication refills.
- Promotes and provides residents' rights during administration of medication.
- Responsible for proper storage and security of medications, including narcotics, in accordance with established policies, procedures and state/federal guidelines.
- Responsible for maintaining a clean and organized medication cart/supply area.
- Assists the DOW with Quality Improvement activities as assigned, not limited to weekly cart audits.

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- Obtains and reports vital signs as indicated.
- Demonstrates awareness of proper infection control practices.
- May be required to assist residents with personal hygiene tasks and other activities of daily living.
- Communicates to residents, staff and others in an accurate and factual manner. Seeks clarification from or refers questions to Staff Nurse, ADOW, or DOW when needed.
- Documents resident issues and conditions in the medical record.
- Notifies MD of changes in resident status or condition.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities unless acting as the charge person on the shift, then supervises the Resident Caregivers.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must meet all state health requirements including T.B. and must be able to pass states perspective background clearance

Education/Experience: High School Diploma or General Education Degree (GED) and completion of an accredited Medical Administration/Assistance training program. Knowledge of safe medication practices required with a medication error rate of 2% or below. Must recognize complications, adverse actions or side effects of medications and obtain input from the Staff Nurse as indicated to ensure the optimum health and safety of the resident.

Certificates and Licenses: May require Medication Technician certification in accordance with state regulations.

Language Skills: Read and comprehend simple instructions, short correspondence and emails. Write simple correspondence; effectively present information in one-on-one situation and small group situations to customers, and other employees.

Math Skills: Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent.

Reasoning Ability: Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in standardized situations. Ability to identify problems and escalate them.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. Must be able to lift up to 50-75 lbs. The incumbent is required to read and respond to documents in hard copy and electronic form. Manual and finger dexterity and eye-hand coordination required. Must possess the vision requirements for close, distance and peripheral vision, along with ability to adjust visual focus and distinguish between colors.

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Must be able to obtain and record the resident's temperature, pulse, respiration rate and blood pressure. Must be able to observe and report resident's clinical condition to Nurse.

Must regularly be able to sit, stand, bend and move continuously during work hours. Must be regularly able to stoop, carry, turn, kneel and crouch, assist high-risk residents, push medication carts, use arms, hands and fingers to reach, grasp and hold.

Work Environment: The noise level in the work environment is usually moderate, consisting of usual senior care facility sounds including but not limited to computers, printers, telephones, light foot traffic and background conversation.

This job description is intended to describe the general nature and level of work being performed by most people assigned to this job. However, it is not an exhaustive list of all duties and responsibilities and requirements.

If you need clarification on any items outlined in this job description, please bring it to the attention of your direct supervisor. Your signature confirms you understand and are willing to perform the duties of this job description as outlined above.

Team Member Print Name

Team Member Signature _____
Date