

Village at the Harbor

Job Description

Job Title: Medication Technician

Reports To: Resident Care Coordinator

Summary of Responsibilities: Medication Technicians are in charge when administrators are not on the premises. Med Techs assist older people who are functionally, physically, and/or socially impaired and need 24-hour oversight with medication management. The Medication Technician's role is to maintain current, "on hold" and backup medications for each resident, to maintain medication records and other documentation and to provide medications to residents for self-administration, fostering at all times residents' independence and freedom of choice, remembering residents needs and adapting to daily changes. All responsibilities will be conducted in a manner that is consistent with the philosophy of assisted living.

Essential Duties and Responsibilities:

1. Activities of Daily Living (ADL's): Provides assistance with:

- Proper storage and use of prescribed and over-the-counter medications including pills, ointments, powders, inhalants, insulin
- Monitoring medication and first aid supplies
- Maintaining supplies for urine catches and TB syringes
- Monitoring appointments and reminding residents and RA's of upcoming appointments
- Tracking medication refill needs
- Monitoring communication from physicians on a daily basis and following up in a timely manner on all orders and requests
- Ensuring all current medication orders and reorders are written/faxed for proper filing
- Ensuring pharmacies have proper and current order communications from physicians
- Communicating with RN Director as needed for advice and updates including NSAs, faxes, non-delegated medical needs, resident medical concerns, family issues, staff concerns

2. Instrumental Activities of Daily Living: Provides assistance with:

- Hearing and adaptive vision devices and supplies
- Scheduling and recording appointments
- Ordering medications and supplies
- Communication with physicians, therapists, pharmacies and families as well as residents

- Occasionally escorting residents in absence of family ability and coordinates external transportation needs

- Contacting families with residents' needs for apartment, i.e. depends, tissue, etc.

2.Medication Assistance

- Assist residents with self-administration of medications, including taking blood pressure and heart rate, taking blood sugar levels and crushing and splitting pills

- Careful recognition of the 5 Rights (resident, medication, dose, route, time)

- Careful and consistent documentation of medication activities

2.Health Maintenance and Monitoring Tasks:

- Observes and reports changes in residents' physical condition and cognitive/emotional status to Nursing Director/Management, as needed

- Monitors for environmental safety hazards

- Records incidents, errors, or accidents

- Records resident and resident-related events

2.Emergency Preparedness:

- Responds to and acts appropriately in emergency or disaster situations

Leadership:

- Plans and completes duties with minimal direction from supervisor

- Communicates extensively and directly with on-call RN getting updates on alert charting and on residents needing extra assistance

- Works collaboratively with peers and other team members

- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations

- Follows up with appropriate staff, residents or other individuals regarding reported complaints, problems, and concerns

- Acts as ambassador and public relations representative to guests, visitors and families

- Maintains all certifications and training required for employment

- Communicates with following-shift staff regarding changes in medication or resident health

- Performs narcotic medication count at change of staff
- Accepts and acts upon reports from RA staff regarding changes in resident conditions or other concerns

Administrative Responsibilities:

- Monitors appropriate use of resident care, office and other supplies
- Copies paperwork or forms as needed maintaining a file of master forms needed for RN and Med Tech use
- Prepares and maintains resident records as needed including filing forms, reports and documents in resident charts
- Monitor charts for monthly notations
- Promptly records on medication sheets medications taken or refused (noting reasons), BS levels, BP and HR levels
- Alert Nurse Director when needing:
 - Signatures for faxes to file
 - RN notes to discharge residents and file chart
 - Increased medical care and assistance for residents
 - Updated NSA
 - Scheduling problems
 - Medical tasks on RN can perform

Other Duties:

- Demonstrates an appreciation of the heritage, values and wisdom of the residents and an understanding of the aging process
- Attends and participates in staff meetings, stand up meetings and change of shift reports
- Participates in in-services, projects or committees as assigned
- Assists with quality assurance programs when indicated
- Assists in training of new staff
- Maintains medication cart and supplies locking properly and keeping keys safe
- Maintains med cabinets and first aid supplies
- Responsible for arranging staff replacement when RCC is off duty, see policy

Qualifications:

- Must be able to think, act, and intervene independently in both routine and emergency situations. Must be self-motivated and function as an “in charge” person.
- Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances.
- Must be able to work flexible hours and participate in holiday activities.

Working Conditions:

- Exposed to body fluids, infection, odors, and behavior of residents
- Exposed to chemicals / cleaning solutions

Physical Demands:

- Must be able to lift/push up to 50 pounds
- Must be able to walk four miles daily
- Must be able to lift, carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time
- Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
- Must be in good general health and demonstrate emotional stability in order to cope with the physical, mental and emotional stress of the position

Employee _____ Date _____

Supervisor _____ Date _____