



Job Title: Certified Medication Technician
Department: Operations
Reports To: Director of Operations & Quality Management
FLSA Status: Non-Exempt
Prepared by: Insperty (th) **Date:** 07/12/2016

Position Summary: Working under general supervision, the Medication Technician is responsible for administering medication to clients while ensuring the safety of the clients. The Medication Technician is responsible for monitoring, stocking, verifies identity matches medicine before administering to the client. This position is subject to working overtime as needed and to remain past shift until replacement coverage has arrived.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Job Description:

- 1) Administers prescribed medications to clients and maintains related medical records under supervision of NURSE, GENERAL DUTY: Verifies identity of client receiving medication and records name of drug, dosage, and time of administration on specified forms or records.
- 2) Presents medication to clients and observes ingestion or other application, or administers medication, using specified procedures.
- 3) Takes vital signs or observes clients to detect response to specified types of medications and prepares report or notifies designated personnel of unexpected reactions.
- 4) Documents reasons prescribed drugs are not administered.
- 6) May receive supply of ordered medications and apportion, mix, or assemble drugs for administration to clients.
- 7) May record and restock medication inventories.
- 8) Auditing medication is mandatory after each dose. Daily audit of all medication is mandatory which includes OTC medication.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Communications – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Education/Experience:

A minimum of (1) year related experience in and/or training clinical aspects of the job; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Basic working knowledge of Microsoft Office (Word, Excel, Outlook and Internet Explorer) required.

Certificates and Licenses:

CPR and Infant CPR certifications; current First Aid certification and Current State CMA certification required. Certified nursing assistant (CNA) certification, which requires a high school diploma or equivalent, completion of a nursing assistant program.

Approval Requirements:

Not applicable

Supervisory Responsibilities:

Not applicable

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are performed outside in the courtyard or monitoring clients in areas within or around the buildings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit and use hands to finger, handle and feel. The employee is regularly required to talk or hear, stand and walk. This position subject to climbing up and down steps and could carry a child or other objects weighing up to 50 pounds occasionally. Specific vision requirements include close vision, distance vision, peripheral vision depth perception and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name