

# *Certified Medication Technician*

**Department:** Nursing

Wage: Hourly

**Reports to:** Unit Supervisor/Director of Nursing

## ***Minimum Qualifications:***

- \*Current Registration with the State Board of Nursing as a Certified Medication Technician in good standing.
- \*Must have a sincere interest in geriatric nursing, and willing to promote the physical, psychological, emotional, spiritual and social well being of the aged in accordance with the core philosophy of the Little Sisters of The Poor.
- \*Good communication and interpersonal skills.
- \*Must be able to regularly, intermittently and spontaneously lift, transfer and reposition residents throughout the day in accordance with the physical demands further outlined.
- \*Alert and able to recognize changes in the condition of the resident; resourceful in emergency situation.
- \*Spirit of cooperation in order to create a home-like atmosphere conducive to promoting the wellness of each individual resident. Respect and sensitivity for confidentiality issues.
- \*Must have mental and emotional stability and maturity to respond and interact positively with the ill, disabled, elderly, emotionally upset, mentally disorientated and, at times, hostile residents within the Home.
- \*Flexibility to work the days and hours assigned as well as a variety of work tasks.
- \*Ability to perform the essential duties as described below.

**Work Environment:** Indoors

**Work Pace:** Self-paced, requiring the ability to work quickly in an oftentimes fast-paced, demanding work area.

## ***Essential Duties:***

- \*Responsible for the hands-on nursing care of assigned residents during the assigned shift; rendering nursing care in compliance with recognized techniques, procedures, established standards, state and federal regulations and administrative policies.
- \*Responsible to administer medications by mouth, or directly to the skin, eyes, ears, nose or rectum at the direction of a Licensed Nurse, and according to safe standards of practice.
- \*Practice effective infection control and universal precaution procedures.
- \*Document medications administered and alert charge nurse to changes in resident condition.
- \*Promote safety awareness with residents, staff, family and volunteers.
- \*Attend meetings and continuing education as required.
- \*Utilize positive communication skills with residents, families, volunteers and members of the interdisciplinary care team.
- \*Responsible to read and implement each individual resident's plan of care as directed by the unit charge nurse, in accordance with established methods and techniques. Assist residents with nutrition, fluid intake, elimination, hygiene, exercise, and promoting sleep as indicated.
- \*Direct care of equipment and supplies. Report directly to supervisor any resident needs or problems requiring attention.
- \*Attends meetings and continuing education as assigned.
- \*Performs other duties as necessary to fulfill the primary duties and responsibilities of the position as well as those assigned by supervisory or managerial personnel.

**Job Description: Certified Medication Technician (continued)**

**Physical Demands:**

Sitting: 1 hour in an 8 hour shift. Alternates frequently to standing and walking.  
Walking: 4 hours in an 8 hour shift. Alternates occasionally to sitting and frequently to standing.  
Standing: 3 hours in an 8 hour shift. Alternates frequently to walking and occasionally to sitting.

**Frequency:**

Never = 0% Rarely = 1-10% Occasionally = 11-33% Frequently = 34-66% Continuously =67%+

**Lifting:**

<u>Weight</u>	<u>Frequency</u>	<u>Objects</u>
1-10 lbs.	Frequently	Paper, resident charts, care supplies
11-20 lbs.	Frequently	Various resident supplies
21-50 lbs.	Occasionally	Resident supplies, soiled laundry or garbage bags
51-100 lbs.	Occasionally	Resident (transfers)
101-150 lbs.	Rarely	Resident (transfers/lifts)
151 + lbs.	Never	

**Carrying:**

<u>Weight</u>	<u>Frequency</u>	<u>Objects</u>
1-10 lbs.	Frequently	Paper, resident charts, care supplies
11-20 lbs.	Frequently	Various resident supplies
21-50 lbs.	Rarely	Resident supplies
51 + lbs.	Never	

**Other Physical Activity:**

Bending:	Frequently	Climbing:	Occasionally (stairs)
Squatting	Occasionally	Reaching:	Frequently
Kneeling:	Rarely	Grasping:	Continuously
Crawling:	Rarely	Fine Manipulation:	Continuously

**APPLICANT DECLARATION:**

I, \_\_\_\_\_ have read this job description for Certified Medication  
(Applicant Name-Please Print)

Technician For Little Sisters of The Poor, and I feel I meet the qualifications and requirements as outlined.

To the best of my knowledge, I believe I can perform these duties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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