

Fairview Care Center
TITLE: Trained Medications Assistant

BAND	GRADE	SUBGRADE
DIVISION: Fairview Care Center	ACCOUNTABLE TO: Director of Nursing	CLASS CODE: Non-exempt
PRIMARY LOCATION: Fairview Care Center	NORMAL HOURS: Day, PM or night	DATE OF LATEST REVISION: 8/1/2018

JOB PURPOSE:
Under limited supervision, performs a variety of paraprofessional nursing duties so that the physical and medical needs of the residents are met; and able to administer certain types of medications and provide accurate documentation; performs related work as required.

Duty No.	Essential Duties	Frequency	B/G
1.	Administer routine medications only as prescribed by physician for each resident, under the supervision of licensed personnel.	50%	
2.	Administer PRN (as needed) medication only after assessment and approval by the licensed nurse.	5%	
3.	Records medications and treatments accurately and reports any adverse medication reactions to immediate supervisor.	16%	
4.	Follow proper security procedures in medication area at all times.	4%	
5.	Follow TMA protocol(s) for administering medications.		
6.	Addresses the immediate physical needs of facility residents so those facility goals for long term care are upheld, by bathing, toileting, feeding, positioning, exercising and dressing residents..	5%	
7.	Protects residents so that resident safety needs are met by implementing standard safety procedures, preventing self-injury, and preventing residents from unauthorized leave from the facility premises	5%	
8.	Encourages residents so that independence and self-care objectives are met by persuading residents to attend to their personal needs of dressing, feeding, toileting and bathing.	5%	
9.	Documents activities of residents per facility policies and procedures so that pertinent information can be communicated to nursing and medical personnel	5%	
10.	Addresses the personal needs of facility residents so that		

Duty No.	Essential Duties	Frequency	B/G
	facility goals for long-term care are upheld by shaving, trimming nails, combing hair, and other related services.	2%	
11.	Lifts residents so that they can be transported from their wheelchairs, beds, or baths by applying lifting principles and physical effort, or by operating sophisticated lifting equipment.	1%	
12.	Maintain confidentiality of resident information	1%	
13.	Perform various duties as assigned.	1%	

MINIMUM QUALIFICATIONS:
<p><u>Credential, License Certification:</u> Must be on Minnesota Nurse Aide Registry. High school graduate and completed a course in medication administration in an approved school in Minnesota,</p> <p><u>Criminal Background Check:</u> Must complete a MN Department of Human Services Criminal Background Check and be certified by the Department as employable as a Nursing Home Employee. Any offer of employment is conditional until receipt of the Background Study Clearance.</p>

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:
<ul style="list-style-type: none"> Principles and procedures of nursing assistants as prescribed by facility-policy and supervising personnel. Practical human relations as it relates to nursing assistants. Basic knowledge of medical terminology Basic computer knowledge.

CORE COMPETENCIES OF POSITION:
<ul style="list-style-type: none"> Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members. Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible. Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Fairview Care Center and Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Fairview Care Center's Dodge County's reputation as well managed and citizen oriented.

- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental, facility and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of Fairview Care Center and the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

ESSENTIAL FUNCTIONS

- Learn and apply the principles, methods, techniques, and attitudes required in the care and treatment of geriatric patients.
- Detect symptoms of disquiet, uneasiness or other changes in the mental or physical condition of residents, which demand attention from a nurse or physician.
- Learn, understand and observe institutional rules, regulations, and policies/
- Follow detailed written and oral instructions.
- Establish and maintain effective working relationships with employees, residents, relatives and the general public

WORKING CONDITIONS

Environmental Conditions: Works throughout facility resident's living areas. Is subject to frequent interruptions.

Physical requirements: Sits, stands, bends, lifts and moves intermittently during working hours. Ability to push, pull wheelchairs, adaptive chairs with residents up to three hundred pounds.

Exposure conditions: May be subject to exposure to infectious waste, diseases, conditions, etc., including TB, the Hepatitis B and AIDS viruses. May be exposed to odors, cuts, falls. Is subject to hostile and emotionally upset residents, family members, etc.

Other requirements: Is subject to hostile and emotionally upset residents, family members, personnel and visitors. Is subject to working beyond normal duty hours and to call-back during emergency conditions. Attends and participates in continuing educational programs.

SAFETY POLICY:

It is the responsibility of every employee of Fairview Care Center to know and observe the safety policies and procedures of the facility and Dodge County. Each employee is expected to perform their tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

Signature

Date

Supervisors Signature

Date

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

	hours a day sitting
8	hours a day standing
8	hours a day walking
1	hours a day kneeling
1	hours a day stooping
5	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
10	pounds lifted waist high
0	pounds lifted shoulder high
0	pounds lifted above the head
50	pounds are carried alone
100	pounds are carried with someone else
8	distance weight must be carried (feet)
20	pounds are pushed
30	pounds are pulled
10	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
X	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
	X	smell
	X	touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading		Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic		Creating methodologies
X	mathematics		Conducting research
X	weighing and/or measuring		Managing resources
X	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

8	hours a day spent working under time pressure
8	hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
	% of time spent at a desk, bench or window
	% of time spent in an office or control room

	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: