

**SEQUOIA SENIOR LIVING  
JOB DESCRIPTION**

Job Number:	Job Title: Medication Aide CA
FLSA Status: Non – exempt	Department: Assisted Living/Lighthouse
Date Reviewed: 1/11/2013	Prepared by:

**SUMMARY**

The Medication Aide is responsible for assisting in the administration of medications to residents as ordered by the attending physician, under the direction of the attending physician, and Assisted Living Director and in accordance with established nursing standards, the policies, procedures and practices of the property, and the requirements of the state. Responsible for maintaining a current accounting of all medications residents are taking and the documentation required for that process. Responsible to report all change in status of residents as it relates to assisting with medications. **Reports to:** Assisted Living Director, Lighthouse Care Director or Lighthouse Program Director, as assigned.

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities described below are representative of those an employee encounters while performing the basic functions of the position. While every effort has been made to identify the essential functions of the position, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Assists residents with their daily medications, treatments and resident care as assigned and within the scope of practice, policy and procedures and Title 22 Regulations.
2. Observe and verify that medication is ingested or applied as directed. Document any instance where prescribed medication is not administered, including reason(s) for refusal and notify supervisor and/or Executive Director.
3. Maintain accurate, complete and confidential resident medication and care records according to established procedure and state law.
4. Keep medicine carts and areas orderly, clean and appropriately stocked and locked. Maintain upkeep and cleanliness of medicine carts and medication rooms.
5. Assist caregivers in the performance of their job and assume caregiver activities when needed.

6. Coordinate medication services with resident, pharmacy and physician. Prior to resident's arrival, verify medications and proper dosages with physician. Medication is not to be dispensed until verification with physician is complete.
7. Track all orders for medication changes and/or refills.
8. Participate in and complete narcotic count at beginning and end of each shift. Report any and all discrepancies to Assisted Living Director or Lighthouse Care Director immediately.
9. Prepare medication for distribution to residents as per the SSL Medication Policy.
10. Communicate with physicians and family members as appropriate.
11. Observe and communicate to Assisted Living Director, Lighthouse Program Director or shift supervisor any changes in resident physical or mental status.
12. Carry a radio and/or pager as directed by supervisor to ensure prompt response to resident issues.
13. Be familiar with the meaning and usage of common medical abbreviations, symbols and terms relative to the administration of medications as used by the residence, pharmacists and physicians.
14. Demonstrate knowledge of infection control, i.e., adequate hand-washing, blood borne pathogens procedures, universal precautions, etc.
15. Maintain all required licenses/certifications as required by state law.
16. Report occupational exposure to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the property's policies and procedures governing accidents and incidents.
17. Per State of California regulations, as a "mandated reporter" you must report all known or suspected incidents of resident abuse of dependent adults or elders.
18. Provide support to community's marketing efforts through positive/friendly interaction during all property tours and telephone contact with the public, and as directed by a supervisor.
19. Maintain a safe and secure environment for all staff, residents and guests, following established safety standards.
20. Encourage teamwork through cooperative interactions with co-workers and other departments.
21. Support a positive and professional image through actions and dress.
22. Performs other duties consistent with the position as assigned by the Assisted Living Director, Lighthouse Care Director or Lighthouse Program Director.

**MINIMUM QUALIFICATIONS**

<b>Minimum Age Requirement:</b>	Must be at least 18 years of age.
<b>Education:</b>	High school diploma or equivalent.
<b>Experience:</b>	Experience working with elderly clients preferred. Experience with handling medications preferred.
<b>Mathematical Skills:</b>	Ability to make simple mathematical calculations.
<b>Equipment:</b>	Use of standard office equipment, telephone and personal computer.
<b>Reasoning Skills:</b>	Demonstrates an awareness and concern for resident safety at all times. Ability to make independent decisions and works without supervision. Knows and understands facility fire plan, disaster plan, and safety procedures.
<b>Oral/Written Communication Skills:</b>	Ability to follow written and oral directions. Ability to interact tactfully with residents and family members, staff and general public. Ability to read, write and speak English.
<b>Physical Effort:</b>	Good physical health verified by a health screening, including a chest x-ray or an intradermal test result not more than 6 months prior or seven (7) days after employment. Be mobile and able to perform physical requirements of the job.
<b>Personal Characteristics:</b>	Makes resident satisfaction a high priority. Maintains a positive attitude in all situations. Displays sincere compassion towards older adults. Demonstrates genuine concern for the physical and emotional needs of older people and their families.
<b>Working Conditions:</b>	Well-lighted, air-conditioned health care environment.
<b>Other: (As required by Title 22)</b>	Employee must pass a criminal record clearance prior to beginning work in the community. Employee must possess current first aid training.

**JOB RELATIONSHIPS**

<b>Supervises:</b>	Caregivers, as requested by Assisted Living Director or Lighthouse Program Director
<b>Supervised by:</b>	Assisted Living Director, Lighthouse Care Director or Lighthouse Program Director, as assigned

**PHYSICAL AND MENTAL REQUIREMENTS**

N/A = Not required in this position	N/A	O	F	C
O = Occasional: Performed or encountered 1% to 33% of work time				
F = Frequent: Performed or encountered 34% to 66% of work time				
C = Constant: Performed or encountered 67% to 100% of work time				

<b>Supervision/ Managing</b>				
Supervising	X			
Managing	X			
<b>Work Setting</b>				
Sitting for long periods		X		
Operating standard office machines			X	
Operating Computer		X		
Moving freely about property				X
Answering/using telephones		X		
<b>Stock Handling Examples of Weights Lifted and Frequency</b>				
A ream of paper or less (5 pounds)			X	
A small record storage box (5-20 pounds)		X		
A case of bottles (20-30 pounds)		X		
Carts (30-80 pounds)		X		
Furniture, bales, crates, drums (80 pounds or more)		X		
<b>Resident Care</b>				
Pushing wheelchair	X			
Turning residents	X			
Helping residents walk		X		
Lifting residents	X			
Helping residents sit up		X		
<b>Mobility</b>				
Walking				X
Standing			X	
Bending			X	
Climbing		X		
Kneeling		X		
Twisting		X		
Bending		X		
Squatting		X		

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Visual Requirements				
Reading documents for analytical purposes, ready for high degree of accuracy.				X
Viewing video display or computer screens			X	
Overall vision				X
Color perceptions				X
Depth perceptions				X
Reading/close up work				X
Field of vision/peripheral			X	
Dexterity				
Simple Grasping				X
Power Grasping	X			
Pushing & Pulling		X		
Fine Manipulation			X	
Hearing/Talking				
Hearing normal speech				X
Hearing on the telephone				X
Hearing faint sounds		X		
Talking in person				X
Talking on the telephone			X	
Calculating/Interpreting				
Calculating			X	
Comparing			X	
Editing		X		
Evaluating			X	
Interpreting		X		
Organizing/Planning				
Organizing				X
Consulting			X	
Analyzing			X	
Planning				X
Designing		X		

Documenting/Implementing				
Documenting				X
Specifying			X	
Coordinating			X	
Implementing			X	
Presenting		X		
Emotional/Psychological Factors – Exposure to				
Stressful situations		X		
Trauma, grief, death		X		
Public contact		X		
Decision making				X
Concentration				X
Environmental Conditions				
Noise	X			
Dirt, dust, smoke, fumes		X		
Cold, heat (indoors)		X		
Cold, heat (outdoors)		X		
Additional Requirements to the Position (List)				
Compliance with the Property's Exposure Control Plan.				X
Compliance with the Property's Blood Borne Pathogens Standard.				X
Compliance with the Property and Department's safety and emergency procedures.				X
Responsible for resolving, reporting, and anticipating potentially hazardous conditions.				X

### STATEMENT OF UNDERSTANDING

I have read this job description and fully understand the requirements outlined above. I accept the position of Medication Aide and agree to perform the identified essential functions in a safe manner and in accordance with the company's established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated by the company or myself at any time, for any reason or no reason. I further understand that nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_