Certified Medication Aide

Job Code	Job Title	Pay Grade
5006F2	Certified Medication Aide	20

CONCEPT: Works directly with the Nursing team and is responsible for delivering support and nursing care within the CMA Scope of Practice. Follows Federal and State of Kansas statutes, regulations, and policies, Physician/Mid-Level/RN Orders, and Nursing Service Standards & Scope of Practice Guidelines as a member of the Medication Team.

TASKS:

- Administers medications and nutrition and performs interventions and/or treatments as ordered.
- Verifies and double checks orders in coordination with pharmacy, providers, and nursing.
- Provides home staff education, performs medication observations, maintains narcotic/controlled medication documentation, and audits and maintains/cleans medication carts/rooms and treatment rooms, as needed.
- Documents all resident care, interaction, prevention measures, observations, administrations of medications and treatments, interventions, changes in condition, and unusual occurrences, in objective form.
- Properly communicate verbally and in writing, all interdisciplinary providers, staff, families and guardians, as a way to promote safe patient care, to address clinical problems and concerns, to document education provided and to provide reasoning in accurate, relevant, consistent, complete, legible, thoughtful, timely, in a manner reflective of the nursing process and CMA scope of practice.
- Monitor and immediately report any changes in the resident's vital signs or behavior, or any other indication of adverse effects from a medication to the nurse. Maintain frequent, positive interaction with all individuals.
- Ensure all medications are stored in a safe and accurate manner in ordinance with established policies and procedures.
- Demonstrates awareness and follows proper infection control practices.
- May be asked to assist direct care staff on home on an as-needed basis.
- Performs tasks including but not limited to resident's activities of daily living (ADL), cooking, basic housekeeping, transportation, learning and recreation activities.
- Performs and models professional leadership to the home staff by coaching and teaching.
- Completes routine checklists or job duties.

LEVELS OF WORK

- Class Group consists of one class.

Certified Medication Aid: This is full performance level work planning, directing or coordinating active treatment, developmental, habilitation and rehabilitative treatment activities and/or programs for individuals or groups of individuals with mental illness or developmental disabilities. Administers medications. Shares leadership responsibility with coworkers in performance of duties to fulfill work responsibilities. Mentors lesser skilled staff by providing individual supports and training. Work may involve supervising staff.

Minimum Requirements: Must be a Certified Medication Aide (CMA) in the State of Kansas. Must be certified in Cardio-Pulmonary Resuscitation by a nationally recognized program. Must be certified in First Aid.

Necessary Special Requirements: Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

REF: 05/26