

Job Description			
Job Title:	Trained Medication Aide	Building:	Birchwood Health Care Center
Reports to:	Nurse in Charge; Afternoon Supervisor; Weekend Supervisor	Supervises:	
Level:	1	Classification:	Non-exempt
Status:	Full-time/Part-time	Date Revised:	September 2004

Job Summary:

Administers meds according to Birchwood Health Care Center's policy for TMA. Performs treatments for which has been trained.

Qualifications:

Currently registered nursing assistant. TMA course completion. TMA skills passed.

Essential Job Functions:

1. Review report from nurse going off duty, getting full information on residents' condition and new orders.
2. Prepares administers and charts medications according to established policy and procedure: oral, rectal, topical, eye drops, and ear drops.
3. Administers prn medications after consultation with nurses.
4. Performs resident treatments as has been trained
5. Refers residents needing assessment to a nurse who assumes that responsibility.
6. Informs ordering person of any supplies needed.
7. Delivers resident care as needed.
8. Cleans med carts and med rooms as needed.
9. Assists in dining room at mealtime.
10. Maintains required documentation in an accurate and timely manner per policies and procedures for medications and treatments.
11. Records and reports to a professional nurse regarding resident conditions, reaction to drugs and treatments, and significant events.
12. Assists with admission, transfer and discharge responsibilities not related to assessment.
13. Attends required in-services and staff meetings.
14. Refers family questions re: resident's physical condition, medications, or behavior to the nurse in charge
15. Does narcotic check and control drug count at shift change with on-coming and off-going nurse per nursing policy and procedure.
16. Observes resident's rights--providing dignity, privacy and confidentiality.
17. Maintains current TMA certification.
18. Maintains acceptable attendance levels.
19. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
20. Participates in and supports Quality efforts throughout the facility.
21. Other duties as assigned by supervisor(s).