

BLACKFEET CARE CENTER

JOB DESCRIPTION

JOB TITLE: C.N.A Medication Aide II
DEPARTMENT: Nursing Service
POSITION TYPE: Full-time, Permanent
SUPERVISOR: Director of Nursing
SALARY RANGE: Per Blackfeet Tribal Health wage scale

JOB PURPOSE

The Certified Medication Aide role is to assist the licensed nurse (RN/LPN) in providing safe and ethical care for clients—that is, administering prescribed drugs and completing other delegated nursing tasks allowed. The CMA is under the direct supervision of the Director of Nursing or the Charge Nurse of the shift.

RESPONSIBILITIES

- Dispense oral inhalation and topical medications to patients under direct supervision of a licensed nurse unless otherwise allowed by state law.
- Observe patients for drug reactions and report any problems to the nurses.
- Performing tasks associated with medication administration, including patient vital signs, calculate medication dosages and stock the medication cart.
- Recording medication administration according to program procedures.
- Assist the nurse in providing care to clients, which includes observation and reporting to resident's needs.
- Recognizes and performs tasks according to the level of education and training
- Accepts responsibility and accountability for own performance according to policies and procedures.
- Performs tasks in an ethical, legal and caring manner
- Performs tasks safely and effectively to assure residents comfort and welfare
- Respect residents rights
- Protects confidential resident information unless otherwise required to promote resident safety and welfare
- Follows federal, state and program regulations to protect own health and that of others
- Complete CNA duties on an as needed basis
- Seek guidance from the nurse as needed to perform tasks safely and efficiently
- Performs other duties as assigned.

COMPETENCIES

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Customer/Client **Focus; Ethical Conduct; Flexibility; Initiative;** Personal Effectiveness/Credibility; Stress Management/Composure; Teamwork Orientation; Technical Capacity; Multi-tasking; Medical Teamwork; Bedside Manner & Compassion; Infection Control; Health Promotion and Maintenance; Creating a Safe, Effective Environment; Informing Others; Judgment; Pain Management.

MINIMUM QUALIFICATIONS

- Must possess a High School Degree or GED
- Must be a Certified Medication Aide by the State of Montana
- At least one (1) year of health care industry experience
- Must have demonstrated teamwork, excellent attendance and job performance.
- Valid Montana Drivers License

SKILLS REQUIRED

- Excellent oral and written communication skills are essential,
- Knowledge of health hazards and appropriate safety precautions, and
- Customer-focused with high emphasis on building and maintaining relationships with residents, their families, other departments and the general public.

PHYSICAL DEMANDS

The incumbent will be working in a direct care and office environment and must be able to lift approximately 40-60 lbs., twist, turn, stoop and bend within the health care setting.

HEALTH REQUIRMENT

The incumbent must produce a current immunization record that demonstrates a negative PPD test.

SPECIAL REQUIRMENTS

The Blackfeet Care Center is a drug and alcohol free facility and it will not be tolerated and will result in immediate dismissal. The incumbent will be required to submit to a random drug test. A refusal to submit to a drug test will result in immediate dismissal.

The incumbent must demonstrate knowledge of resident rights.

Persons found guilty of abusing, neglecting or mistreating individuals in a health care setting are ineligible for employment at this facility.

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CONFIDENTIALITY

Blackfeet Care Center business and resident confidentiality are serious matters and as part of your employment you will be privy to confidential information. Resident confidentiality is of the utmost importance. If you breach resident confidentiality, you can be fined, criminally charged, immediately be terminated from your position and even sent to prison as well as being sued by the resident or their families.

HIPAA Privacy Rules, state codes and Blackfeet Care Center policy apply in regards to resident and business confidentiality.

JOB EVALUATION

The incumbent will be evaluated annually on the specific activities and responsibilities as outlined in this job description.

EMPLOYEE AGREEMENT

It is understood by signing this job description it constitutes a contract between an employer and employee and specifies my obligation to my employer. The employee's job duties and confidentiality obligations as described will be the basis for the employee's annual performance evaluation.

Employee: _____

Date _____