



Job Description – Certified Medication Technician

Job Title: Certified Medication Technician (Med Tech)

Med Techs are responsible, under the oversight of the Delegating Nurse, for handling medication needs for eight residents. Other responsibilities include, but are not limited to, providing exceptional care and engagement for eight residents.

Shift Schedule:

- 7 AM - 7 PM (for day shift)
- 7 PM - 7 AM (for night shift)
- Will include every other weekend

Education:

- High School Diploma

Special Training:

- Current Medication Technician License (Maryland)
- Current CNA Certification (Maryland)
- CPR and First- Aid Certification

Experience and Qualifications:

- Unless promoted from within, must have one-year prior experience as a licensed Medication Technician
- Possess written and verbal skills for effective communication
- Demonstrate proficiency in computer skills (Microsoft Office: Word, Excel) and the ability to learn new applications
- Ability to work weekends, evenings, and flexible hours

Supervisor: House Manager

Job Responsibilities:

Medication Administration and Related Responsibilities

- Medication administration, vital signs, and treatments per ICARE
- Review and write daily shift reports in ICARE

- Report all incidents to the Delegating Nurse and complete an *incident report in ICARE*.

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completed form by the end of the shift.

- Complete daily counts of controlled medications and documentation of controlled drugs and inventory (including checking expiration dates)
- Transcribe and verify orders in ICARE as prescribed
- Ensure that vital signs, weights and other monitored items are recorded in ICARE
- Ensure that all medication orders are in the chart, ICARE manager and are signed by physician
- Keep track of residents' lab orders and arrange for dates for lab work
- Communicate verbal and written information with RN and Manager

Essential Duties: Resident Care

- Assist in morning dressing, bathing, oral hygiene, toileting, and feeding assistance of residents and ensure that all residents are dressed, bathed, and clothed • Toilet, transfer, and change residents as needed throughout the day • Maintain cleanliness of resident rooms (including make beds, clean bedroom and bath), common areas, and kitchen (clean and put away dishes, maintain refrigerator/freezer organization, etc.)
- Laundry for assigned residents' clothes (wash, dry, fold, hang)
- Assist in meal preparation (based on shift assignment); serve meals and assist residents as needed to ensure nutrition and bake bread as needed
- Take vital signs, check weights, dispense medications, and request refills • Lead or assist with resident activities; encourage residents to participate; engage with resident's one-on-one. This may include, but is not limited to, exercise, games, trivia, music, art, off-premise outings, etc.
- Ensure hydration and nutrition of residents as needed
- Maintain patient confidentiality; communicate with family, visitors and other staff in a pleasant, knowledgeable way
- Report to House Manager and RN any changes or observations with respect to residents and what needs to be completed; complete shift report
- Perform such other tasks as may be assigned by the House Manager
- Constantly watch for and recognize changes in resident conditions, taking appropriate action when changes occur
- Review, read, and notate shift reports to document and learn about pertinent information and any resident's physical and behavioral changes
- Ensure that day to day communication take place between staff and between shifts