

PILLARS NURSING SERVICES, LLC.

6835 Sturbridge Drive Apt A, Baltimore, MD 21234. TEL: 443-642-9004

CMT

Job Description

General Description: The primary purpose of this job position is to assist with direct care and service delivery, including but not limited to assisting with the administration of prescribed medications to clients and maintaining medical records under the direct supervision of a licensed nurse, taking vital signs and assisting with indirect care and service delivery required in the routine operations of the nursing department, such as compliance and quality audits and other processes related to general operations.

Required education, training, experience and licenses:

Excellent verbal communication skills and strong interpersonal skills are essential in this highly collaborative, team-oriented environment and with this position, requiring communication with clients and other members of the care team to deliver excellent care and service within the organization/community.

Qualified candidates will have completed a certified Nursing Assistant Training program as well as a Certified Medication Technician program and have experience providing care and services in long term care or equivalent healthcare experience.

Primary Responsibilities:

Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.

Assist with routine peer to peer and other compliance and quality audits and record reviews related to demonstrating compliance with Federal and State regulations including the organization Compliance program and quality plan as requested.

Provide/assist with direct and indirect resident care as needed to ensure that an adequate number of appropriately trained professional and auxiliary personnel are on duty at all times to meet the needs of clients.

Ensure that clients receive care in a manner and in an environment that maintains or enhances their quality of life without abridging the safety and rights of other clients.

Specific Duties of the position include:

1) Administers prescribed medications to clients and maintains related medical records under supervision of licensed Nurse GENERAL DUTY: Verifies identity of patient receiving medication and records name of drug, dosage, and time of administration on specified forms or records.

2) Presents medication to patient and observes ingestion or other application, or administers medication, using specified procedures.

3) Takes vital signs or observes clients to detect response to specified types of medications as appropriate to the individual medication administered, prepares written report and notifies designated supervisory personnel of unexpected reactions including but not limited to vital signs outside normal parameters, shortness of breath, rash, swelling, nausea and/or vomiting.

4) Documents reasons prescribed drugs are not administered.

5) Gives direct resident care, such as bathing, dressing and feeding and assisting in examinations and treatments, as requested and particularly when needs related to nursing assistant/CNA call-ins, call-off duty occur.

6) May receive supply of ordered medications and/or other medical supplies, such as ointments and apportion, mix, or assemble drugs for administration to patient.

7) May record and restock medications and medical supply inventories on the nursing care units.

Maintains and enhance knowledge and skills by completing all annual in-service requirements and staff development and other training to complete re-certification and education.

Maintain current knowledge of and adherence to all applicable policies and procedures established by the Board of Directors and management.

Promote teamwork, mutual respect, excellence, trust and effective communication.

Observes all safety precautions, including but not limited to OSHA requirements, safe lifting and fall preventions practices, life safety precautions and participates in Fire and emergency disaster drills being aware of limitations and asking for assistance when needed.

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties that will be required. 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.

This portion to be signed by employee:

I have read my job description and specification. I understand the information contained in the job description and specification. I further understand that the job description and specification is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet standards of care and service.

Employee's Name (Print)

Employee's Signature

Date