



JOB DESCRIPTION

Job Title: Certified Medication Assistant I or II or III (CMA I or CMA II or CMA III)

Department: Nursing/Rosen Place

Reports To: CNA/MA Supervisor and Rosen Place Director

Position Summary: Certified medication aides (CMA I or CMA II or CMA III) are nurses' aides first, and must have a strong grasp of basic resident care. As the staff members with the most direct resident contact, nurses' aides are responsible for observing and reporting any change in their resident's condition. They must clearly understand the legal and ethical limits of their position, which **doesn't** permit them to change a resident's medications or start intravenous drips but may administer medications when specifically delegated by the license nurse for a specific resident with a stable predictable condition. CMA I, CMA II or CMA III must understand medical and pharmacological terminology, and manage medications for a number of residents without making dosage errors or providing medications to the wrong resident.

CMA I, CMA II and CMA III's roles are providing routine daily medications, either prescription or non-prescription, to residents whose condition and drug regimen are stable. The CMA I, CMA II or CMA III has a list of residents and medications each day, and must administer medications in the indicated dosage at the correct time. The CMA I, CMA II or CMA III must ensure the resident actually swallows the medications. A warm and encouraging manner can be useful to win the residents willing compliance. If the CMA I, CMA II or CMA III observes a change in the resident's vital signs or behavior, or any other indication of adverse effects from a medication, it must be reported to the nurse on duty.

When they're not actively dispensing medications or preparing medications for the next set of rounds, CMA I, CMA II or CMA III's revert to the duties they share with other certified nurse aides (CNA's) and to provide assigned residents with assistance in meeting scheduled needs as outlined in the Individual Service Plan; as well as to provide assistance with unscheduled needs when required according to established facility policies and procedures and as may be directed by supervisor.

Qualifications and Requirements:

1. License and Certifications Required:
 - CMA I may work in Assisted Living
 - CMA II and CMA III may work in Assisted Living, Basic Care or Skilled Nursing Facility
 - CNA License
 - CPR within six (6) months of hire
2. Qualifications:
 - Completion of elementary education or otherwise show ability to read, write, and follow oral and written directions
 - Must be at least 16 years of age
 - Must be able to speak and understand English
 - Must have driver's license
 - Must be able to drive company vehicles to transport residents as needed
3. Specific Requirements:
 - Positive attitude toward the residents, their families, and coworkers

- Ability to make adjustments to daily schedule as needed for best resident care
 - Must possess the ability to make independent decisions when circumstances warrant such action
 - Must display patience, tact, cheerful disposition and enthusiasm, as well as willingness to handle difficult residents
 - Must be able to accurately report information concerning a resident's condition
4. Experience Requirements:
- Must have CNA experience
5. Physical Requirements:
- Must be able to move intermittently throughout the work day. Must be able to cope with the mental and emotional stress of the position. Must be able to stoop, turn, bend, stretch, crawl, kneel, reach overhead, and be able to lift, push, pull and move a minimum of fifty (50) pounds. Requires frequent use of gloves. Requires balancing and rapid muscular coordination. Must be able to assist in the evacuation of residents. Requires the ability to smell, discriminate speech, speak clearly, and discriminate color. Must be able to see and hear or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
6. Working Conditions:
- Works throughout the resident areas (example: offices, resident apartments, common spaces, etc.). Subject to frequent interruptions involving residents, personnel, visitors, government agencies/personnel under all conditions and circumstances. Is subject to exposure to infectious waste, diseases, conditions, etc., including HIV, Hepatitis B (HBV) and Hepatitis C (HCV).

Essential Duties and Responsibilities:

Documentation: Consistently record on all forms. Medication and ADL forms completed according to required services and Individual Service Plans reflect the resident's current condition. All exceptions or problems with residents are documented.

Admission, Transfers, & Discharge of Resident: Greet residents in a friendly and welcoming manner. Introduce neighbors. Orientate to Community routines; for example: fire evacuation procedures, meal times, use of emergency pendant. Obtain admit height, weight, vital signs. Assist with unpacking/packing belongings.

Personal Care: Assist resident with ADLs such as bathing, dressing, grooming, mouth care, toileting, etc. as outlined in the Individual Service Plan. Perform nursing care as delegated by the licensed nurse, including taking and recording blood pressure, pulse, respirations, height, and weight. Report any changes in resident's condition including skin breakdown, behaviors, etc. Assist residents with housekeeping, cleaning of residence, and laundry. Also assist resident in arranging transportation to appointments, use of telephone and other communication needs. This applies to residents who have contracted for these services.

Activities: Assist in activities for the residents in the following categories: social, recreational, intellectual/educational, creative, entertainment, religious, and special events. Socialize with residents throughout the shift. Invite and/or remind residents to participate in planned activities. Conduct and lead activities as needed. Fill out Activity documentation after each event.

Housekeeping: Perform day to day housekeeping functions and specific tasks as assigned: clean, wash, sanitize, deodorize, and disinfect all areas and items in the facility including furnishings, fixtures, trash bins, windows, mirrors, floors, carpets, bathrooms, etc. Use proper cleaning and disinfecting solutions and procedures. Ensure that apartments and common areas are maintained in a clean, safe, comfortable, and attractive manner, clearly marked with caution or safety signs as required. Ensure that work areas are free of all hazardous objects and that all equipment, tools and supplies are properly stored at all times. Promptly report all hazardous conditions and equipment to the Director, Administrator, or designee. Ensure that work and cleaning schedules are

followed; report all incidents and accidents to the Director, nurse on duty, or designee. Ensure resident, patient, visitor, and employee safety while performing all duties and responsibilities.

Transportation: Drive company vehicle for scheduled trips as needed. Assist residents in and out of vehicle. Assist with safety devices and storage of such during transport. Transport residents to and from destinations in a safe and timely manner.

Appearance: Wear appropriate clothing as described in the Dress Code Policy. Maintain clean clothing/uniform and shoes. Wear name tag while on duty.

Communication: Identify and requisition supplies as needed. Seek clarification of assignments and ask questions when needed. Volunteer assistance to co-workers as time permits or as directed. Treat co-workers with courtesy, respect and in a supportive manner at all times. Resolve interpersonal conflict with co-workers directly and privately and seek supervisor assistance as necessary. Interact with residents and maintain resident-centered conversations when residents are present. Maintain an environment for residents, families, and guests that is customer friendly and that values and respects the uniqueness of each individual.

Education/Training: Attend and participate in orientation, department meetings, all staff meetings, mandatory in-services and training including yearly Healthstream requirements.

Infection Control: Understand and demonstrate knowledge of infection control practices, Universal Precautions, OSHA Blood Borne Pathogen Standard, and follow compliance with established policies and procedures.

Wash hands when gloves are removed and when soiled. Use universal precautions according to facility policy including using Personal Protective Equipment and Blood & Body Fluid spill kit when indicated. Properly dispose of waste products.

Maintain Safe/Sanitary Environment: Use proper body mechanics when performing tasks. Report hazardous conditions or equipment to Director or designee immediately. Properly and safely handle equipment. Follow emergency safety policies and procedures (fire, evacuation, etc.) Report accidents and incidents immediately to Director or designee and complete incident report. Follow established safety precautions and safe operating procedures in the performance of all duties.

Resident Rights: Address residents by preferred name and avoid labels such as sweetie, dear, or honey. Discuss resident status in private. Maintain confidentiality of participant conversations unless doing so would jeopardize participant well-being. Treat residents with dignity, respect, and in a physically appropriate manner, displaying courtesy and politeness at all times. Maintain the confidentiality of all resident information. Use discretion when dealing with sensitive issues. Respond to resident/family complaints consistent with facility policy. Know and comply with Residents' Rights rules and respect rights of residents at all times.

Resident Safety/Concerns: Ensure resident safety while performing all duties and responsibilities. Demonstrate knowledge of proper use of emergency pendant. Report emergent resident concerns to Director or designee immediately. Document any non-emergent concerns.

Uphold Mission/Values of Rosen Place: Demonstrate the qualities and values stated in the mission statement. Demonstrate loyalty to residents and staff at Rosen Place. Cooperate with supervisor(s) and show respect at all times. Maintain a positive attitude. Foster a teamwork environment and be a team player. Carry out assigned duties in a responsible and professional manner. Report to work on time and as scheduled. Request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called. Adhere to company confidentiality policies.

Dietary: Assist in the service of foods according to facility procedures. Assist in daily or scheduled cleaning. Assist in dish and utensil gathering. Assist in checking all trays/plates for completeness and accuracy of menu and diet

preferences. Ensure proper storage of foods on service cart. Ensure that all food storage, preparation, and distribution areas are maintained in a clean and safe manner and that necessary equipment and supplies are properly maintained and arranged. Perform all daily tasks in accordance with established Universal Precautions and sanitary, safety and infection control policies.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date