

CARLTON SENIOR LIVING LLC

Job Description

Job Title: Medications Technician
Department: Medication
Reports To: Medications Manager
FLSA Status: Non-Exempt
Prepared By: HR Department
Date: March 2016

SUMMARY

Takes responsibility for the distribution of medication to residents according to the written instructions provided by physicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Regular and predictable attendance is an essential function of the job.

- Pour and pass medications according to Physician orders and Community policies and procedures.
- Follow "Medication Training" policies and procedures regarding infection control.
- Fax new orders to pharmacy following company policies and procedures.
- Communicate to Physician, Pharmacist, and family if resident misses any scheduled doses of medication.
- Document immediately when medication is given to resident.
- Reorder medications following the community's policies and procedures.
- Observe and report any changes in resident's condition following the "Medication Training" policies and procedures.
- Document immediately when a resident receives a PRN medication.
- Keep medication room and cart clean at all times.
- Complete all documentation on a new resident for the medication program.
- Log in all medication deliveries on the resident's Centrally Stored sheet.
- Keep medication room, cart, cupboards, and records locked when not in use.
- Destroy medications following the community's policies and procedures.
- Count the narcotics following the community's policies and procedures.
- File appropriate paperwork in resident's charts.
- Assist PC Manager with reviewing current MAR's to next month's MAR's for any changes.
- Assist PC Manager with investigation on any concerns from resident or family regarding medications.
- Verifies the resident's medications prior to dispensation with the resident's physician and every three months there after in order to provide the best service and make sure the resident is taking the proper dosages and the proper medication.
- Ensure residents do not run out of medications at any time.
- Record any medication changes per doctor's orders in all the proper documents as specified in Medication Procedures and Company Policies.
- Follow all universal and safety precautions.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- One to three months related experience and/or training
- Equivalent combination of education and experience.
- According to Title 22 requirements must be at least eighteen (18) years of age.

COMMUNICATION SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to communicate with residents, and speak effectively before groups of customers or employees of organization.
- Interact with our customers – including residents, family members, and all staff members – according to the concepts identified by the Carlton Way.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, Power Point, Outlook).

CERTIFICATES, LICENSES, REGISTRATIONS

- Current First Aid Certification
- DOJ and FBI fingerprint clearance must be complete prior to initial presence in the Community
- Health screening and negative TB test (must be less than six {6} months old)

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell.

- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually quiet.

SAFE WORKING PROGRAM In order to operate all facilities in a safe manner, part of each Associate's job is to do their job in the safest possible manner. The following are guidelines for each person to use as they perform their job.

- Report any accidents, injuries or violations of Company safety rules to your manager or supervisor when they occur, regardless of how serious the situation may seem.
- Obtain immediate first aid, if needed, and complete an in-house "Accident Report" form and, if necessary, an "Associate Claim" form.
- Meet all training requirements regarding first aid and fire safety during the first 90 days of employment.
- Know the fire safety plan. Know the locations of fire alarms and extinguishers and how to use this equipment.
- Follow standard precautions and practice all precautionary measures related to contagious diseases and infections.
- Use good hygiene. Wash hands properly before eating or preparing food and after using the restroom to prevent the spread of germs.
- Exercise precautionary measures when working with and handling chemicals.
- Wear appropriate clothing and shoes for your job.
- Report any unsafe conditions or acts you observe to management.
- Walk, Don't Run – especially in halls and on stairs
- Use and pay attention to warning signs.
- Open doors carefully.
- Keep all hallways and exits clear.
- Be sure that all safety devices on all tools are operative.
- Store all equipment/supplies in their proper place.
- Always use the proper tools and equipment for the job.
- Learn how to lift properly.
- Get a co-worker to help you move heavy loads or assist with residents.
- When driving Company-owned vehicles, don't speed or use a vehicle for any purpose other than performing your job.
- Realize that the workplace is not a place for horseplay and practical jokes as they often result in serious injury.
- When any life-threatening situation occurs, the nearest manager or supervisor should immediately call "911" and provide all necessary information to address the emergency.

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read this job description and fully understand the requirements outlined above. I further verify that all questions I've asked regarding my job have been answered to my satisfaction. I accept the position of Medication Technician and agree to perform the identified essential functions in a safe manner and in accordance with the Company's established procedures.

I understand that my employment is at-will, and hereby understand that my employment may be terminated by the company or me at any time, for any reason or no reason.

I further understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the company will provide to me, upon request, instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the company will make available to me, free of charge, the Hepatitis B vaccination.

Print Name

Date

Signature