

Updated 11/09/2018 RC



TITLE: Trained Medical Assistant

DEPARTMENT: NURSING

RESPONSIBLE TO: Nurse

POSITION SUMMARY:

Organizes and implements medication administration as delegated by charge nurse, following established by Central Health Care policy and procedures, federal and state regulations and nursing standards of practice. Performs any or all professional and non-professional duties that arise within scope of practice. Maintains quality resident care in compliance with established policies and procedures, Resident Bill of Rights, and resident care policies. Sets an example for professionals and non-professionals in areas of resident general hygiene, resident approach and activities. Must be pleasant, respectful and courteous to residents, families, visitors and fellow employees at all times.

MAJOR JOB FUNCTIONS:

Performs nursing tasks to assure resident needs are met.

- Assure resident safety
- Obtains report from nurse.
- Mentors CNAs
- Ensures narcotic policy and procedures are followed.
- Observes resident needs, condition and care, reports to charge nurse as appropriate.
- Administers medications and treatments as ordered by the physician.
- Monitors for side effects from medication given and reports to appropriate personnel.
- Follows resident care plan
- Ensures that all medication vials/solution bottles are dated when opened.
- Ensures that all medications prior to administration are not expired.
- Documents all medication administration.

Reports and records resident information.

- Completes documentations required by policies/procedures and state/federal regulations.
- Immediately reports to supervisor any resident injury, fall or change in resident condition
- Reports any cases of suspected/witnessed abuse or neglect.
- Gives report to on-coming nurse.

Mentors non-licensed personnel.

- Assists CNAs with assignments as necessary.
- Provides input to supervisor

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Performs miscellaneous duties.

- Follows and upholds Resident Bill of Rights and facility policies and procedures.
- Treats all resident information confidentially.
- Works in cooperation with other departments for complete care of residents.
- Attends meetings and in services as deemed appropriate.
- Practices good safety habits and infection control habits.
- Assists other nursing/resident services areas.

JOB SKILLS, KNOWLEDGE AND ABILITIES:

- Must have current CNA and TMA certification
- Desire to work with the elderly.
- Understanding of psychosocial needs of the residents.
- Ability to perform all other duties as assigned.
- Must be able to read, write, and speak English.
- Must be able to perform physical job demands of position.
- Exercises confidentiality to ensure compliance with all HIPAA regulations.
- All employees of Central Health Care are required to demonstrate proper respect for residents and to assist in resident calls, fall prevention, and advocacy as appropriate.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee's Printed Name

Date

Employee's Signature