

<b>Job Title:</b>	<b>Nurse Aide/Medication Aide 1</b>	<b>Department:</b>	Senior Suites
<b>Position Type:</b>	Full Time or Part Time or PRN	<b>Job Category:</b>	Non-exempt
<b>Supervisor Title:</b>	Director of Senior Suites	<b>Dress Code Requirements:</b>	Scrubs with closed toe shoes
<b>Created Date:</b>	May 2000, last revised Feb. 2016	<b>Last Updated:</b>	October 2016
<b>Educational Requirements or Preferences:</b>	Requires a high school education.	<b>Credentials Required or Preferred:</b>	Medication aide certification preferred or will be required to complete the medication aide certification course provided on site, as per discretion of Director. Must obtain CNA or Nurses Assistant Certification and keep certification current.
<b>Shift:</b>	Day, evening and night shifts. Rotating weekends and holidays	<b>Hours/Call:</b>	N/A
<b>Travel Required:</b> (Driver's License Required)	Minimal in town travel and between Hazen and Beulah	<b>Equipment Knowledge:</b>	Minimal computer knowledge
<b>Knowledge/Skills/Abilities/Experience Required or Preferred:</b>			
Able to work effectively with team members, supervisors, residents and their families to accomplish team goals. Ability to plan, organize, and perform job associated tasks to completion with little or no oversight from supervisor. Must be able to work independently and possess strong organizational skills. Empathy for others and willingness to work with the elderly.			
<b>Job Description</b>			
To help residents lead a happy and productive life through tasks done individually or in a large group. The Nurse Aide performs resident care activities under the direction of the Director of Senior Suites. Works in cooperation with and promotes positive relationships between co-workers, other department co-workers, residents, and their family members.			
<b>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Recognizes residents' illnesses and reports to manager, staff RN or RN at Sakakawea Medical Center. Monitors the residents and reports any concerns or deteriorating factors to the Nurse.</li> <li>2. Accompanies resident to local clinic visits and provide correct forms for the medical provider.</li> <li>3. Completes the Medication Aide 1 course provided by Senior Suites as per the discretion of the Director of Senior Suites. Once successful in obtaining Medication Aide 1 will be responsible for passing resident medications as ordered by provider: <ol style="list-style-type: none"> <li>a. Is knowledgeable as to the medications that are distributed (actions, dose, indication, side effects).</li> <li>b. Distributes and charts medications as instructed by the Nurse.</li> <li>c. Interacts with pharmacy and clinic personnel to ensure medication is ordered and delivered in a timely manner.</li> <li>d. Is observant and responsible to be aware of outdates and appropriate labeling of medication.</li> <li>e. Does insulin injections and counts narcotics, after being individually trained by a RN.</li> <li>f. Notifies the Nurse of any PRN medication requests, where residents are not deemed safe to ask for medication themselves.</li> <li>g. Notifies the Nurse of any refusals or holding of medication for any reason.</li> <li>h. Follows the medication administration policy for all medication passes.</li> </ol> </li> </ol>			

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<ul style="list-style-type: none"> <li>i. Notifies the nurse of any Medication errors immediately upon discovery of a medication error. Completes clarity report as needed.</li> <li>j. Cleans and restocks medication cart as needed.</li> <li>4. Obtains and documents vital signs, Accu-checks, and weights. Reports any abnormal levels to Charge nurse immediately.</li> <li>5. Collects lab specimens as soon as ordered following procedure and takes specimen to SMC Lab.</li> <li>6. Serves meals and lunches and is aware of diets, may be required to prepare simple meals ie: can of soup. Clears and wipes tables and chairs. Sweeps dining room and kitchen floor. Makes coffee and delivers dirty dishes to SMC.</li> <li>7. Does residents' treatments and procedures and initiates emergency care for residents until medical help is available. Assists the nurse in emergencies when nurse is present. Directs visitor traffic and phone calls.</li> <li>8. Completes assignments independently, reporting needed information to the nurse.</li> <li>9. Cleans resident rooms: <ul style="list-style-type: none"> <li>a. bed and towel changing,</li> <li>b. dusting,</li> <li>c. scrubbing and vacuuming floors.</li> <li>d. bathroom cleaning.</li> </ul> </li> <li>10. Assists residents with personal hygiene items: <ul style="list-style-type: none"> <li>a. wash and set hair.</li> <li>b. manicures and pedicures.</li> <li>c. give baths and showers with minimal assistance.</li> <li>d. minimal assistance with dressing as required.</li> <li>e. oral care as required.</li> </ul> </li> <li>11. Does residents' laundry and puts the clean items away. Replaces towels, washcloths, and bath mats 5 to 7 times a week. All linens and clothes are put away in their proper area. Takes dirty linen to SMC (coordinating with housekeeping).</li> <li>12. Follows the resident caregiver care plan. Ensures that each resident has been seen every two hours. Charts any changes and pertinent information relevant to resident care in the resident chart.</li> <li>13. Completes miscellaneous clerical duties: <ul style="list-style-type: none"> <li>a. takes inventory of supplies,</li> <li>b. writes repair and service orders,</li> <li>c. distributes all mail,</li> <li>d. answers telephone, taking and distributing messages as appropriate,</li> <li>e. Update resident worksheet.</li> <li>f. prepares the next month's charts,</li> <li>g. completes chart audits,</li> <li>h. thins charts,</li> <li>i. inputs data on the computer,</li> <li>j. transcribes orders on MAR's when Medication Aide certified.</li> </ul> </li> <li>14. Assists Activity Director in ensuring that all scheduled activities are followed through. Interact with residents during an activity in a passionate and caring manner, either one on one or in a group setting. Document interactions. Completes activities on evenings and weekends.</li> </ul>			
<b>OTHER DUTIES</b>			
<ul style="list-style-type: none"> <li>1. Interacts with residents and families. Demonstrates caring and compassion towards residents and families. Uses good hand washing between resident cares.</li> <li>2. Performs general cleaning <ul style="list-style-type: none"> <li>a. sweeps, scrubs, and vacuums all floors, cleans handrails, windows and dust.</li> <li>b. collects and remove garbage.</li> </ul> </li> </ul>			

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<p>c. Assist housekeeper with spring and fall cleaning.</p> <p>3. Assists with outside maintenance/duties:</p> <p>a. water flowers,</p> <p>b. sweep sidewalks,</p> <p>c. de-ice sidewalks as needed,</p> <p>d. assists with resident picnics,</p> <p>e. clean windows (inside and outside).</p> <p><b>ADDITIONAL NOTES</b></p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
<b>Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. CPR certification.</li> <li>2. TB screen.</li> <li>3. Must meet the attendance requirements of the position including mandatory meeting attendance.</li> <li>4. Participates on at least one committee or project per year.</li> <li>5. Completes annual mandatory training yearly.</li> <li>6. Completes required Incident Command System for Healthcare/Hospitals training.</li> <li>7. Must speak and write English clearly.</li> <li>8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation.</li> <li>9. Follows the Standard Precautions Policy.</li> </ol>		
<b>Physical Capabilities:</b>	<p>Direct resident care may require occasional standing, bending, lifting, crouching or kneeling (using proper body mechanics). Needs to have hand and finger dexterity to manipulate equipment and dispense medications.</p> <p>Expected to carry objects weighting 20 to 30 pounds, lifting up to 20 lbs. Requires standing and walking over 80% of the time. Requires use of ladders. Interacts with residents who have dementia. Has daily contact with residents and their families. Responds to individual falls or injuries. Using proper body mechanics.</p>		
<b>Environmental Factors:</b>	<p>The environment is very warm. Potential exposure to chemicals, body fluids, and needle sticks. Exposure to sights and odors that can be unpleasant, disagreeable or dirty.</p>		
<p>I, ( Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.</p>			
Employee Signature		Date:	