

CERTIFIED MEDICATION AIDE

DEFINITION

Administers medications and performs other nursing assistant responsibilities within the scope of practice of the Certified Medication Aide permitted by the Oregon Board of Nursing and defined in the Oregon Nurse Practice Act; performs related duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of a Nursing Supervisor who assigns work, establishes goals and reviews results obtained through observation and the analysis of reports and conferences; performs nursing duties as set forth in the medical standing orders established for a specialty area; and works under the technical and functional supervision of a Registered Nurse.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this class.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Utilizes the proper methods of storing, stocking, packaging, preparation and administration of medications and supplies in the Correctional medical area; verifies, identifies and records all medications being used by clients; maintains medication counters by cleaning and disinfecting; maintains a sufficient drug inventory to ensure adequate supplies. May administer medications to clients only by the following routes: oral, sublingual, buccal, eye, ear, nasal, rectal, vaginal, topical skin ointments, gastrostomy, jejunostomy tubes and metered hand held inhalants.

Maintains order and cleanliness of assigned work area; keeps medication cart and medication room clean and orderly. Washes and sterilizes medical supplies and equipment.

Consults with Registered Nurse or Nursing Supervisor for current medication and physical status of clients. Implements treatments and special procedures as directed by a Registered Nurse or Physician.

Collects physical information such as height, weight and allergy information, and instructs clients on obtaining specimen samples; draws blood and provides first aid as directed.

LANE COUNTY
Certified Medication Aide (continued)

EXAMPLES OF DUTIES (continued)

Records, reviews and evaluates medical records and data, maintaining confidentiality; accurately documents medical care and follow-up.

Communicates with non-medical individuals regarding health issues, needed care and education as authorized by supervisor.

Performs client assessments through observation/reporting and recording abnormal signs or symptoms of common diseases, conditions, respiratory difficulty, signs of illness, pain and description of location and/or intensity, loss of consciousness, nutritional status, and social, behavioral or emotional issues.

MINIMUM QUALIFICATIONS

Knowledge of:

Medications, side-effects and adverse reactions related to medication and techniques of administering medications and treatments.

Infection control principles and standards established by the Centers for Disease Control and OSHA.

Mathematics relevant to assigned responsibilities.

Scope of practice guidelines for Certified Medication Aides as established by the Oregon Board of Nursing and defined in the Oregon Nurse Practice Act.

Ability to:

Understand, analyze and transmit information effectively; receive and act upon verbal and written information; learn assigned tasks quickly.

Prioritize work and practice time management to ensure timelines are met and the needs of multiple clients are addressed.

Maintain accurate records for medical charts and reports; develop and maintain professional, effective, working relationships with supervisors, peers and clients.

Communicate clearly and concisely, both orally and in writing.

LANE COUNTY
Certified Medication Aide (continued)

Ability to: (continued)

Perform strenuous duties such as assisting patients with ambulation, positioning and range of motion and/or responding to emergency situations involving illness or accident.

Work rotating shifts and days off.

Experience and Training:

Training:

Graduation from high school or equivalent; and

Graduation from a Certified Nursing Assistant program, including a specialized minimum 80 hour classroom instruction for medication administration; and

One year of nursing assistant experience, including dispensing medications.

Any combination of experience and training that provides the required knowledge and abilities is qualifying.

Special Requirements:

A current, valid Oregon Certified Nursing Assistant (CNA) license at the time of appointment.

A current, valid Oregon Certified Medication Aide (CMA) certificate at the time of appointment.

A current CPR certification.