**Medication Aide**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Medication Aide performs duties according to accepted nursing practice necessary to provide the highest quality of resident care under the direction of licensed personnel. He or she provides complete care of residents on assignment to include dispensing medications and providing personal care under the direction of licensed personnel on duty, according to established procedures and regulatory guidelines.

**RESPONSIBILITIES**

* Dispenses medications under direction, and with approval, of a licensed nurse according to established procedures
* Orders, receives and inventories medications according to established policies and procedures
* Documents pertinent information in the resident’s record, completes incident reports as needed
* Participates in checking or second checking new orders received daily
* Participates in monthly MAR turnover as assigned
* Maintains documentation regarding medication administration according to established procedures
* Contributes to completion of service plans and uses established approaches to reach goals
* Enters lab requests as needed based on doctors’ orders
* Ensures needed charts are in the clinic for doctor’s appointments and returned to the neighborhood when completed
* Documents on shift to shift report and provides pass down report with on-coming shift
* Orders, re-stocks supplies and nourishments as needed
* Gives baths including whirlpool, showers and bed baths
* Assists with general hygiene including shampoos, nail care, shaving and dressing
* Performs bed making, occupied and unoccupied
* Performs skin care activities to include turning every two hours and proper positioning
* Assists resident with using cane, walker and gait belt. Performs ROM when ordered
* Assists residents with meeting restorative goals, transfers residents using proper body mechanics and techniques when needed
* Performs incontinent care to include pericare, bowel and bladder training and toileting
* Serves as hostess, assists and monitors residents in the dining room as needed
* Cares for residents with foley catheters including proper positioning of tubing and drainage bag, emptying of drainage bag and catheter care
* Performs care of residents with oxygen including observing for complications
* Take vital signs and weights as directed on all residents
* Practices appropriate infection control to include universal precautions
* Maintains care of linen, clean and soiled and care of residents’ clothing, clean and soiled
* Responds promptly to calls from residents
* Responds to emergency situations
* Assists with admission and discharge of residents
* Participates in mandatory in services as required to include continuing education required to maintain registration as a Medication Aide

**QUALIFICATIONS**

* Certified Medication Aide in the State of VA
* Licensed Medication Aide in the State of VA
* Licensed CNA in the State of VA
* CPR and First Aide certification (or must obtain within the first 60 days of employment)
* Physically able to perform all aspects of this job
* Must be able to lift 25 pounds, work on your feet throughout shift, and bend, kneel, stoop, and reach