



JOB DESCRIPTION: CMT (CERTIFIED MEDICATION TECHNICIAN)

Job Description:

The Certified Medication Technician is a para-professional employee trained to provide personal care and related services in the home. He/she functions under the direction, instruction and supervision of a registered nurse.

Qualifications and Responsibilities:

- Has completed the 12th grade
- Has the ability to read and write consistent with the job requirements
- Has completed a Medtech course that is accredited by the State of Maryland for which a certificate has been granted
- Medication management under the supervision of a nurse
- Administer Insulin under the supervision of a nurse
- Eye drops under the supervision of a nurse
- Prescription patch under the supervision of a nurse
- G-tube feeding and medication under the supervision of a delegating nurse
- Administers routinely scheduled oral and topical medications according to physician orders via scanning per policy to assigned residents.
- Follow all steps in administering medication: Correct resident, medication, dosage, form of dosage and time including following scanning procedure to ensure best practice.
- Monitors and records vital signs according to physician orders and standard of practice.
- Reports any unusual or unwanted medication side effects to Charge Nurse.
- Maintains accurate documentation of all medications and treatments based on policy and best practice.
- Assists Charge Nurse with returning, re-ordering, and destroying medications per facility policy.
- Notifies Charge Nurse of any outdated medication and of any projected shortage of medications or supplies.
- Makes suggestions to resolve problems or streamline the medication system to Charge Nurse and Director of Nursing Services.
- Performs all routine duties of a C.N.A. as required or assigned.
- Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the care recipient and the agency personnel
- Has successfully completed a CMT skills assessment
- Has passed a required criminal background check prior to beginning employment

- Has a reliable means of transportation
- Receives a physical examination, including a test (or x-ray) for tuberculosis, annually
- Understands principles of nutrition and meal preparation
- Understands the principles of the aging process
- Knows procedures for maintaining a clean, healthful and pleasant environment
- Maintains the confidentiality of patient care
- Able to maintain detailed records of patient care in a timely fashion
- Practices good hygiene and is neat in personal appearance
- Comprehends the necessity of assisting patients to achieve maximum self-reliance
- Shows good judgment and tact
- Has an interest and concern for people
- Maintains confidentiality
- Performs routine housekeeping tasks as related to a safe and comfortable environment
- Follows universal precautions
- Reports any change in the patient's physical or mental condition or in the home situation to supervisor
- Writes notes on her time with patient and incorporates them into clinical record
- Provides simple emotional support to patient
- Attempts to promote patient's mental alertness through involvement in activities of interest
- Follows nurse's or physician's care plan
- Follows emergency procedures when necessary
- Encourage patient to be as independent as is feasible
- Measures and records intake and output
- Assists with feeding
- Gives catheter, ostomy care
- Explains processes to patient
- Reports to Registered Nurse

I have been provided with a copy of my job description and I agree to perform the responsibilities outlined to the best of my ability. I realize that failure to do so may be grounds for termination.