

Certified Residential Medication Aide (CRMA)

Department/Division: Nursing/Resident Care
Reports To: Resident Care Director/Shift Lead

GENERAL SUMMARY:

Under the general supervision of the Resident Care Director, uses safe and acceptable methods to order, receive, store, administer, and document resident medications. Assists the nursing staff with other aspects of resident care as needed, according to individualized care plans, and ensures that residents are safe, comfortable, and receiving proper care.

ESSENTIAL JOB FUNCTIONS:

- Will treat and speak to all residents in a respectful, kind and caring manner.
- Accurately distributes medications to residents, in a timely manner and in accordance with doctor's orders, and documents medication receipt and intake.
- Orders necessary medication from pharmacy, receives incoming medication, and manages inventory. Keeps count of all controlled medications and narcotics.
- Monitors resident symptoms and issues for medication/emergency purposes. Administers PRN medications, Informs Director of Nursing, primary doctors and nurses of any medical concerns, and/or initiates resident transfer to ER as needed.
- May administer appropriate treatments to residents if prescribed, such as insulin shots, etc.
- Maintains knowledge of medication information, including possible side effects and interactions with other medications. Communicates with residents about their prescribed medications and looks up additional information as needed.
- Documents daily resident care information in charts, including vitals, medications, personal issues, falls, or other incidents. Writes progress notes as applicable.
- Communicates with Director of Nursing, primary doctors, nurses, and other staff regarding resident needs, symptoms, changes in medication, etc. Conveys pertinent resident care information to supervisory staff and next shift of nursing staff.
- Assists residents with Activities of Daily Living (ADL's), including bathing and showering, whirlpool, skin care and other grooming, oral hygiene, dressing, toileting as needed.
- Assists in taking residents' vital signs as needed, including blood pressure, pulse, oxygen saturation, weight, blood sugar level, etc.
- Provides direction to CNAs as indicated.
- Attends department and other meetings as required.
- Performs special projects and other related duties as required, directed, or as the situation dictates.
- Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Provides general guidance and direction to PCA/CNA staff.

EDUCATION & EXPERIENCE:

High School diploma or equivalent, CRMA certificate, and one to six months of related experience working with the elderly or in a healthcare environment.

QUALIFICATIONS:

- Strong working knowledge of all policies and procedures related to medication administration and storage in an assisted living facility.
- Strong interpersonal and communication skills.
- Ability to interact with residents in a calm, patient, and compassionate manner.
- Ability to work both independently and as part of a team.
- Physical ability to perform assigned tasks, including some heavy lifting.
- Ability to effectively operate computers and assigned software.
- Knowledge of and ability to adhere to standards of quality.
- Ability to react to change productively and handle other essential tasks as assigned.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in an assisted living environment, involving frequent interaction with residents. Work requires regular physical effort, including standing walking, bending, lifting, and assisting residents with mobility. Operates blood pressure cuff, thermometer, glucometer, oxygen diagnostic and treatment machines, washer and dryer, medication cart, and related equipment. May be exposed to fumes or airborne particles, toxic or caustic chemicals,

Some work may be performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, and other office equipment.

Employee Signature

Date

Employee Name (Printed)

Supervisor Signature

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.