

## MEDICATION NURSING ASSISTANT

### **Job Position / Description**

NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

#### PURPOSE OF YOUR JOB DESCRIPTION

The primary purpose of your job is to assist in the administering of medications to patients as ordered by the attending physician, under the direction of the attending physician, the nurse supervisor or charge nurse, and the Director of Nursing Services. The administration of medications shall be in accordance with established nursing standards, the policies, procedures and practices of this facility, and the requirements of the state.

#### DELEGATION OF AUTHORITY

As a Medication Nursing Assistant, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

#### EDUCATION REQUIREMENTS

Must possess current, unencumbered Medication Nursing Assistant (MNA) license valid in the state of New Hampshire.

#### EXPERIENCE

Must be certified by a nursing assistant program approved by the New Hampshire Board of Nursing.

#### SPECIFIC REQUIREMENTS

Must be actively registered with the State of New Hampshire MNA Registry.

Must be able to write the English language in a legible and understandable manner.

Must possess the ability to make independent decisions when circumstances warrant such action.

Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.

Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.

Must possess the ability and willingness to work harmoniously with other personnel.

Must have patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult residents.

Must be able to relate information concerning a resident's condition

Must be a licensed Medication Nursing Assistant having successfully completed a state approved training program and any necessary examination.

Must be able to provide documentation of such license upon application for this position.

Must not pose a direct threat to the health or safety of other individuals in the workplace.

Must commit to our 5 key values when dealing with personnel, residents, family members, visitors, government agencies/personnel, and the general public, as outlined in our Customer Service Contract.

### PHYSICAL REQUIREMENTS

Must be able to move intermittently throughout the work day.

Must be able to speak the English language in an understandable manner.

Must be able to cope with mental and emotional stress of the position.

Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.

Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must be in good general health and demonstrate emotional stability.

Must be able to relate to work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.

May be necessary to assist in the evacuation of residents during emergency situations.

### WORKING CONDITIONS

Works in well-lighted and ventilated area (s), as well as throughout the nursing service area (i.e., nurses' stations, resident rooms, etc.).

Sits, stands, bends, lifts, and moves intermittently during working hours. Follow ZBI policy.

Is subject to frequent interruptions.

Is involved with residents, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.

Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.  
Communicates with nursing personnel and other department personnel.

Is willing to work beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.

Attends and participates in continuing educational programs.

Is subject to falls, burns from equipment, odors etc., throughout the work day.

Is subject to exposure to infectious waste, disease, conditions, etc., including the exposure to the AIDS and Hepatitis B viruses.

### JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

### MAJOR DUTIES AND RESPONSIBILITIES

#### ADMINISTRATIVE FUNCTIONS

Follow the policies and procedures of the facility governing the administering of medications to residents.

Note and report errors in the administration of medications.

Assist in developing and implementing procedures or programs of the facility that seek to determine what medication errors are taking place, when, where, and why they occur and how they can be prevented.

Perform administrative requirements such as completing necessary forms, charts, reports, etc. and submit these as may be required.

Maintain a friendly, productive, working relationship with other members of the nursing department, the Medical Director, pharmacists, and other department personnel.

Report any complaints or grievances made by residents to the Director of Nursing Services.

Participate and cooperate with any facility surveys (inspections) made by authorized government agencies as requested by the Administrator or Director of Nursing Services.

Report all accidents and incidents you observe on the shift that as they occur.

Use only authorized abbreviations established by this facility when recording information.

Report all changes in the resident's condition to the Charge/Staff Nurse as soon as practical.

#### DRUG ADMINISTRATION FUNCTIONS

Accurately and safely prepare and document the oral and/or topical medications that are commonly used in this facility and that may be ordered for resident use by the attending physician or the Medical Director.

Verify that any medications brought into the facility by a newly admitted resident are examined and identified by the attending physician or the facility pharmacy or pharmacist.

Identify residents before administering medications and/or treatments, serving meals, etc., as necessary.

Follow the labeling policies and practices of the facility.

Ensure that all medications administered are properly labeled.

Assist with medication charting as directed by the Nurse Supervisor/Charge Nurse.

Follow facility procedures in regard to charting of medications.

Follow facility policies and procedures regarding the destroying of medications; assist in carrying out these rules under the direction of the facility pharmacist or Director of Nursing Services, including documentation requirements.

Assist in documenting and removing medications that are discontinued by the attending physician.

Follow facility procedures governing drug receipt errors, including notifying the delivery source and the Director of Nursing Services.

Ensure that documentation of the drug receipt error includes a written error report, signed by an observer/witness and you.

Follow facility procedures in holding medications for residents who are transferred from the facility or when the medication is discontinued by the attending physician.

Accurately measure, record and report the vital signs of residents.

Observe and verify that medication is ingested or applied as directed. Document any instance where prescribed medication is not administered, including reasons for refusal.

Promptly notify the Charge Nurse, Nurse Supervisor, or the Director of Nursing Services of any errors or reactions to medications by residents.

Follow the medication card practices of the facility.

Ensure no medication is administered without a written, signed, dated order from attending licensed physician.

Follow the facility's procedures allowing residents to self-administer their medications.

Assist the Nurse Supervisor/Charge Nurse in monitoring and documenting all aspects of such self-administering.

Promptly notify the Nurse Supervisor/Charge Nurse of any failure of a resident to properly take and "self-administered" medications.

Follow established guidelines concerning the storage of drugs and biologicals.

Be familiar with the meaning and usage of common medical abbreviations, symbols, and terms relative to the administration of medications as used by the facility, pharmacists, and physicians.

Participate in the development and implementation of the resident's comprehensive assessment as necessary.

#### COMMITTEE FUNCTIONS

Participate in Quality Assurance programs and any other facility committee or program which affects the medication pass and seeks to improve the performance and accuracy of the medication process.

Attend and participate in care plan meetings as necessary.

## STAFF DEVELOPMENT

Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as to maintain your certification on a current status.

Participate in mandatory in-services and department meetings.

Participate in an in-service training program prior to performing tasks that involve potential exposure to blood or body fluids.

Attend and participate in schedule orientation programs and activities.

Attend annual mandatory in-service during month of anniversary

Participate in review of annual skills competency at least annually.

## PERSONAL NURSING CARE FUNCTIONS

Participate in and receive the nursing report and walking rounds upon reporting for duty.

Maintain the flexibility to fill-in and/or assist with nursing assistant duties, including taking on a Licensed Nursing Assistant assignment and assisting with resident's activities of daily living (ADLs) as needed/assigned including (but not limited to) such duties as follows:

Assist residents with daily dental and mouth care (i.e. brushing teeth/dentures, oral hygiene, special mouth care, etc.)

Assist residents with bath functions (i.e. bed bath, tub or shower bath, etc.).

Apply lotions and creams as instructed.

Assist residents with dressing/undressing as needed.

Assist residents with hair care functions (i.e. combing, brushing, shampooing, shaving, etc.).

Assist residents with nail care (i.e. clipping, trimming, and cleaning the finger/toenails). (non-diabetics only for toe nails)

Keep residents clean and dry (i.e. incontinence care, change gown, clothing, linen, etc., when it becomes wet or soiled).

Make beds (unoccupied). Change bed linens on shower days. Keep linens tight to avoid wrinkles from forming under the resident. Put extra covers on beds when requested.

Position bedfast residents in correct and comfortable position.

Assist resident with bowel and bladder functions (i.e. assist to the bathroom, offer bedpan/urinal, portable commode, etc.).

Maintain intake and output records as instructed.

Check and report bowel movements and character of stools as instructed and report results in kiosk.

Assist with the collection of specimens as instructed (i.e. urine, sputum, stools, etc.).

Assist with giving enemas (comfort measures only).

Assist residents in preparing for medical tests (i.e. lab work, x-ray, therapy, dental, etc.).

Assist residents in preparing for activity and social programs (i.e. church services, parties, visitors, etc.).

Assist in transporting residents to/from appointments, activity and social programs, etc., as necessary.

Provide verbal report to Nurse Supervisor prior to leaving for break or end of shift.

Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, using appropriate mechanical lift as identified for each individual resident.

Answer resident calls promptly.

Assist residents to walk with or without self-help devices as instructed. (Refer to ZBI list and/or LNA Assignment Sheet.)

Provide eye and ear care (i.e. cleaning eyeglasses/hearing aides, etc.).

Assist with measuring and recording temperatures, pulse, respiration (TPRs), as instructed.

Assist with weighing and measuring residents as instructed.

Assist in preparing the resident for a physical examination.

Assist with the care of the dying resident.

Provide post-mortem care as instructed.

Check residents routinely to assure that they're personal care needs are being met.

#### SAFETY AND SANITATION

Notify the Charge/Staff Nurse of any residents leaving/missing from the facility. (Elopement Policy)

Keep floors dry. Report spills immediately.

Keep excess supplies and equipment off the floor: store in designated areas.

Keep residents' personal possessions off the floor and properly stored.

Follow established smoking regulations. Report all violations.

Keep the nurses' call system within easy reach of the resident.

Report all hazardous conditions and equipment to the Charge/Staff Nurse immediately.

Follow established safety precautions in the performance of all duties.

Report all safety violations.

Before leaving work areas for breaks, or at the end of the work day, store all tools, equipment, and supplies.

Wash hands before and after performing any service for the resident.

Wash wheelchairs, walkers, etc., as instructed.

Clean, disinfect, and return all resident care equipment to its designated storage area after each use.

Perform routine housekeeping duties (i.e. clean bedrails, over bed table, night stand, etc., that relate to nursing care procedures.)

Wash hands before entering and leaving a room.

Report any communicable or infectious disease that you contact to the Director of Nursing Services.

Observe established isolation precautions and procedures if in effect.

Provide handbells to patients/residents in common areas.

#### EQUIPMENT AND SUPPLY FUNCTIONS

Use only the equipment you have been trained to use.

Operate all equipment in a safe manner. Request assistance/supervision necessary.

Use only the equipment and supplies necessary to do the job. Do not be wasteful.

Report defective equipment immediately, using lock-out/tag-out.

Inform the Charge/Staff Nurse of your equipment and supply needs.

#### CARE PLAN FUNCTIONS

Review care plans to ensure that you are providing appropriate nursing care.

Inform the Charge/Staff Nurse of any changes that need to be made on the care plan, and/or assignment sheet.

Ensure that your charting reflects that the care plan is being followed.

#### RESIDENTS RIGHTS FUNCTIONS

Maintain the confidentiality of all resident's care information.

Ensure that you treat all residents fairly, and with kindness, dignity, and respect.

Ensure that all nursing care is provided in privacy.

Knock before entering the residents' room.

Report all grievances and complaints made by the resident to the Charge/Staff Nurse.



ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Medication Nursing Assistant and agree to abide by the requirements set fourth and will perform all duties and responsibilities to the best of my ability. I understand as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses, Covid-19 and other infectious diseases.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature- Medication Nursing Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Human Resources