

Job Details			
Job Title:	Medication Technician (Med Tech)		
Job Number:	VATH	Supervisor:	Director of Health Services
Date Posted:		FTE:	Part-Time and Full-Time Positions Available
Job Location:	Friday Harbor, WA	Department:	Village at the Harbor
Wage:	\$22.00 Hour, unexempt from FLSA and at will	Benefits (Full-Time Only):	Medical and Dental HSA Account PTO Retirement- PERs Gym Membership
Management Position:	No	Number of Direct Reports:	0
Description			
Job Definition	Medication Technicians are in charge when administrators and nurses are not on the premises. Med Techs assist older people who are functionally, physically, and/or socially impaired and need 24-hour oversight with medication management. The Medication Technician's role is to maintain current, "on hold" and backup medications for each resident, to maintain medication records and other documentation and to provide medications to residents for self-administration, always fostering residents' independence and freedom of choice, remembering residents needs and adapting to daily changes. All responsibilities will be conducted in a manner that is consistent with the philosophy of assisted living.		
Job Duties	Activities of Daily Living (ADL's): <ul style="list-style-type: none"> • Proper storage and use of prescribed and over-the-counter medications including pills, ointments, powders, inhalants, insulin • Monitoring medication and first aid supplies • Maintaining supplies for urine catches and TB syringes • Monitoring appointments and reminding residents and RAs of upcoming appointments • Tracking medication refill needs • Monitoring communication from physicians daily and following up in a timely manner on all orders and requests • Ensuring all current medication orders and reorders are written/faxed for proper filing • Ensuring pharmacies have proper and current order communications from physicians • Communicating with RN Director as needed for advice and updates including NSAs, faxes, non-delegated medical needs, resident medical concerns, family issues, staff concerns 		

	<p>Instrumental Activities of Daily Living:</p> <ul style="list-style-type: none"> • Hearing and adaptive vision devices and supplies • Scheduling and recording appointments • Ordering medications and supplies • Communication with physicians, therapists, pharmacies, and families as well as residents • Occasionally escorting residents in absence of family ability and coordinates external transportation needs • Contacting families with residents' needs for apartment, i.e. depends, tissue, etc. <p>Medication Assistance:</p> <ul style="list-style-type: none"> • Assist residents with self-administration of medications, including taking blood pressure and heart rate, taking blood sugar levels, and crushing and splitting pills • Careful recognition of the 5 Rights (resident, medication, dose, route, time) • Careful and consistent documentation of medication activities <p>Health Maintenance and Monitoring Tasks:</p> <ul style="list-style-type: none"> • Observes and reports changes in residents' physical condition and cognitive/emotional status to Nursing Director/Management, as needed • Monitors for environmental safety hazards • Records incidents, errors, or accidents • Records resident and resident-related events <p>Emergency Preparedness:</p> <ul style="list-style-type: none"> • Responds to and acts appropriately in emergency or disaster situations <p>Other Duties:</p> <ul style="list-style-type: none"> • Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of tenants. • Plans and completes duties with minimal direction from supervisor • Communicates extensively and directly with on-call RN getting updates on alert charting and on residents needing extra assistance • Works collaboratively with peers and other team members • Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations • Follows up with appropriate staff, residents or other individuals regarding reported complaints, problems, and concerns • Acts as ambassador and public relations representative to guests, visitors, and families • Maintains all certifications and training required for employment
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	<ul style="list-style-type: none"> • Communicates with following-shift staff regarding changes in medication or resident health • Performs narcotic medication count at change of staff • Accepts and acts upon reports from RA staff regarding changes in resident conditions or other concerns • Monitors appropriate use of resident care, office, and other supplies • Copies paperwork or forms as needed maintaining a file of master forms needed for RN and Med Tech use • Prepares and maintains resident records as needed including filing forms, reports, and documents in resident charts • Monitor charts for monthly notations • Promptly records on medication sheets medications taken or refused (noting reasons), BS levels, BP and HR levels • Alert Nurse Director when needing: <ul style="list-style-type: none"> ○ Signatures for faxes to file ○ RN notes to discharge residents and file chart ○ Increased medical care and assistance for residents ○ Updated NSA ○ Scheduling problems ○ Medical tasks on RN can perform • Demonstrates an appreciation of the heritage, values and wisdom of the residents and an understanding of the aging process • Attends and participates in staff meetings, stand up meetings and change of shift reports • Participates in in-services, projects or committees as assigned • Assists with quality assurance programs when indicated • Assists in training of new staff • Maintains medication cart and supplies locking properly and keeping keys safe • Maintains med cabinets and first aid supplies • Responsible for arranging staff replacement when RCC is off duty, see policy
Working Environment	<p>All applicants must have a desire to work with the elderly in an environment that upholds their privacy, dignity, choice, independence, and individuality. This position is conducted in a long-term care facility and the incumbent will work in an environment where pathogens, viruses, and hazardous materials exist. The employee holding this position will be exposed to residents' activities of daily living, which may include bodily fluids, infections, strange odors, behavior of residents, and occasionally unpleasant surroundings.</p> <p>All applicants must be able to regularly move up to 30 pounds and occasionally move more than 50 pounds; must be able to traverse an average of two miles daily and spend long periods of time stationary; must possess sight/hearing senses, or use prosthetics that will enable these</p>

	senses to function adequately so that the requirements of this position can be fully met.
Qualifications	
Minimum Experience Requirements	<p>Must be at least 18 years of age. High school graduate or equivalent GED required.</p> <p>Must be able to think, act, and intervene independently in both routine and emergency situations. Must be self-motivated and function as an “in charge” person.</p> <p>Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances.</p> <p>Must be able to work flexible hours and participate in holiday activities.</p>
Preferred Experience	Preferred experience as a Resident Assistant (RA) or CNA.
Education and Certifications	Washington State Medication Technician Certification, CNA Certification, or equivalent
Equal Labor Laws	
<p>San Juan County Public Hospital District No. 1 is an equal employer under U.S. federal law. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All applications are screened with the aforementioned information removed to ensure that applications are reviewed equally and fairly. Women, veterans, and minorities are encouraged to apply for this position.</p> <p>The Rehabilitation Act protects qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. San Juan County Public Hospital District No. 1 will make reasonable accommodations for any hired employee.</p> <p>This position is paid hourly, non-exempt and at will. Washington State Law requires all employees one ten-minute rest break every four hours, and a thirty-minute unpaid lunch period for any shift over six hours.</p>	

Employee Acknowledgement:

Name: _____

Signature: _____

Date: _____