

Position Description:	Medication Technician
Position Summary:	The Medication Technician is responsible for providing health care services via medication administration and on-going consultation under the supervision of a Registered Nurse or Licensed Practical Nurse.
Primary Responsibilities:	<ul style="list-style-type: none"> ● Administer scheduled and PRN medication under the direction of Medical Director, Registered and Licensed nursing staff. ● Meet regularly with Medical Director and Licensed nursing staff. ● Provide legible, written documentation of client participation and progress in the client record as needed. ● Timely report any unsafe conditions to the appropriate nursing staff and/or Medical Director. ● Provide support to nursing staff regarding client’s health related needs. ● Record client’s health status to include vital signs, intake and output and other necessary observations. Communicate recordings to appropriate nursing staff. ● Participate in the on-call interdepartmental rotation. While on call, duties include creating a plan to cover work shifts, identify and schedule a peer within the scope of the practice to cover any absence and to work necessary shifts if no other employees are available. <p>General</p> <ul style="list-style-type: none"> ● Work as a member of the broader team of the Center to ensure a high level of service to our clients, including assisting with general housekeeping, kitchen duties and light maintenance. ● Other duties as assigned. <p>This job description is subject to change at any time.</p>
Degree of Authority to Execute Responsibilities:	<p>The Medication Technician has the authority to complete responsibilities of the role within established policies and procedures and within written directions according to medical records and treatment plans.</p> <p>The Medication Technician will defer to the Nurse Manager or Medical Director for situations outside of established policies and procedures.</p>

	<p>While the Medication Technicians can administer scheduled and PRN medications to clients it must be at the direction of either the Medical Director or other Licensed Nursing Staff. In addition, only the Medical Director can start, stop or change any prescription medications.</p>		
Qualifications:	<ul style="list-style-type: none"> ● High School Diploma ● Current American Heart Association BLS card ● Must be at least 21 years of age per licensure requirements pertaining to residential facilities. ● Must be free of problematic substance use for at least two years immediately preceding employment and must sign a statement attesting to that fact. ● Trained Medication Aide certification through the State of Minnesota in good standing preferred. ● Previous experience with medication administration preferred. ● Previous experience with acute and chronic health related needs of clients with mental or substance dependency needs preferred. 		
Physical Requirements:	<ul style="list-style-type: none"> ● Constantly operate a computer and other office machinery, such as a calculator, copy machine, printer, etc. ● Frequently read and update medical records, prescriptions and medication bottles, medical orders, etc. ● Frequently communicate with employees, managers, patients and other individuals with key relationships. This requires receiving and providing accurate information in these situations. ● Frequently move around the office to access file cabinets, office machinery and supplies, etc. 		
Acknowledgement:			
I have received a copy of the position description. I have read and understand the contents. I attest that I am qualified to perform the duties described in this document.			
Employee Name: (please print)		_____	
Employee Signature	_____	Date:	_____