

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Medication Aide

Class Code: 50633
Pay Grade: GE

A. Purpose:

Administers oral medications and treatments to clients and maintains medication records to ensure accurate dispensing of medications.

B. Distinguishing Feature:

The Medication Aide has completed a medication aide course and dispenses oral medications and provides treatments under the direction of a licensed nurse.

The Nurse Aide provides custodial care, reports illnesses and unusual behavior, and performs routine medical procedures including blood pressure and temperature tests.

The Licensed Practical Nurse performs patient care, providing treatments and dispensing medications within the scope of practice.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Administers medications to residents to ensure medications are delivered appropriately and at proper times.
 - a. Follows nurse's or physician's orders from client charts.
 - b. Checks to confirm medications on med trays are correct.
 - c. Carries out patient programs when administering medications.
2. Provides patient treatments to carry out physician's and nurse's orders and to ensure client's comfort and well being.
 - a. Applies ointments, skin preparations, suppositories, ear drops, and eye drops.
 - b. Examines clients' skin and feet, provides appropriate care as needed.
 - c. Provides heat treatments, such as heat lamp or hot packs.
3. Records medications administered on appropriate medical records and charts to ensure accurate record keeping.
 - a. As applicable, inputs information into computer databases.
 - b. Records nurse's notes.
4. Monitors vital signs and reports problems to nursing or other professional staff.
 - a. Reports emergencies relating to clients, medications, or facility.
 - b. Completes drug incident reports when problems occur.
 - c. Provides reports to next shift on client medication and/or condition changes.
5. Provides care for clients in the infirmary.
 - a. Administers medications and treatments.
 - b. Monitors seizures and illnesses.
 - c. Provides direct care, such as bathing, feeding, and repositioning.

6. May provide work direction or training to direct care staff to ensure duties are appropriately carried out.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to nursing staff. Does not supervise, but may provide work direction or training to direct care staff.

E. Challenges and Problems:

Challenged to administer medications and treatments to non-compliant or aggressive residents, and to learn about each client's needs, habits, and means of communication. The incumbent is further challenged to understand medications, their use, adverse reactions, and interactions with other drugs.

Typical problems include clients refusing medications, clients with feeding and respiratory problems that make it difficult to administer medications, and positioning heavy residents.

F. Decision-making Authority:

Decisions made include deciding how to get a client to accept his or her medication, whether or not to notify a nurse or other staff of a client's condition, if lotion or other non-medicated ointment is needed for a skin condition, and if clients are the appropriate temperature.

Decisions referred include amount and type of medication to dispense, treatments to administer, illnesses, unusual symptoms or behaviors, and behavior problems.

G. Contact with Others:

Daily contact with clients to provide medication and treatments; and with nursing, medical, and direct care staff to discuss clients and their medications and treatments.

H. Working Conditions:

Works in a human services or veteran's institution, or infirmary setting. May have contact with clients who are physically abusive. Duties involve lifting and moving clients.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- basic work direction techniques;
- basic computer operation and software use;
- basic records maintenance principles.

Ability to:

- understand and apply instructions;
- communicate information clearly and concisely;

- count accurately and record numerical and alphabetical data onto forms;
- compare information and recognize discrepancies;
- administer prescription drugs and medications;
- use a computer and applicable data entry software;
- work effectively with individuals with developmental disabilities;
- observe, recognize and report abnormal physical symptoms;
- assist patients with personal care and hygiene needs;
- quickly analyze and react to emergency and stressful situations, while remaining calm;
- lift 50 pounds;
- exercise tact and discretion in dealing with others.

Licenses:

Must complete an approved medication aide course.