

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Medication Aide Supervisor**

**Class Code: 50635**  
**Pay Grade: GG**

---

### **A. Purpose:**

Selects, schedules, trains, supervises, and evaluates new and current Medication Aides according to specified guidelines to develop competent employees who enhance the care of people supported at a facility by correctly and safely administering medications to them.

### **B. Distinguishing Feature:**

The Medication Aide Supervisor supervises Medication Aides at a state facility and is responsible for selection, training, and monitoring their activities.

The Medication Aide administers oral medications and treatments to people and maintains medication records to ensure accurate dispensing of medications.

### **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 which may be found in positions of this class.)*

1. Supervises Medication Aides to ensure safe administration of medications in accordance with federal and state guidelines and in adherence to the policies, procedures, and guidelines of the facility.
  - a. Interviews and recommends hires of new Medication Aides.
  - b. Schedules Medication Aides and ensures appropriate staffing levels at all times.
  - c. Approves leave requests and monitors and approves timekeeping.
  - d. Rearranges schedules to accommodate illness, vacation, and in-services.
  - e. Conducts performance reviews and completes performance feedback designed to enhance employee work performance.
  - f. Provides feedback and work direction.
  - g. Addresses staff problems and recommends supervisory or disciplinary action.
  - h. Serves as communication link through attendance at shift change conferences.
  - i. Addresses and resolves personality conflicts.
  - j. Identifies the need for new medical equipment and orders supplies for the medication rooms.
  - k. Plans, coordinates, and adjusts medication schedules to ensure the people supported maintain a healthy living environment.
  - l. Monitors compliance and ensures adherence to the policies, procedures, and guidelines of the facility required by Medication Aides.
    - i) Inspects medication rooms for cleanliness.
    - ii) Monitors that medication rooms and cabinets are locked.
    - iii) Ensures that medications are stored correctly.
    - iv) Ensures that controlled substances are signed out and accounted for.
    - v) Ensures that personal care assigned to the Medication Aides is completed.
    - vi) Ensures that patient files are being maintained and reviews charting for accuracy and completeness.
    - vii) Maintains and prepares documentation and reports.
    - viii) Monitors the filing of medical information and archives medical records.
    - ix) Reviews probes for completeness and relevance.

2. Develops and provides ongoing in-service training and retraining to new and current Medication Aides as a group or individually.
  - a. Provides training for the individual program areas.
  - b. Teaches proper way to trim fungal nails, take blood pressure, insert a suppository, administer ear and eye drops, etc.
  - c. Reviews scope of practice for Medication Aides, filing procedures, and chart documentation.
  - d. Maintains high standards for medication trained personnel who are not Medication Aides.
  - e. Ensures staff complete all in-service training in a timely manner.
  - f. Maintains training records.
  - g. Develops and maintains training manuals.
  
3. Works as a Medication Aide during staffing shortages.
  - a. Passes medications on short notice when needed if other staff are not available.
  - b. Transports people to appointments in emergency situations.
  
4. Interacts with other staff at the facility to ensure effective communication and coordination of services.
  - a. Coordinates medication passes with pharmacy.
  - b. Ensures that Medication Aides are interacting with nursing staff to coordinate patient care.
  - c. Coordinates with nursing staff to report any issues or concerns with medication passes.
  - d. Resolves conflicts with dorm staff.
  - e. Coordinates transportation arrangements for patients with medical secretary.
  
5. Provides support to medical services including coordinating health fairs; maintaining emergency, safety, and adaptive equipment; maintaining the medical warehouse and identifying the need for medical equipment and supplies; and maintaining communication radios.
  
6. Participates as an Individual Support Plan (ISP) team member to ensure the most effective methods are implemented to enhance the care and increase the independence of the people served at the facility.
  - a. Develops and recommends teaching and service plans for the administration of medication.
  - b. Monitors the implementation of the medication administration plans to ensure plans are followed correctly, progress is made, and documentation is completed.
  - c. Attends team meetings and annual reviews and advocates for people supported.
  - d. Provides training to Medication Aides on the implementation of the plans.
  - e. Uses and teaches Person-Centered Thinking (PCT) tools to find the best approach for each person during treatments and medication administration.
  
7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Typically reports to a Pharmacist. Supervises Medication Aides. Directs the work of other certified medication staff who pass medications when people go off campus. May supervise additional staff to meet the needs of the facility.

### **E. Challenges and Problems:**

Challenged to supervise staff located throughout the facility and on varying shifts, motivate and retrain staff, and ensure staff complies with facility policies and procedures. Further challenged to identify problem areas and to develop plans to change long-term behavior to correct the problem and to find new approaches for each person regarding his or her medication and treatment and to teach staff to do the same.

Typical problems resolved include staffing shortages, scheduling issues, and filling in for staff when necessary; dealing with unplanned medication passes; conflicts among staff; and scope of practice issues.

### **F. Decision-making Authority:**

Decisions made include hiring and disciplinary recommendations, making and changing schedules, assignment of medication passes or transportation of people, and determining what training is needed by staff.

Decisions referred include approval of hiring and disciplinary actions, and decisions outside the scope of practice for a Medication Aide.

### **G. Contact with Others:**

Daily contact with medical, healthcare services, and other direct care staff to clarify duties or orders, coordinate transportation needs, and to exchange information in support of services provided.

### **H. Working Conditions:**

Works in a human services facility. Has contact with residents of the facility who are unpredictable, physically aggressive, and self-abusive.

### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- effective methods of supervision;
- the developmentally disabled population;
- administration of medication processes and relevant federal and state regulations.

Ability to:

- exercise independent judgment and make sound decisions;
- remain organized and manage time effectively;
- communicate effectively;
- work as a member of a team;
- implement agency policies/procedures.

### **J. Licenses:**

Must complete an approved Medication Aide Course.