



CMA/CNA 2nd Shift

Employer

Winfield Rest Have
1611 Ritchie
Winfield KS 67156
620-221-9290

Job Description

The Certified Medication Aide (CMA) assist the licensed nurses in providing safe and ethical care for elders with administering prescribed medications in a timely manner, ensuring medications are ordered on time, and medication cart is clean and organized. Will serve elders in an honorable way by working with all facility staff in developing a team approach to care for the elders by assisting with ADLs, maintaining a pleasant environment, being a friend, taking vitals, reporting abnormalities to the charge nurse, complying with the Elder Justice Act and respecting Resident Rights.

Major Duties:

- Administration of medications by providing the right resident, right medication, right dose, right time, right route, right documentation, right reason, right response, and proper hand hygiene.
- Acknowledgement of each medication use, side effect, interactions, warnings, and what to monitor.
- Correctly counting medications at shift change as per facility protocol.
- Re-ordering medications in a timely manner as per facility protocol.
- Proper storage of medications in the medication cart and the medication room.
- Medication cart will be clean and organized by not allowing creams, ointments, powders, nasal sprays, eye drops, and inhalers to be stored touching.
- Medication equipment is cleaned and disinfected as protocol.
- Follow facility Infection Control Program.
- Communicate any changes in condition to the charge nurse immediately.
- Acknowledgement of each elder's care plan from reviewing Kardex daily.
- Developing routine cares with your elders and co-workers and being flexible with any changes.
- Performing elder cares of bathing, hygiene & grooming, oral cares, meals, safe transfers, mobility, toileting, and any other cares described in elder's Kardex.
- Provides peri care and catheter care, handling and placing tubing appropriate to avoid infections.
- Assures all assigned elders are dressed in clothing that is clean, in good repair, and appropriate for season and time of day according to elder's choice and preference. Changing soiled clothing upon discovery.
- Assist elders with application of hearing aide, clean eyeglasses and any prostheses.
- Obtains vital signs and documents accurately: height & weight, respirations, pulse & pulse oximetry, temperature, blood pressure, reports of pain, and reports of any abnormality.

Major Duties Continued:

- Completes delegated task from the charge nurse
- Use care planned assistive devices with elder.
- Assist elder with correct diet and snacks.
- Wear full uniform daily of name tag, pager, and walkie.
- Answering call lights in a timely manner.
- Immediately reports any elder grievances to the charge nurse.
- Attending all annual required education and training provided by the facility.

Required Qualifications:

- Must have a current and valid Kansas Medication Aide Certification
- Must have a current and valid Kansas Nursing Assistant Certification
- Ability to read and understand Policies and Procedures
- Ability to add, subtract, and understand decimals and fractions in all units of measure
- Ability to read and understand a medication label
- Must be familiar with policies and procedures that pertain to elder care. Must promote the highest quality of care by being involved in at least one of the following: QAPI, Safety Committee, At Risk Committee, Infection Control committee, any PIPs, and on-going education and training.
- Safe handling of equipment by attending all training prior to using equipment and following safety guidelines.
- Ability to listen and communicate step by step procedures to elders with maintaining elder dignity.
- Ability to read and write for communication and documentation.
- Compassionate, mature, sympathetic, and professional at all times.
- The ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to learn the electronic medical records, documentation, and reading the Kardex
- Ability to operate a computer at a moderate skill level.

Physical Demands:

- Ability to stand, walk, sit, and bend for extended periods of time throughout the day.
- Ability to lift 50 pounds
- Ability to read computer screens, e-mails, and talk on the phone.
- Work requires finger dexterity and eye-hand coordination to operate equipment and computer.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to elders who are ill, confused, and need your assistance.

Work Environment:

- Professional and deadline-oriented environment in a residential setting
- Interaction with older adults with varying levels of ability
- Team environment that includes all staff, elders, elder's representatives, and community

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. This job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any job- related instructions and to perform any job- related responsibilities within their scope of practice as requested by their supervisor.

Apply

Apply in person or email resume to alyssad@winfieldresthaven.com
CMA starting wage \$15.00 per hour and commensurate with experience