



## Job Description

Title: Certified Medication Technician

### Scope of Responsibilities/Supervisory Controls:

The Certified Medication Technician is directly accountable to the Clinical Director or appropriate licensed designee. He/she is to receive close supervision on all assignments for the purpose of medication administration. The Certified Medication Technician is expected to perform routine medication administration independently within the Agency's program and procedures and within his/her scope of responsibility.

### Major Duties:

- A. Provide medication administration to clients in their place of residence.
  - Observe any noticeable changes in client's condition post medication administration and notify the Nursing Department immediately
  - Observe and report any changes in family or environmental factor
  - Promote a clean, safe and healthy home environment
  - The Clinical Director or licensed appropriate designee will provide a supervisory visit for the purposes of the initial medication administration
  - The Clinical Director or licensed appropriate designee will provide ongoing supervision at least every 45 days with medication administration
- B. Document client care and medication administration as required by the Agency or other third party payors.
- C. Complete and submit all required forms or documentation on a weekly basis.
- D. Participate in Education and Inservice programs provided by the Agency.

### Minimum Education and Skill Requirements:

- Licensed with the State Board of Nursing as a Certified Medication Technician
- At least one year of practical experience in a hospital, nursing home, Home care program or Hospice
- CPR certification

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_